BOARD OF EDUCATION

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT

MINUTES OF THE MEETING OF

March 23, 2026

The meeting was called to order by the Board President at 5:00 p.m., in the Board Room, 12820 Pioneer Boulevard, Norwalk, CA with all board members present.

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| Board Members Present: | Dr. Robert Cancio, President<br>Ms. Becky Langenwalter, MS, LMFT, Vice President<br>Ms. Norma Amezcua, Member<br>Narcis Brasov, Esq., Member<br>Mark Copland, Member<br>Ms. Espie Free, MPA, MLS, Member<br>Mr. Jose M. Rios, Member |
| Administrators Present: | Ms. Tania Magaña, Interim Superintendent<br>Mr. Estuardo Santillan, Assistant Supt., Business Services<br>Dr. Michael R. Gotto, Assistant Supt., Human Resources<br>Mr. Christopher Hargraves, Public Information Officer |

**OPEN SESSION**

**2 - Administration Agenda:**

It was moved by Norma Amezcua, and seconded by Narcis Brasov, and carried unanimously, R- 71

That the Agenda for this meeting be adopted with correction to Item 17.A. La Mirada Adult School Fire Alarm Upgrades Project, Bid No. 202526-5 (Formal, DSA #03-125583). The dollar amount should be $752,400 which includes the bid amount of $684,000 plus contingencies.

## PUBLIC COMMENTS

**Opportunity for Citizens to Address the Board**

Board President Cancio declared the Public Comment Section open.

Carol S. Sundheim, Employee/TANLA, shared special education student success updates, noting several students across elementary, middle, and high school have exited special education services. She also highlighted individual student growth and progress in reading and academic skills.

There being no one else wishing to address the Board, the President declared the Public Comment Section closed.

## VACANT BOARD OF EDUCATION SEAT

The Board conducted interviews for three candidates, Esthela Chavez,-Prado, Mark Copland, and Christopher Staples, to fill the vacant Board of Education seat. Candidates responded to questions related to leadership experience, decision-making, collaboration, fiscal responsibility, student achievement, and governance practices. Following the interview process and Board discussion, motions were made to appoint candidates.

**2 – Provisional Appointment to Fill a Vacancy on the Board of Education:** R- 72

> It was moved by Dr. Robert Cancio to appoint Esthela Chavez-Prado to fill the vacancy created by Dr. Lorena Viduarre's resignation; however, the **motion failed** due to lack of a second.

**2 - Provisional Appointment to Fill a Vacancy on the Board of Education:**

It was moved by Norma Amezcua, seconded by Jose Rios, R- 73
and **failed** 2-4, with "yes" votes by Norma Amezcua and Jose Rios; and "no" votes by Narcis Brasov, Dr. Robert Cancio, Espie Free, and Becky Langenwalter

> To appoint Christopher Staples to fill the vacancy created by Dr. Lorena Vidaurre's resignation.

**2 - Provisional Appointment to Fill a Vacancy on the Board of Education:**

It was moved by Becky Langenwalter, seconded by Espie Free, R- 74
and **carried** 4-2, with "yes" votes by Narcis Brasov, Dr. Robert Cancio, Espie Free, and Becky Langenwalter; and "no" votes by Norma Amezcua and Jose Rios,

To appoint Mark Copland to fill the vacancy created by Dr. Lorena Vidaurre's resignation.

## CLOSED SESSION

The President declared a Closed Session at 6:06 p.m., with possible action to follow. The Board of Education reconvened at 6:41 p.m., with all members present, including Mr. Copland, who was administered the Oath of Office by Board President Dr. Cancio following his appointment.

## OPEN SESSION

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ana Jure, Kindergarten Teacher, La Pluma Elementary School. Ms. Jure was presented with a certificate, and photos were taken with the Board of Education.

## PUBLIC ANNOUNCEMENT OF ACTIONS TAKEN BY THE BOARD IN CLOSED SESSION

No action was taken during Closed Session.

## ADMINISTRATIVE

**2 - Administration Minutes:**

It was moved by Norma Amezcua, seconded by Jose Rios, R- 75
and carried unanimously,

That the Minutes of March 9, 2026 be adopted as received.

**2 - Administration Minutes:**

It was moved by Norma Amezcua, seconded by Espie Free, and carried unanimously, R- 76

That the Minutes of March 14, 2026 be adopted as received.

## RECOGNITIONS

**Autism Awareness Month – April 2026**

It was moved by Jose Rios, seconded by Narcis Brasov, and carried unanimously, R- 77

That the resolution proclaiming April 2026 as Autism Awareness Month, appearing on Page 621 of these minutes be adopted.

Following adoption of the resolution, the Board presented the proclamation to Adult Transition students Daniel Godoy and Edward Albert Concepcion, along with staff members Pilar Lindroth and Lisa Prado. Photographs were taken with the Board of Education.

**Winter Sports**

The Board of Education recognized winter sports athletes and teams from John Glenn High School, La Mirada High School, and Norwalk High School for their outstanding achievements at the league, CIF, and state levels. Coaches highlighted individual and team accomplishments, including CIF placements, Masters and state qualifications, league championships, and academic excellence.

Student-athletes from wrestling, basketball, cheer, and dance programs were introduced and honored for their dedication, performance, and leadership. Notable achievements included CIF champions and placers, Masters and state qualifiers, multiple league championships, national competition placements, and team successes at the regional, state, and national levels.

Certificates were presented to the student-athletes and coaches, and photographs were taken with the Board of Education.

## RECOGNITIONS, Continued

### Southeast Academy Rifle Team

The Board of Education recognized the Southeast Academy drill and color guard teams for their performance at the 25th Annual Fontana Drill Competition. The teams earned multiple honors, including third place in unarmed regulation, second place in female color guard regulation, and first place in both armed inspection and armed regulation. Their combined scores resulted in a second place overall finish and a Sweepstakes Trophy, qualifying them for the Golden Bear West Coast National Drill Competition.

Cadets were introduced and recognized for their contributions to the program. Certificates were presented, and photographs were taken with the Board of Education.

## PUBLIC COMMENT

### Opportunity for Citizens to Address the Board

Board President Cancio declared the Public Comment Section of the meeting open.

Carrie Vaughn, Employee, invited the Board to upcoming Southeast Academy events and spoke about declining enrollment at John Glenn High School and Southeast Academy, advocating for investment in new career pathway programs, improved facilities, equity among high schools, and continued support for programs such as BTSA and district collaboration.

Alyssa Carrola, Southeast Academy Cadet, invited the Board to a community breakfast and highlighted school programs.

Ben Hopson, Employee, provided an update on the District's esports programs, including team rankings, recent competition results, and future program expansion to middle schools.

Lee Squire, Community Member, spoke regarding voting rights and civic issues.

Mary Mangold, Employee, expressed appreciation to the Board for moving forward positively as a district, supported the appointment of Interim Superintendent Tania Magaña, and welcomed the return of Dr. Kristine Cvar.

Sarah Malec, Employee (Virtual), shared highlights from Corvallis Middle School's Career Day and invited the Board to attend the school's Astronomy Night event.

Teresa Leon, Employee (Virtual), spoke regarding the superintendent search and expressed support for Interim Superintendent Tania Magaña.

**PUBLIC COMMENT**, Continued

Erica Aguilar, Parent (Virtual), thanked Board members and staff for attending a CAC meeting and provided input regarding special education, including requests for additional training, staffing support, clarification on attendance practices, and consideration of a uniform bell schedule for elementary schools.

Lori Coggins, Teacher (Virtual), spoke regarding the superintendent search, emphasizing the importance of selecting a leader with classroom experience and expressing support for current district leadership.

There being no one else wishing to address the Board, the President declared the Public Comment Section closed.

## EMPLOYEE/PTA REPRESENTATIVES' REPORT

Noemi Garcia, President, PTA, Martha Jauregui, President, CSEA and Maureen Quiros Gray, President, TANLA shared updates on their organizations' activities and initiatives.

## SUPERINTENDENT'S REPORT

Interim Superintendent Tania Magaña began by welcoming Dr. Kristine Cvar back to the District. Ms. Magaña recognized World Down Syndrome Day and Autism Awareness Month, emphasizing the importance of inclusive school environments. She also congratulated Southeast Academy, District high schools, and their coaches for recent athletic and esports achievements.

Ms. Magaña reported on the recent Superintendent's Cabinet Advisory meeting, noting collaborative discussions with school leaders and labor partners, and announced an upcoming Community Superintendent's Cabinet meeting scheduled for April 28 to further engage the community.

She highlighted an upcoming Memorandum of Understanding with the Sacramento County Office of Education for a $103,000 grant to support behavioral health services. Additionally, she clarified that the District is not experiencing mass layoffs and emphasized a focus on stability, intentional staff support, and maintaining strong classroom environments.

Ms. Magaña concluded by reaffirming the District's commitment to strengthening instruction, supporting schools through aligned systems, and ensuring equitable, high-quality learning opportunities for all students, followed by a video presentation showcasing district programs.

## ACTION ITEMS

**9 – Measure G (Fund 21) – Transportation Department Underground Storage Tank Project:**

It was moved by Norma Amezcua and seconded by Jose Rios,
and opened for discussion

Board members raised concerns regarding the proposed no-bid resolution, including transparency, lack of competitive bidding, and fiduciary responsibility. Edith Florence, Director, Facilities, Planning, and Construction explained prior efforts to obtain proposals and challenges due to the specialized nature of the project, as well as time constraints associated with bond funding. Board members discussed potential cost impacts, project urgency, and environmental considerations.

It was moved by Espie Free and seconded by Narcis Brasov, R- 78
and carried unanimously,

> That Resolution No. 25/26-11 authorizing to enter into contract(s) for the removal and replacement of the Transportation Department's Underground Storage Tank Project be tabled. This item was not approved.

**9 – Measure G (Fund 21) - School Construction Compliance, LLC:**

It was moved by Norma Amezcua and seconded by Jose Rios,
and opened for discussion

The Board discussed a contract for prevailing wage compliance oversight related to the District's roofing projects across multiple sites. Ms. Florence explained that the consultant would be responsible for monitoring certified payroll, maintaining required records, conducting compliance checks, and ensuring all reporting requirements to the Department of Industrial Relations are met. The service would also include reviewing contractor payment requests to confirm compliance prior to approval. It was noted that this work involves coordination across multiple project sites and contractors, and that using a specialized consultant allows project and facilities staff to remain focused on construction oversight.

**9 – Measure G (Fund 21) - School Construction Compliance, LLC**, Continued**:**

It was moved by Norma Amezcua and seconded by Jose Rios, R- 79
and carried unanimously,

That the Consultant Services Agreement with School Construction Compliance, LLC, on file in the Business Office to provide labor compliance services for the Districtwide Reroofing Project. This Project takes place at 17 sites at the same time with multiple contractors. School Construction Compliance, LLC will help monitor that the contractors are following the labor laws and uploading the appropriate documents to the Department of Industrial Relations website. This Agreement is effective March 24, 2026 through the completion of the Project. Services will be provided for an amount not to exceed $22,000.00 and will be paid from String #21.0-90170.0-98090-85000-6205-7900000, Bond Proceeds.

**9 – Measure G (Fund 21) - Converse Consultants:**

It was moved by Norma Amezcua and seconded by Jose Rios,
and opened for discussion

Board members had questions regarding cost increases and contract amendments over time. Ms. Florence explained that the increases were due to phased work, additional monitoring needs, and project delays, including weather impacts. The Board emphasized the importance of clearer contract documentation and cost transparency moving forward.

It was moved by Norma Amezcua and seconded by Jose Rios, R- 80
and carried 5-2, with "yes" votes by Norma Amezcua, Narcis Brasov, Mark Copland, Becky Langenwalter, and Jose Rios; and "no" votes by Dr. Robert Cancio and Espie Free,

That Amendment No. 2 to Consultant Services Agreement with Converse Consultants, on file in the Business Office, be approved and signed to increase the total contract value by $21,040.00; from $56,433.00 to $77,473.00 for additional hours of geotechnical services related to the Hutchinson Middle School Band Room Project. All other terms and conditions to remain as approved by the Board of Education on June 23, 2025.

## CONSENT AGENDA

It was moved by Norma Amezcua and seconded by Narcis Brasov, and carried unanimously, R-81

That the Consent Agenda be approved with the exception of 15.A., Amendment No. 1 to Agreement with Ruhnau Clarke Architects; 15.B., Independent Contractor Agreement with Certerra Subsurface Imaging; Item 16.B., Independent Contractor Agreement with Nadine L. Khouri; Item 16.C., Memorandum of Understanding (MOU) with Sacramento County Office of Education; 16.O., Consultant Services Agreement with RS Construction Services, Inc.; and Item 17.A., La Mirada Adult School Fire Alarm Upgrades Project, Bid No. 202526-5(Formal, DSA #03-125583). to be discussed and voted on separately.

**5 – Acceptance of Gifts (CA):**

Whereas, the following named donors have volunteered to give the District unconditionally, the items indicated:

Therefore, be it resolved that said gifts are hereby accepted and letters of appreciation directed to the donors:

Cash in the amount of $350.00, donated to Gardenhill Elementary School, by Gardenhill Elementary Parents, to be used for 5th grade science camp, appearing on Page 622 of these minutes; and

Cash in the amount of $50.00, donated to Gardenhill Elementary School, by Gardenhill Elementary Parents, to be used for 5th grade science camp, appearing on Page 623 of these minutes; and

Cash in the amount of $350.00, donated to Gardenhill Elementary School, by Gardenhill Elementary Parents, to be used for 5th grade science camp, appearing on Page 624 of these minutes; and

A check in the amount of $4, 489.24, donated to Gardenhill Elementary School, by Gardenhill Elementary PTA, to be used for any educational purposes principal deems necessary, appearing on Page 625 of these minutes; and

A check in the amount of $400.00, donated to Johnston Elementary School, by ETeamSponsor Inc., to be used for science camp, appearing on Page 626 of these minutes; and

**5 – Acceptance of Gifts (CA)**, continued**:**

Cash in the amount of $1,350.00, donated to La Pluma Elementary School, by La Pluma Parents, to be used for 5th grade science camp, appearing on Page 627 of these minutes; and

Cash in the amount of $500.00, donated to La Pluma Elementary School, by La Pluma Parents, to be used for 5th grade science camp, appearing on Page 628 of these minutes; and

A check in the amount of $1,075.00, donated to La Pluma Elementary School, by La Pluma Elementary PTA, to be used for 5th grade science camp, appearing on Page 629 of these minutes; and

A check in the amount of $20.00, donated to New River Elementary School, by Dulce Canella Inc., to be used for purchase of incentives for PBIS, appearing on Page 630 of these minutes; and

Cash in the amount of $12,420.00, donated to Corvallis Middle School, by Corvallis Parents, to be used for 8th grade Disneyland trip, appearing on Page 631 of these minutes; and

A check in the amount of $3,300.00, donated to John Glenn High School, by Pam Trimble, to be used for supplies and/or equipment, appearing on Page 632 of these minutes; and

A check in the amount of $3,000.00, donated to La Mirada High School, by Northgate Gonzalez, LLC, to be used for student activities and/or recognitions throughout the year, appearing on Page 633 of these minutes; and

A check in the amount of $150.00, donated to La Mirada High School, by Senior Specialties, to be used for supplies for school presentations and/or assemblies, appearing on Page 634 of these minutes; and

A check in the amount of $250.00, donated to Norwalk-La Mirada Unified School District, by SJM Industrial Radio, to be used for District Wellness Program – 5 K event, appearing on Page 635 of these minutes; and

A check in the amount of $500.00, donated to Norwalk-La Mirada Unified School District, by Gallagher, to be used for District Wellness Program – 5 K event, appearing on Page 636 of these minutes; and

**9 – Claims and Accounts (CA):**

That the Claims and Accounts, appearing on Page 637 through 638 of these minutes, be approved; and

**7 – Building Program (CA):**

That the Architectural Services Agreement with Westgroup Designs, on file in the Business Office, be approved and signed to provide architectural services for the Huerta Playground Project, including updated DSA submittal, bidding support, construction administration, and project closeout. This Agreement is effective March 24, 2026 through the completion of the Project. Services will be provided for an amount not to exceed $17,000.00 and will be paid from String #01.0–26000.0–00000–85000–6210–1200000, ELOP; and

That authorization to file the Notice of Exemption for the Transportation Garage and Warehouse Doors Project and to fund the $25.00 filing fee be approved; and

**9 – Contracts/Agreements $4,000 & Over (CA):**

That Amendment No. 1 to Independent Contractor Agreement with Janine Y. Ezaki, Ed.D., on file in the Business Office, be approved and signed to increase the total contract value by $10,000.00; from $48,000.00 to $58,000.00 for additional hours of one-on-one coaching to principals. These additional fees will be paid from the above referenced Budget Source. All other terms and conditions to remain as approved by the Board of Education on July 21, 2025; and

That the Independent Contractor Agreement with Behavioral Emotional & Academic Mentoring (BEAM), LLC, on file in the Business Office, be approved and signed to provide an independent educational evaluation (IEE) in the area of psycho-ed and present the report at an Individualized Education Planning (IEP) meeting for SN# 976680. This Agreement is effective March 23, 2026 through June 30, 2026. Services will be provided for an amount not to exceed $6,000.00 and will be paid from String #01.0-65000.0-50010-21100-5850-6900000, Special Education; and

That the Independent Contractor Agreement with Supieri Molly Coppel, on file in the Business Office, be approved and signed to provide an independent educational evaluation (IEE) in the area of psycho-ed and present the report at an Individualized Education Planning (IEP) meeting for SN# 979925. This Agreement is effective March 23, 2026 through June 30, 2026. Services will be provided for an amount not to exceed $5,000.00 and will be paid from String #01.0-65000.0-50010-21100-5810-6900000, Special Education; and

**9 – Contracts/Agreements $4,000 & Over (CA)**, continued**:**

That the Independent Contractor Agreement with Graciela Amanda Vega, on file in the Business Office, be approved and signed to extend the term from April 8, 2026 to June 30, 2026 for after school cultural dance instruction at Moffitt Elementary School. All other terms and conditions to remain as approved by the Board of Education on September 8, 2025; and

That Amendment No. 2 to Professional Services Agreement with Vital Healthcare Inc., on file in the Business Office, be approved and signed to increase the total contract value by $310,000.00; from $850,000.00 to $1,160,000.00 due to an increased need for individualized student support as included in the students' Individualized Education Plans. All other terms and conditions to remain as approved by the Board of Education on August 18, 2025; and

That the Independent Contractor Agreement with Dance Arts Academy, on file in the Business Office, be approved and signed to provide Dolland Elementary School with ballet and folklorico enrichment classes, including rehearsals and performance. This Agreement is effective March 26, 2026 through June 30, 2026. Services will be provided for an amount not to exceed $8,400.00 and will be paid from String #01.0-26000.0-19500-10000-5810-1100000, ELOP; and

That the Event Agreement with Elite Stage and Lighting, Inc., on file in the Business Office, be approved and signed to provide graduation services including selected music and professional equipment for the Benton Middle School, Hutchinson Middle School and La Mirada High School graduation ceremonies on Thursday, June 4, 2026 at La Mirada High School Stadium. This Agreement is effective May 30, 2026 through June 5, 2026. Services will be provided for an amount not to exceed $80,627.00 and will be paid from String #01.0-00000.0-91400-27000-5810-3200000 - Benton, 35 - Hutchinson, and 43 - La Mirada (1/3 to each); and

That the Event Agreement with Elite Stage and Lighting, Inc., on file in the Business Office, be approved and signed to provide graduation services including selected music and professional equipment for the Corvallis Middle School, Los Alisos Middle School and Norwalk High School graduation ceremonies on Wednesday, June 3, 2026 at Norwalk High School Stadium. This Agreement is effective May 25, 2026 through June 3, 2026. Services will be provided for an amount not to exceed $80,627.00 and will be paid from String #01.0-00000.0-91400-27000-5810-3300000 - Corvallis, 36 - Los Alisos, and 45 - Norwalk High School (1/3 each); and

**9 – Contracts/Agreements $4,000 & Over (CA)**, continued**:**

That the Event Agreement with Elite Stage and Lighting, Inc., on file in the Business Office, be approved and signed to provide graduation services including selected music and professional equipment for the Waite Middle School and John Glenn High School graduation ceremonies on Tuesday, June 2, 2026 at John Glenn High School Stadium. This Agreement is effective May 24, 2026 through June 2, 2026. Services will be provided for an amount not to exceed $80,627.00 and will be paid from String #01.0-00000.0-91400-27000-5810-3700000 - Waite and 42 - John Glenn (50/50); and

That the Event Agreement with Elite Stage and Lighting, Inc., on file in the Business Office, be approved and signed to provide graduation services including selected music and professional equipment for the Southeast Academy graduation ceremony on Tuesday, June 2, 2026 at Excelsior High School Auditorium. This Agreement is effective June 2, 2026 through June 3, 2026. Services will be provided for an amount not to exceed $6,700.00 and will be paid from String #01.0-00000.0-91400-27000-5810-4100000, Southeast Academy; and

That the Event Agreement with Elite Stage and Lighting, Inc., on file in the Business Office, be approved and signed to provide graduation services including selected music and professional equipment for the Adult Education graduation ceremony on Wednesday, June 3, 2026 at Excelsior High School Auditorium. Services will be provided for an amount not to exceed $6,700.00 and will be paid from String #11.0-63910.0-41100-27000-5810-4900000, Adult School; and

That the Event Agreement with Elite Stage and Lighting, Inc., on file in the Business Office, be approved and signed to provide graduation services including selected music and professional equipment for the El Camino High School graduation ceremony on Thursday, June 4, 2026 at the Los Coyotes Middle School Campus. Services will be provided for an amount not to exceed $7,325.00 and will be paid from String #01.0-00000.0-91400-27000-5810-46000000, El Camino; and

That the Independent Contractor Agreement with Big City Signs Inc., on file in the Business Office, be approved and signed to design, fabricate, and install custom metal signage representing New River Elementary School's three (3) Positive Behavioral Interventions & Supports medals and the official New River Elementary School logo. This Agreement is effective March 24, 2026 through June 30, 2026. Services will be provided for an amount not to exceed $9,331.30 and will be paid from String #01.0-11000.0-00000-27000-5810-2000000, Lottery; and

**7 – Bids (CA):**

That the bid for E-Rate – Firewall Infrastructure (Category 2), Form 470 #260017043, be awarded to CDW-G, and that the contract in the amount of $363,835.19 be approved; and

That the bid for E-Rate – Cisco Network Licensing (Category 2), Form 470 #260016756, be awarded to AMS.NET, and that the contract in the amount of $752,740.80 be approved; and

That the bid for E-Rate – 10Gb Backup Internet Circuit (Category 1), Form 470 #260004943, be awarded to Spectrum Enterprise, and that the contract in the amount of $64,800.00 be approved; and

That the bid for E-Rate – Columbia Point-to-Point Circuit (Category 1), Form 470 #260005238, be awarded to Spectrum Enterprise, and that the contract in the amount of $11,700.00 be approved; and

**30 – Requests for Travel (CA):**

That District representation by approximately 20 Foster Road Elementary School 5th Grade Students and Chaperone Emily Klauk, appearing on Page 639 of these minutes, be approved to participate in "Thousand Pines Science Camp," Crestline, CA, March 23-26, 2026; and authorization be granted for an approximate total cost ($11,775.00) for admission/registration fees, transportation, and other necessary expenses, to be funded from String #01.0-11000.0-11100-10000-5810-23 and String #01.0-11000.0-11100-10000-5889-23; and

That District representation by approximately 15 La Mirada High School Color Guard (Drill Team) Students and Chaperone Michael Patton, appearing on Page 640 of these minutes, be approved to participate in "WGI Championships," Dayton, OH, April 6-12, 2026; and authorization be granted for an approximate total cost ($20,270.00) for admission/registration fees, transportation, lodging, and other necessary expenses, to be funded from String #01.0-00350.0-17400-41200-5220-43; and

That District representation by Tracy Horton, Ken Cook, and Kristi Melton, appearing on Page 641 of these minutes, be ratified to participate in "Culinary Arts Trip to Hawaii," Honolulu, HI, February 28 - March 3, 2026; and authorization be granted for an approximate total cost ($5,000.00) for lodging, transportation, and other necessary expenses, to be funded from String #01.0-0072.0-3801-1000-5220-60; and

**30 – Requests for Travel (CA)**, continued**:**

That District representation by approximately 20 Norwalk and John Glenn High School Students and Chaperones, Patricia De Leon, Adela Enriquez, Ruthie Mendez, Dominica Scibetta, and Jay Yezzo-Lewis, appearing on Page 642 be approved to participate in "UC Santa Barbara Visit," Santa Barbara, CA, April 7-8, 2026. This trip will be at no cost to the District; and

**26 – Settlement Agreements:**

That the Settlement Agreement and General Release for student, SN 988046, be approved; and

That the Settlement Agreement and General Release for student, SN 200569, be approved; and

**22 –Routine Personnel (CA):**

That the Personnel Report, appearing on Page 643 through 652 of these minutes, be approved; and

That the Memorandum of Understanding between the Norwalk-La Mirada Unified School District and the California School Employees Association, Chapter 404, regarding the 2025–2026 Work Calendar and Illness/Vacation Accruals for Preschool Paraeducators, appearing on Page 653 of these minutes, be approved; and

That the Memorandum of Understanding between the Norwalk-La Mirada Unified School District and the California School Employees Association, Chapter 404, regarding an additional release day for the CSEA President, appearing on Page 654 through 655 of these minutes, be approved; and

That the Memorandum of Understanding between the Norwalk-La Mirada Unified School District and the California School Employees Association, Chapter 404, regarding the Clerk Typist Junior, Bilingual position at Lampton Elementary School, appearing on Page 656 through 657 of these minutes, be approved.

## ACTION ITEMS

**7 – Building Program – Ruhnau Clarke Architects:**

It was moved Espie Free and seconded by Dr. Robert Cancio,
and opened for discussion.

The Board had questions regarding the initial cost estimate and the need for an increase, as well as how such fees are calculated and why they were not included in the original proposal.

Edith Florence explained that DSA fees are typically calculated using a standard formula, but in this case were not included in the architect's original contract. Due to timing constraints and the District's internal process for issuing payments, the architect advanced the DSA fee to meet project deadlines, with the District reimbursing the cost. Board members expressed concern about recurring amendments and emphasized the need for improved planning, more accurate cost estimates, and more efficient internal processes to avoid similar adjustments in the future.

It was moved by Espie Free and seconded by Dr. Robert Cancio, R- 82
and carried unanimously,

> That Amendment No. 1 to Agreement with Ruhnau Clarke Architects, on file in the Business Office, be approved and signed to increase the total contract value by $8,000.00; from $68,500.00 to $76,500.00 for reimbursable DSA plan fees related to the Central Kitchen Generator Project. All other terms and conditions to remain as approved by the Board of Education on January 26, 2026.

**7 – Building Program - Certerra Subsurface Imaging:**

It was moved Espie Free and seconded by Dr. Robert Cancio,
and opened for discussion.

Board Member Free inquired whether the proposed cost was a not-to-exceed amount and if there was potential for increases based on field conditions. Ms. Florence explained that the scope of work is limited to a specific area where an emergency generator is planned, and no additional costs are anticipated unless the project location changes. It was further noted that the subsurface imaging is a proactive measure to identify underground utilities or obstructions and help prevent potential change orders during construction.

**7 – Building Program - Certerra Subsurface Imaging**, continued**:**

It was moved by Espie Free and seconded by Dr. Robert Cancio, R- 83
and carried unanimously,

That the Independent Contractor Agreement with Certerra Subsurface Imaging, on file in the Business Office, be approved and signed to provide underground utility locating and mapping services for the Central Kitchen Generator Project. This Agreement is effective March 24, 2026 through June 30, 2026. Services will be provided for an amount not to exceed $6,309.60 and will be paid from String #13.0-53100.0-00000-85000-6270-7600000 - Child Nutrition.

**9 – Contracts/Agreements $4,000 & Over – Nadine L. Khouri:**

It was moved Espie Free and seconded by Mark Copland,
and opened for discussion.

Board Member Free inquired about the need for the contract, noting prior comments regarding an existing dietitian position and expressing concern about potential duplication of services or displacement of staff.

Dr. Kristine Cvar, Assistant Superintendent, Educational Services and Dr. Michael Gotto, Assistant Superintendent, Human Resources clarified that the previously assigned registered dietitian had resigned, and the contract is intended as a temporary solution to ensure compliance with federal and state nutrition requirements for the Head Start program while recruitment for a permanent position is underway. It was further clarified that the position exists under the title Head Start Nutrition Specialist and requires a registered dietitian license. The contract will remain in place only until a permanent hire is made.

It was moved by Espie Free and seconded by Mark Copland, R- 84
and carried unanimously,

That the Independent Contractor Agreement with Nadine L. Khouri, on file in the Business Office, be approved and signed to provide the Head Start Program with Registered Dietician nutrition services and support. This Agreement is effective March 24, 2026 through June 30, 2026. Services will be provided at a rate of $55.00 per hour; for a total amount not to exceed $13,200.00 and will be paid from String #12.0-95210-00010-37000-5850-5300000 (58%), 95250 (15%), and 95260 (28%) - Head Start.

**9 – Contracts/Agreements $4,000 & Over – Sacramento County Office of Education:**

It was moved Espie Free and seconded by Narcis Brasov,
and opened for discussion.

Board Member Free expressed appreciation for the grant and inquired whether it was one-time funding, as well as how the District would sustain services once the funding ends.

Jim Wood, Executive Director, Special Education clarified that the funding is a one-time bridge grant intended to offset prior funding disruptions and that positions supported by the grant would not be eliminated. It was further explained that the District plans to transition funding support through existing partnerships and develop a billing structure to sustain services long-term.

It was moved by Espie Free and seconded by Narcis Brasov, R- 85
and carried unanimously,

> That the Memorandum of Understanding (MOU) with Sacramento County Office of Education, on file in the Business Office, be approved and signed for the District to receive a Bridge Grant in the amount of $103,900.00 to provide services pursuant to the Children and Youth Behavioral Health Initiative during the 2025-2026 school year. This agreement is effective after it is signed by both parties. Upon execution, the agreement shall be retroactively effective to July 1, 2025 with the same force and effect as if it had been executed on that date. The term of this MOU is July 1, 2025 through June 30, 2026.

**9 – Contracts/Agreements $4,000 & Over - RS Construction Services:**

It was moved Espie Free and seconded by Jose Rios,
and opened for discussion.

Board Member Free raised concerns regarding the time-based nature of the contract, potential cost increases, and the possibility of future amendments. Questions were also asked about oversight, duplication of services, and how consultant hours would be tracked and approved.

Ms. Florence explained that the on-call structure is necessary due to uncertainty in project approvals and timelines associated with LACOE-funded Head Start projects. The contract would only be utilized as needed, and funds would not be expended if projects do not move forward. It was further clarified that the consultant would provide project management support specific to these projects and would not duplicate existing staff roles. Staff indicated that internal processes would be used to monitor and manage consultant hours and deliverables.

Board members emphasized the importance of cost oversight, transparency, and tracking of labor and project expenses.

**9 – Contracts/Agreements $4,000 & Over – RS Construction Services**, continued**:**

It was moved by Espie Free and seconded by Jose Rios, R- 86
and carried 6-1, with "yes" votes by Norma Amezcua, Narcis Brasov, Dr. Robert Cancio, Mark Copland, Becky Langenwalter, and Jose Rios; and a "no" vote by Espie Free,

> That the Consultant Services Agreement with RS Construction Services, Inc., on file in the Business Office, be approved and signed to provide on-call project management services for upcoming capital improvement projects for the Early Education Program who has several small projects proposed at various District sites, many occurring concurrently. This Agreement is effective March 24, 2026 through June 30, 2026.

**9 – Bids – La Mirada Adult School Fire Alarm Upgrades Project:**

It was moved Dr. Robert Cancio and seconded by Jose Rios,
and opened for discussion.

Board Member Free raised concerns regarding the discrepancy between the amount listed on the agenda and the total contract amount, as well as why District staff could not perform the work. Ms. Florence clarified that the correct contract amount included a 10% contingency and that the agenda contained an error, which had been noted earlier in the meeting.

Discussion also focused on the role and capacity of District fire alarm technicians. Ms. Florence and Gerald Mitchell, Director, Maintenance and Operations explained that while in-house technicians handle maintenance and troubleshooting, the scope and scale of a full campus-wide system replacement require specialized expertise, additional personnel, and resources beyond current staffing. Board members requested further clarification regarding labor limitations and contracting practices.

It was moved by Dr. Robert Cancio and seconded by Jose Rios, R- 87
and carried 6-1, with "yes" votes by Norma Amezcua, Dr. Robert Cancio, Mark Copland, Espie Free, Becky Langenwalter, and Jose Rios; and a "no" vote by "Narcis Brasov,

> To table the La Mirada Adult School Fire Alarm Upgrades Project, Bid No. 202526-5 (Formal, DSA #03-125583), to allow time for the Board to receive additional information prior to consideration for approval.

## BOARD COMMUNICATIONS

**Narcis Brasov**

- Attended STEAM Night event at Moffitt Elementary and expressed appreciation for the efforts of staff, teachers, and Dr. Reyna in organizing a successful event.

**Jose Rios**

- No report.

**Espie Free**

- Attended the Norwalk High School Charity for Charities event; spoke at the Norwalk High School Government Club; participated in the Expanded Learning Program Women's Day celebration; visited Glazier, Dolland, and Norwalk High School; attended CAC meeting; and participated in Assemblymember Blanca Pacheco's Women of the Year event.

**Norma Amezcua**

- Met with Mr. Jim Wood and team regarding Special Education and attended CAC meeting; also attended the Norwalk High School Charity for Charities event and Assemblymember Blanca Pacheco's Women of the Year event.

**Mark Copland**

- Attended an awards assembly at Gardenhill Elementary and commended Principal Sarah Gilbert for her leadership and presentation; shared plans to attend an upcoming school performance of *Mary Poppins* at Benton Middle School.

**Becky Langenwalter**

- Attended the California League of Middle Schools recognition event, noting that all district middle schools were recognized as "Schools to Watch," and attended the Esports Derby at Norwalk High School.

**Dr. Robert Cancio**

- Conducted site visits with Dr. Gotto at Benton Middle School and John Glenn High School, and attended a DELAC meeting at Dolland Elementary School.

## CLOSED SESSION

The President declared a Closed Session at 9:22 p.m., with possible action to follow. The Board of Education reconvened at 10:18 p.m., with all members present, except Board President Dr. Cancio.

## PUBLIC ANNOUNCEMENT OF ACTIONS TAKEN BY THE BOARD IN CLOSED SESSION

**22 – Personnel:**

It was moved by Dr. Robert Cancio, and seconded by Norma Amezcua, and carried unanimously, R- 88

That Angela Togia be appointed to the position of Principal, Middle School, at Los Alisos Middle School, at a monthly rate of $14,010.00, excluding any applicable longevity, with an effective date to be determined.

## ADJOURNMENT

It was moved by Narcis Brasov and seconded by Mark Copland, and carried unanimously, R-89

The meeting of the Board of Education was adjourned at 10:18 p.m.

The next meeting of the Board of Education will be held on Monday, April 27, 2026 beginning with Closed Session at 5:00 p.m. and Open Session at 6:30 p.m.

_____
Tania Magaña
Interim Superintendent

_____
Dr. Robert Cancio
Board President

**BOARD OF EDUCATION**
**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**

# RESOLUTION PROCLAIMING MAY 2026 AS ASIAN AMERICAN AND PACIFIC ISLANDER HERITAGE MONTH

**WHEREAS,** the State of California is home to over 600,000 students of Asian and Pacific Islander descent, kindergarten through grade twelve; and

**WHEREAS,** these students reflect the great diversity of culture and heritage of the many countries of Asia and the Pacific Islands; and

**WHEREAS,** despite the hardships and barriers of the past, the people of Asia and the Pacific Islands who came to this country and their descendants have made substantial contributions to California's economic growth and development and have woven clear, distinct threads into the state's social fabric; and

**WHEREAS,** the California State Board of Education recognizes in its Policy Statement on Multicultural Education that each student needs an opportunity to understand the common humanity underlying all people; to develop pride in his or her own identity and heritage; and to understand, respect, and accept the identity and heritage of others; and

**WHEREAS,** the History-Social Science Framework for California Public Schools, Kindergarten Through Grade Twelve states that the history curriculum of community, state, region, nation, and world must reflect the experiences of men and women and of different racial, religious, and ethnic groups and must be integrated at every level; and

**WHEREAS,** Asian Pacific Heritage Month is celebrated annually at the local, state, and national levels.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education of the Norwalk - La Mirada Unified School District proclaims the month of May, 2026 as Asian American and Pacific Islander Heritage Month and encourages the distribution of this Resolution throughout the District and Cities of La Mirada and Norwalk to advocate for all schools and communities to commemorate this occasion with meaningful instructional activities.

Adopted this 27th day of April, 2026

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*Dr. Robert Cancio*
*President, Board of Education*

**BOARD OF EDUCATION**
**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**

# RESOLUTION PROCLAIMING MAY 2026 AS MENTAL HEALTH AWARENESS MONTH

**WHEREAS,** the area that someone lives in plays a significant role in their overall health and well-being; and

**WHEREAS,** surroundings can impact if, how, and when a person's needs are met, which in turn affects mental health; and

**WHEREAS,** having safe, stable, and healthy home conditions set the foundation for achieving and maintaining good mental health; and

**WHEREAS,** globally, one in seven people between the ages of 10 and 19 experience a mental disorder, accounting for 13% of the global burden of disease in this age group; and

**WHEREAS,** the consequences of not addressing mental health and psycho-social development for children and adolescents extend to adulthood and limit opportunities for leading fulfilling lives; and

**WHEREAS,** with early and effective interventions, those individuals with mental health conditions can recover and lead full, productive lives; and

**WHEREAS,** Mental Health Awareness Month is an opportunity to increase public understanding of the importance of mental health and to promote the identification and treatment of mental illness.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Norwalk -La Mirada Unified School District proclaims the month of May, 2026 as Mental Health Awareness Month and encourages the distribution of this Resolution throughout the District and Cities of La Mirada and Norwalk to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Adopted this 27th day of April, 2026

_____
*Dr. Robert Cancio*
*President, Board of Education*

**BOARD OF EDUCATION**
**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**

# RESOLUTION PROCLAIMING MAY 2026 AS MILITARY APPRECATION MONTH

**WHEREAS,** the Norwalk-La Mirada Unified School District Board of Education is honored to recognize May 2026 as Military Appreciation Month; and

**WHEREAS,** the freedom and security that citizens of the United States enjoy are the result of the service and sacrifice of the members of the United States Armed Forces; and

**WHEREAS,** the State of California is home to approximately 157,687 active duty military personnel and 1.8 million veterans, reflecting the significant presence and impact of military service members and their families; and

**WHEREAS,** the Norwalk-La Mirada Unified School District community includes military families whose service members contribute to our nation's security and freedom; and

**WHEREAS,** students from military families demonstrate resilience and strength as they support their parents' commitment to service; and

**WHEREAS,** in 1999, Congress designated May as National Military Appreciation Month to ensure the nation has the opportunity to recognize and honor the contributions of service members, past and present; and

**WHEREAS,** it is important to recognize the dedication, sacrifice, and service of active duty, National Guard, Reserve, and veteran service members, as well as their families; and

**WHEREAS,** it is essential to foster in students an understanding of and appreciation for the contributions of members of the United States Armed Forces; and

**WHEREAS,** the District's schools play an important role in supporting military-connected students through times of transition, deployment, and reunion.

**NOW, THEREFORE, BE IT RESOLVED,** that the Norwalk-La Mirada Unified School District Board of Education recognizes May 2026 as Military Appreciation Month; and

**BE IT FURTHER RESOLVED,** that the District encourages schools to engage students in activities and programs that honor military service and support military families.

Adopted this 27th day of April, 2026

*Dr. Robert Cancio*
*President, Board of Education*

# BOARD OF EDUCATION
# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

## RESOLUTION PROCLAIMING MAY 1, 2026 AS SCHOOL LUNCH HERO DAY

**WHEREAS,** the School Nutrition Association has designated the first Friday in May as School Lunch Hero day; and

**WHEREAS,** nutritious school meals are an essential part of the school day; and

**WHEREAS,** food and nutrition professionals are committed to providing healthful, nutritious meals to the District's children so they are ready to learn; and

**WHEREAS,** the women and men who prepare and serve school meals help nurture our children through their daily interaction and support; and

**WHEREAS,** their efforts, commitment to children, and contributions are extremely important to the overall operation of our schools.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education of the Norwalk-La Mirada Unified School District hereby recognizes Friday, May 1, 2026, as School Lunch Hero Day and encourages all school staff and students to participate in this observance; and

**BE IT FURTHER RESOLVED,** that the Board of Education do express its deep appreciation to these valuable employees and commends their excellent work on behalf of the District's children.

Adopted this 27th day of April, 2026

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*Dr. Robert Cancio*
*President, Board of Education*

**BOARD OF EDUCATION**
**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**

# RESOLUTION PROCLAIMING MAY 6, 2026 AS NATIONAL SCHOOL NURSE DAY

**WHEREAS,** our children are our future, our most valuable resource, and providing them appropriate care is our most important responsibility; and

**WHEREAS,** children's educational, physical and emotional development is directly affected by their health and well-being; and

**WHEREAS,** the needs of our children with multiple and severe health handicaps, as well as those children who have unmet health care needs, are increasing; and

**WHEREAS,** students benefit significantly from having a nurse on duty in terms of attendance and academic performance; and

**WHEREAS,** school nurses are dedicated healthcare professionals who work in collaboration with families, schools, and communities to develop and promote comprehensive healthcare programs for our youth; and

**WHEREAS,** schools and communities benefit from the expertise and guidance of school nurses on issues such as infectious disease prevention and control; and

**WHEREAS,** the nation's 50,000 licensed professional school nurses are charged with the responsibility of addressing all these critical issues and providing diligent care for the health, development, and disease control of all students through implementation of our health services program.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education of the Norwalk-La Mirada Unified School District proclaims May 6, 2026 as National School Nurse Day.

Adopted this 27th day of April, 2026

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*Dr. Robert Cancio*
*President, Board of Education*

# BOARD OF EDUCATION
# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

## RESOLUTION PROCLAIMING MAY 13, 2026 AS CALIFORNIA DAY OF THE TEACHER

**WHEREAS,** quality education represents society's greatest and most lasting gift to new generations; and

**WHEREAS,** the future of our State depends largely on the work of dedicated and professional teachers; and

**WHEREAS,** teachers have the important task of helping today's students become tomorrow's leaders; and

**WHEREAS,** along with academic instruction, teachers provide students with valuable guidance, support, and encouragement; and

**WHEREAS,** it is appropriate that all citizens recognize and appreciate the many contributions teachers make in the Norwalk-La Mirada Unified School District.

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education of the Norwalk La Mirada Unified School District proclaims May 13, 2026 as "California Day of the Teacher "and urges all citizens to participate in observances that express their appreciation.

Adopted this 27th day of April, 2026

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*Dr. Robert Cancio*
*President, Board of Education*

# RESOLUTION #25/26-12

## NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT GOVERNING BOARD MEMBER ELECTIONS - CANDIDATE STATEMENTS

**RESOLVED** that an election is scheduled to be held on November 3, 2026, to elect members to the Governing Board of the Norwalk-La Mirada Unified School District. The Board has four (4) seats up for election.

**WHEREAS** Education Code Section 5091 and applicable election laws provide for the election of governing board members; and

**WHEREAS** Election Code Section 13307 permits the District to require payment in advance of each candidate's pro rata share of the printing, handling, and mailing costs of their candidate statement as a condition of having it included in the voter information guide; and

**WHEREAS** it is the practice of the District to limit candidate statements to 200 words; and

**NOW, THEREFORE BE IT RESOLVED** that the Governing Board approves requiring candidates for the Governing Board who elect to submit a candidate statement for inclusion in the voter information guide to pay in advance their estimated pro rata share of the costs of printing, handling, and mailing, as determined by the Los Angeles County Registrar-Recorder/County Clerk, and to limit the maximum number of words to 200.

ADOPTED, SIGNED, AND APPROVED this 27th day of April 2026.

_____

Dr. Robert Cancio, President
Norwalk-La Mirada Unified School District Board of Education

I, Tania Magaña, Clerk of the Norwalk-La Mirada Unified School District Board of Education do hereby certify that the foregoing Resolution was adopted by the Board of Education at its regular meeting held on the 27th day of April, 2026, and that it was so adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____

Tania Magana, M.A. Ed, Interim Superintendent
Clerk of the Board of Education

# Proposed Tree Care Services

## Tree Quantity: 11

## Proposal Value: $33,600

November 24, 2025

Proposal #: 1187547

**Tree Care Service Address/Location**
Dulles Elementary School
12726 Meadow Green Road
La Mirada, California 90638
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

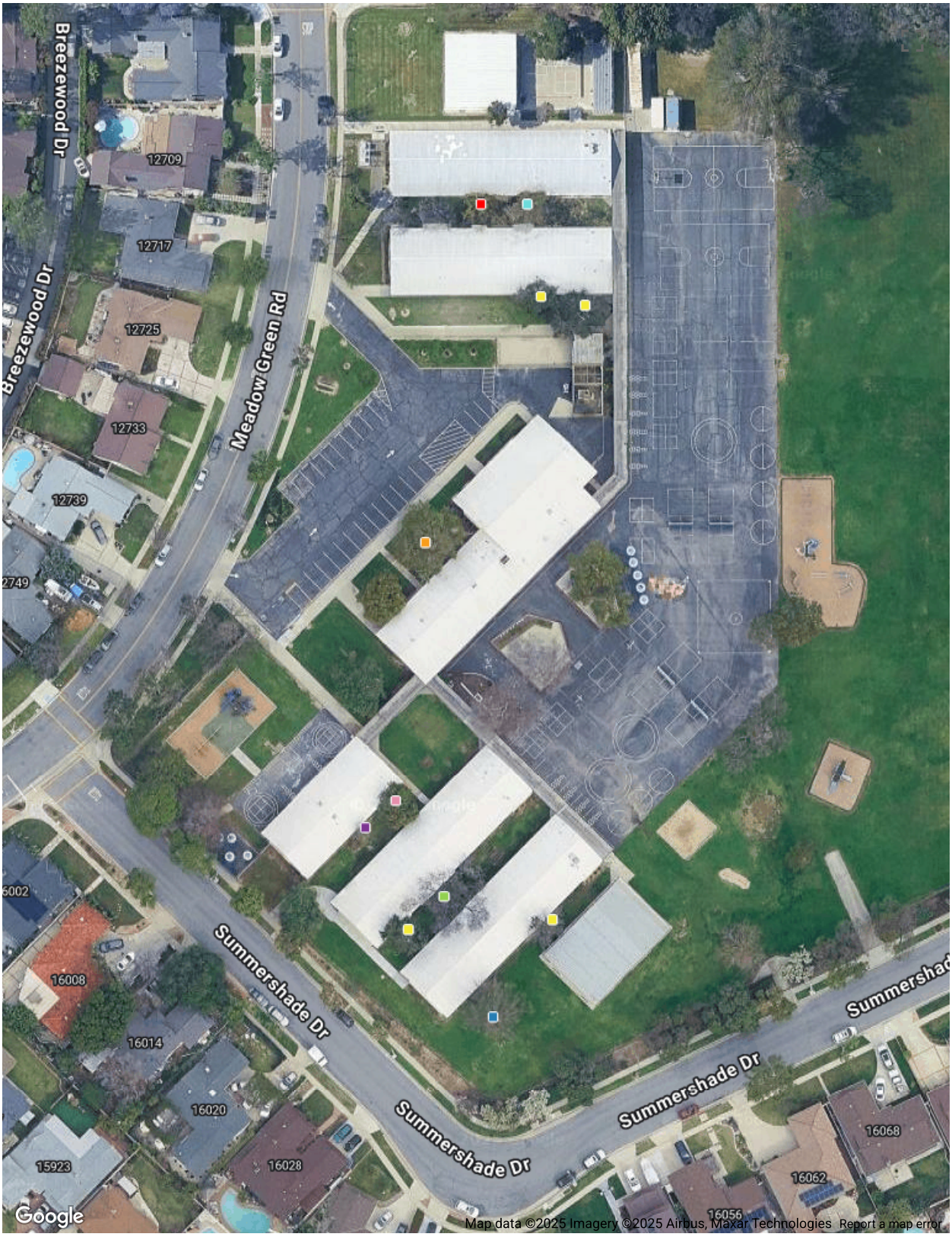
**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Carrotwood | 4 | 31'-45' | Remove / Grind | $11,200 |
| | Chinese Elm | 1 | 31'-45' | Remove / Grind | $5,500 |
| | Ash | 1 | 46'-60' | Remove / Grind | $3,500 |
| | Jacaranda | 1 | 46'-60' | Remove / Grind | $3,500 |
| | Camphor | 1 | 1'-15' | Remove / Grind | $2,800 |
| | Golden Rain | 1 | 16'-30' | Remove / Grind | $2,800 |
| | Orchids | 1 | 16'-30' | Remove / Grind | $2,800 |
| | Myoporum | 1 | 1'-15' | Remove / Grind | $1,500 |
| | | | | **Total** | **$33,600** |

Tree Pros INC.

# Dulles Elementary School




**Legend** (11)

- Carrotwood (4)
- Orchids (1)
- Myoporum (1)
- Jacaranda (1)
- Golden Rain (1)
- Chinese Elm (1)
- Camphor (1)
- Ash (1)

Tree Pros INC.

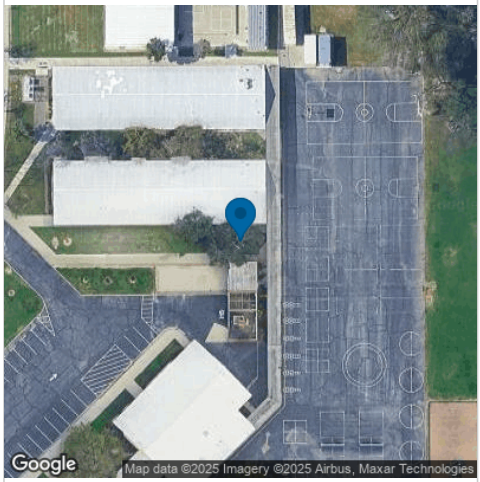
## Dulles Elementary School

Proposal #1187547 11-24-2025



November 20, 2025

*Cupaniopsis anacardi…* ID# 6
Carrotwood
Height: 31'-45'
Health: 60% - Fair

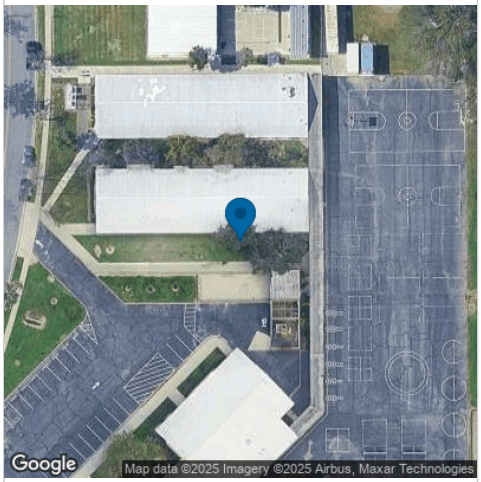



Remove / Grind



November 20, 2025

*Cupaniopsis anacardi…* ID# 7
Carrotwood
Height: 31'-45'
Health: 60% - Fair




Remove / Grind



November 20, 2025

*all* ID# 12
all
Height: 16'-30'
Health: 60% - Fair




Remove / Grind

Tree Pros INC.

## Dulles Elementary School

Proposal #1187547 11-24-2025



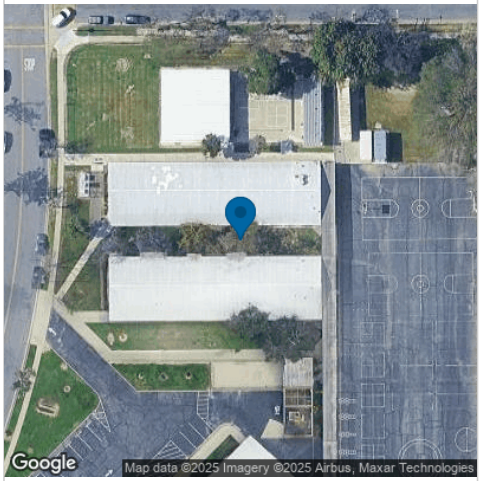
November 20, 2025

*all* ID# 13

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



August 8, 2025

*all* ID# 60

all

Height: 46'-60'

Health: 20% - Critical




Remove / Grind



November 20, 2025

*all* ID# 60

all

Height: 46'-60'

Health: 20% - Critical




Remove / Grind

Tree Pros INC.

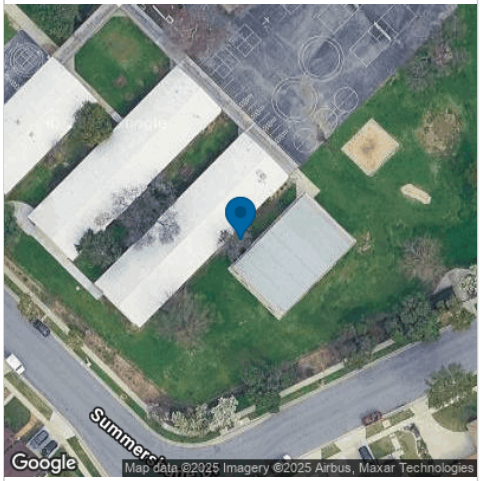
## Dulles Elementary School

Proposal #1187547 11-24-2025



November 20, 2025

*Cupaniopsis anacardi…* ID# 61
Carrotwood
Height: 31'-45'
Health: 60% - Fair




Remove / Grind



August 8, 2025

*Jacaranda mimosifolia* ID# 62
Jacaranda
Height: 46'-60'
Health: 20% - Critical




Remove / Grind



November 20, 2025

*Jacaranda mimosifolia* ID# 62
Jacaranda
Height: 46'-60'
Health: 20% - Critical




Remove / Grind

Tree Pros INC.

## Dulles Elementary School

Proposal #1187547 11-24-2025



November 20, 2025

*Cupaniopsis anacardi…* ID# 63

Carrotwood

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



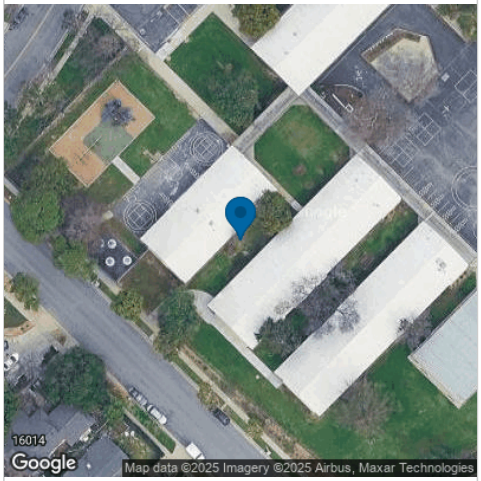
August 8, 2025

*all* ID# 65

all

Height: 1'-15'

Health: 0% - Dead




Remove / Grind



November 20, 2025

*all* ID# 66

all

Height: 1'-15'

Health: 40% - Poor




Remove / Grind

Tree Pros INC.

## Dulles Elementary School

Proposal #1187547 11-24-2025



November 20, 2025

*Ulmus parvifolia* ID# 81

Chinese Elm

Height: 31'-45'

Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

**It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:**

**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

**TREE REMOVAL**
The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

**STUMP REMOVAL**
Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

**TREE PLANTING**
Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

**CLEANUP/TOUCH UPS**
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

# ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



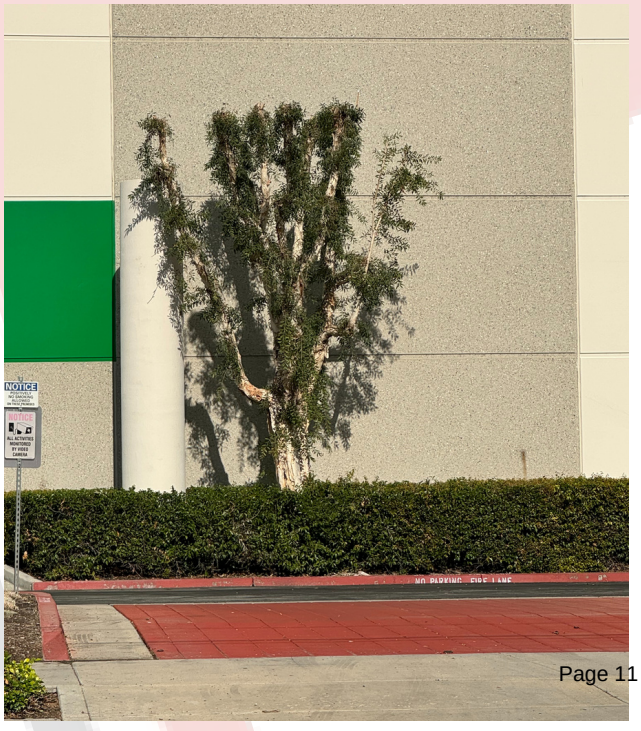
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 5

## Proposal Value: $14,000

November 24, 2025

Proposal #: 1187555

**Tree Care Service Address/Location**
Eastwood Elementary School
15730 Pescados Drive
La Mirada, California 90638
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

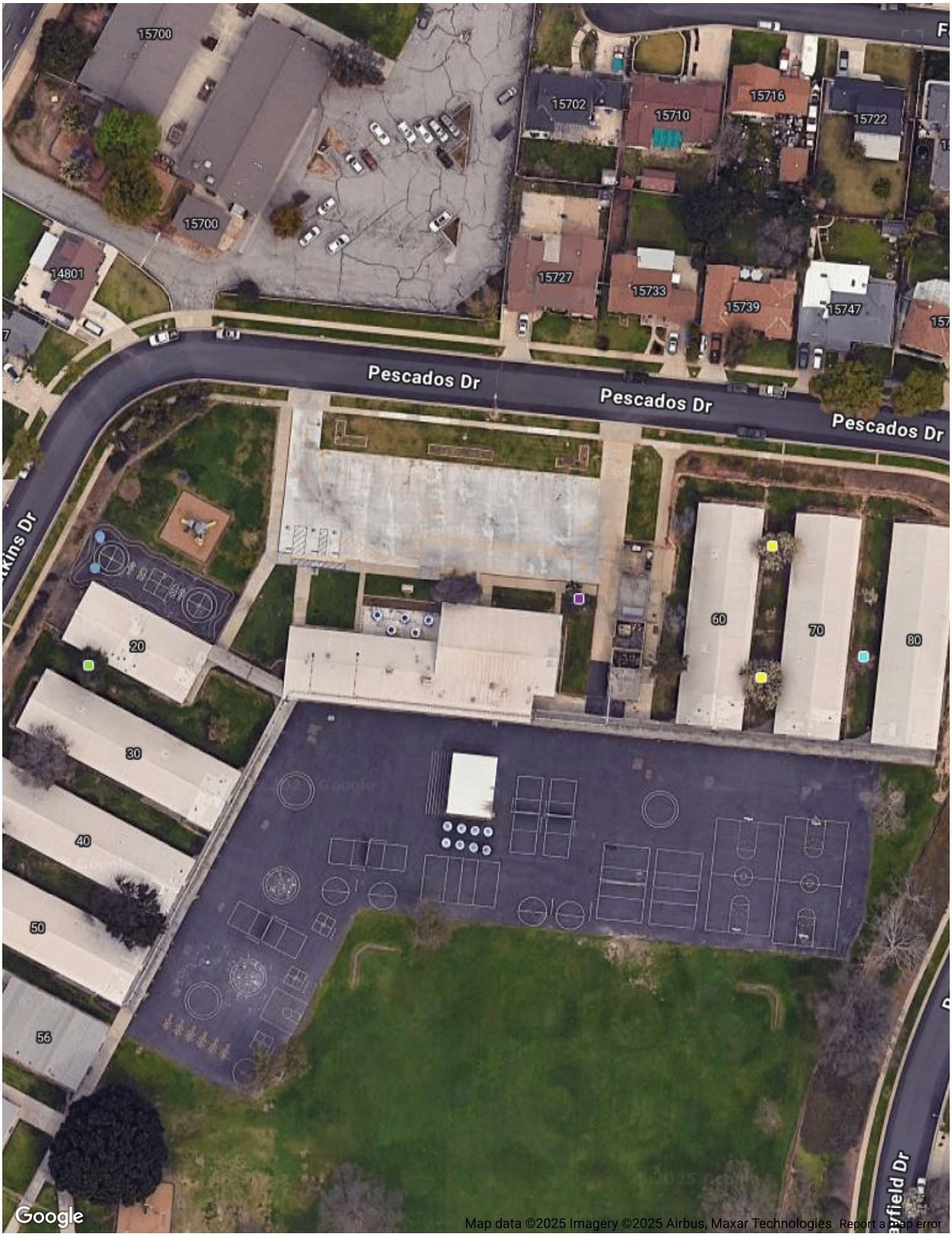
**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Pear | 2 | 1'-15' | Remove / Grind | $5,600 |
| | Carrotwood | 1 | 16'-30' | Remove / Grind | $2,800 |
| | Dying Myoporum | 1 | 16'-30' | Remove / Grind | $2,800 |
| | Liquidambar | 1 | 1'-15' | Remove / Grind | $2,800 |
| | | | | **Total** | **$14,000** |

Tree Pros INC.

# Eastwood Elementary School




**Legend** (5)

- Pear (2)
- Liquidambar (1)
- Dying Myoporum (1)
- Carrotwood (1)

Tree Pros INC.

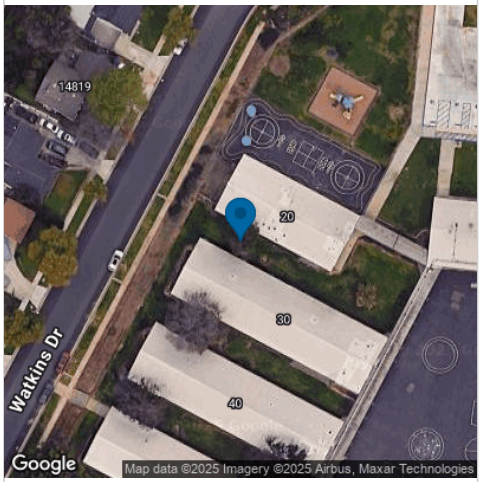
## Eastwood Elementary School

Proposal #1187555 11-24-2025



November 20, 2025

*Cupaniopsis anacardi…* ID# 2
Carrotwood
Height: 16'-30'
Health: 60% - Fair

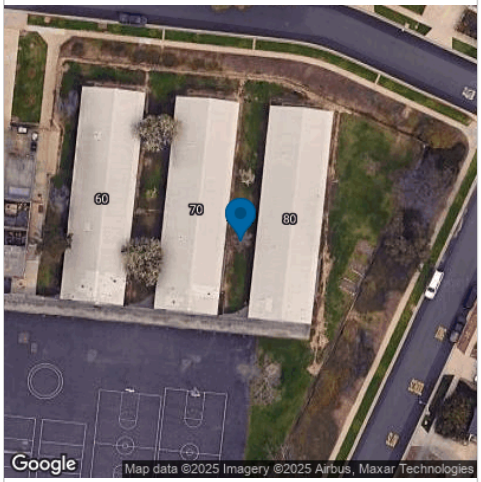



Remove / Grind



November 20, 2025

*Liquidambar styraciflua* ID# 18
Liquidambar
Height: 1'-15'
Health: 60% - Fair




Remove / Grind



November 20, 2025

*all* ID# 21
all
Height: 1'-15'
Health: 60% - Fair




Remove / Grind

Tree Pros INC.

## Eastwood Elementary School

Proposal #1187555 11-24-2025



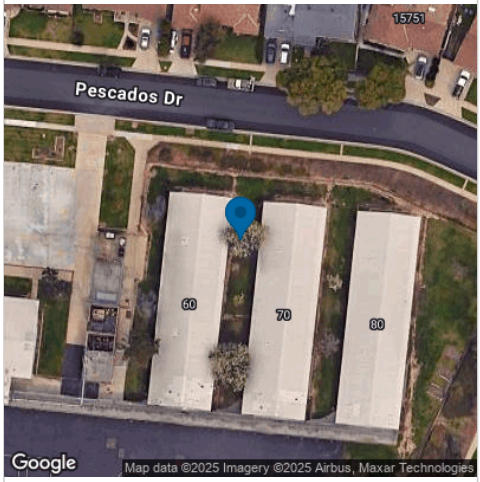
November 20, 2025

*all* ID# 22

all

Height: 1'-15'

Health: 60% - Fair




Remove / Grind



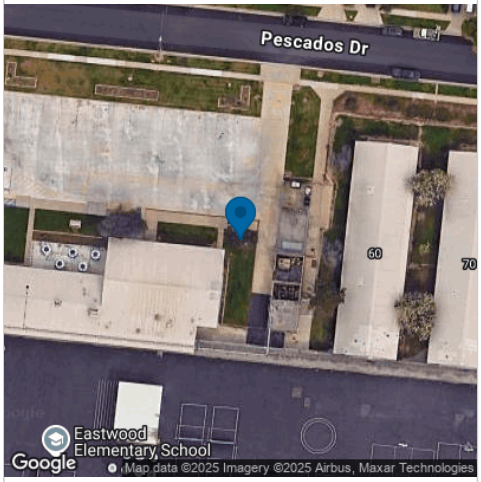
August 7, 2025

*all* ID# 32

all

Height: 16'-30'

Health: 20% - Critical




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

**It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:**

**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

**TREE REMOVAL**
The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

**STUMP REMOVAL**
Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

**TREE PLANTING**
Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

**CLEANUP/TOUCH UPS**
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

## ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

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Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

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Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



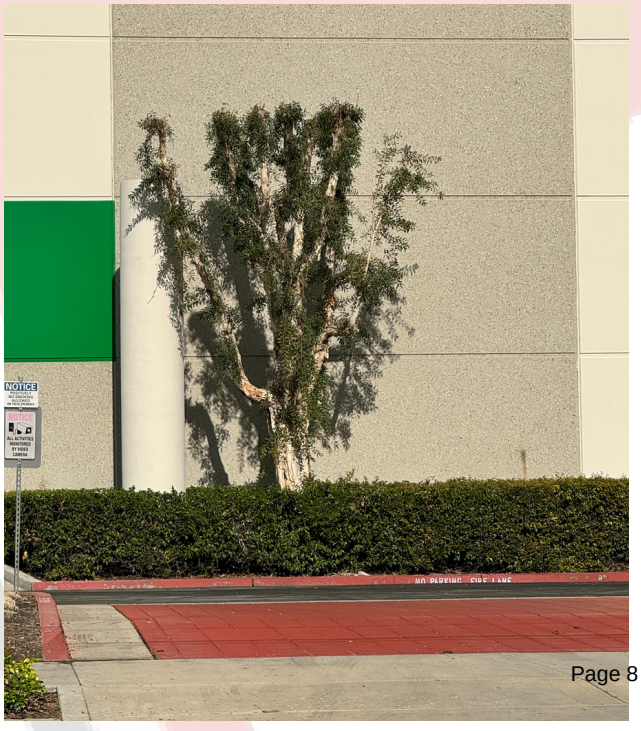
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 6

## Proposal Value: $26,000

November 24, 2025

Proposal #: 1187560

**Tree Care Service Address/Location**
Edmondson Elementary School
15121 S. Grayland Ave
Norwalk, California 90650
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

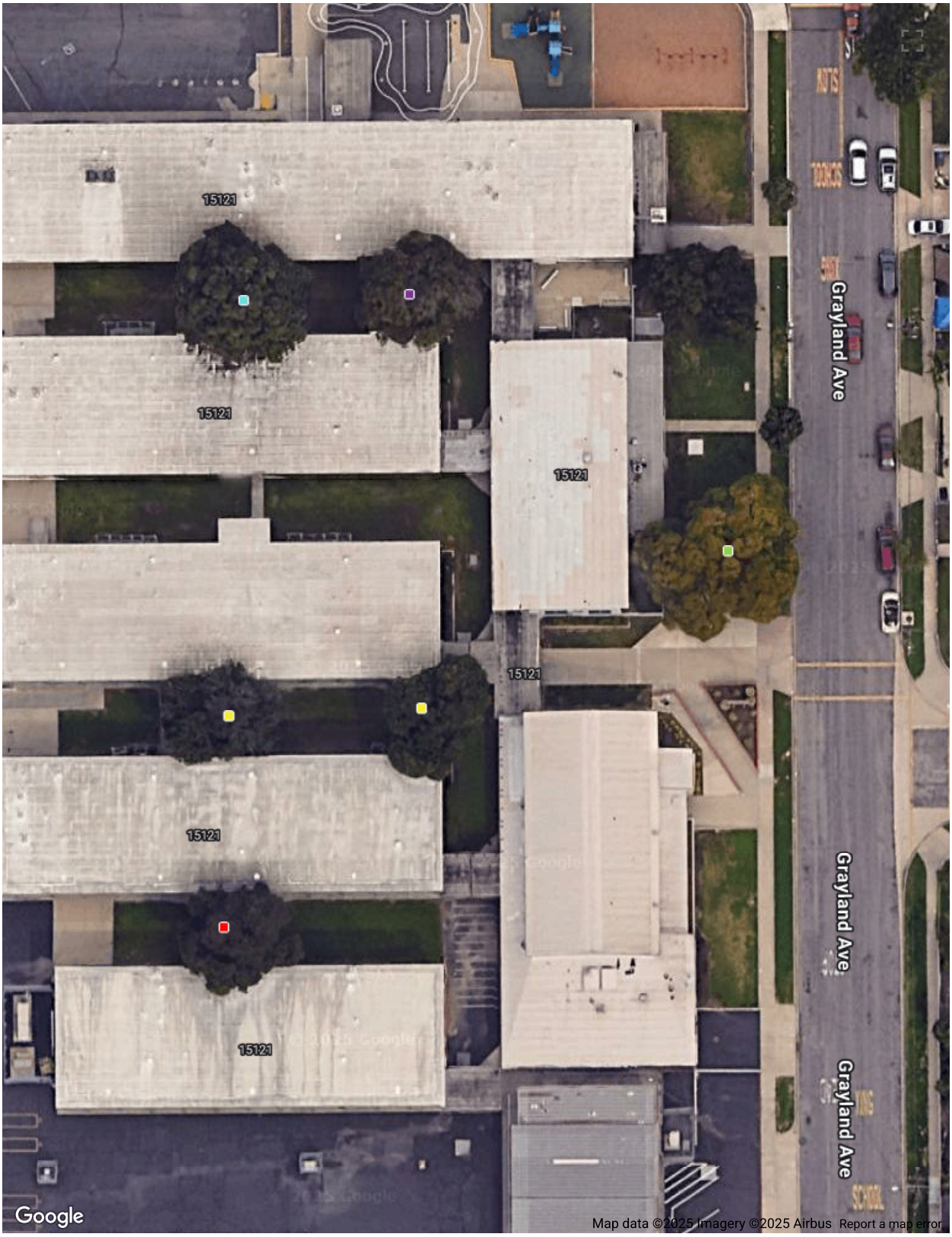
**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Carrotwood | 2 | 31'-45' | Remove / Grind | $9,000 |
| | Brazilian Pepper | 1 | 16'-30' | Remove / Grind | $4,500 |
| | Jacaranda | 1 | 46'-60' | Remove / Grind | $4,500 |
| | Tristania | 1 | 31'-45' | Remove / Grind | $4,500 |
| | Pink Trumpet | 1 | 31'-45' | Remove / Grind | $3,500 |
| | | | | **Total** | **$26,000** |

Tree Pros INC.

# Edmondson Elementary School




**Legend** (6)

- Carrotwood (2)
- Tristania (1)
- Pink Trumpet (1)
- Jacaranda (1)
- Brazilian Pepper (1)

Tree Pros INC.

## Edmondson Elementary School

Proposal #1187560 11-24-2025



November 20, 2025

*Jacaranda mimosifolia* ID# 1

Jacaranda

Height: 46'-60'

Health: 60% - Fair




Remove / Grind



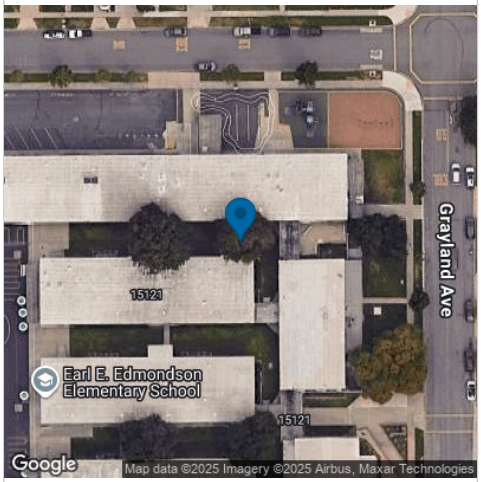
November 20, 2025

*all* ID# 5

all

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



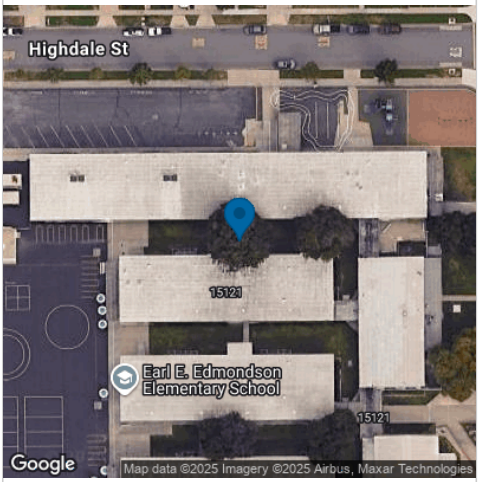
November 20, 2025

*Tristania conferta* ID# 6

Tristania

Height: 31'-45'

Health: 60% - Fair




Remove / Grind

Edmondson Elementary School

Proposal #1187560 11-24-2025



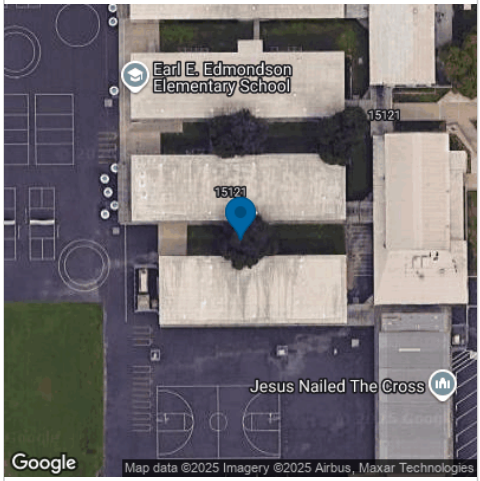
November 20, 2025

*all* ID# 10

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



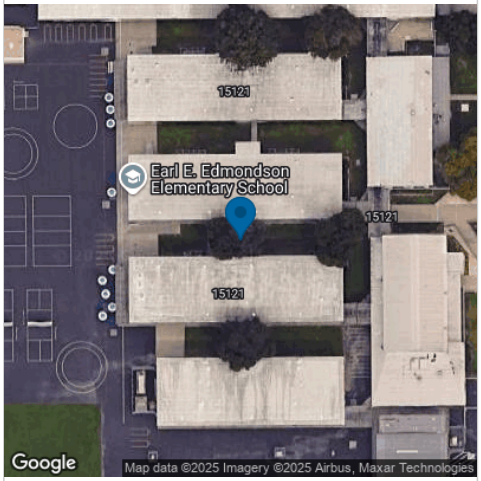
November 20, 2025

*Cupaniopsis anacardi…* ID# 11

Carrotwood

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



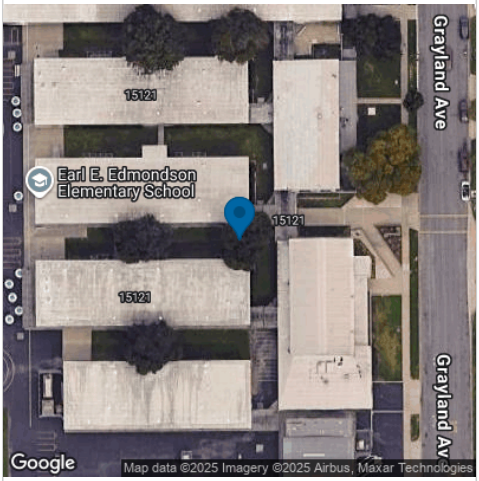
November 20, 2025

*Cupaniopsis anacardi…* ID# 12

Carrotwood

Height: 31'-45'

Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

**It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:**

**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

**TREE REMOVAL**
The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

**STUMP REMOVAL**
Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

**TREE PLANTING**
Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

**CLEANUP/TOUCH UPS**
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

## ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

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Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

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***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



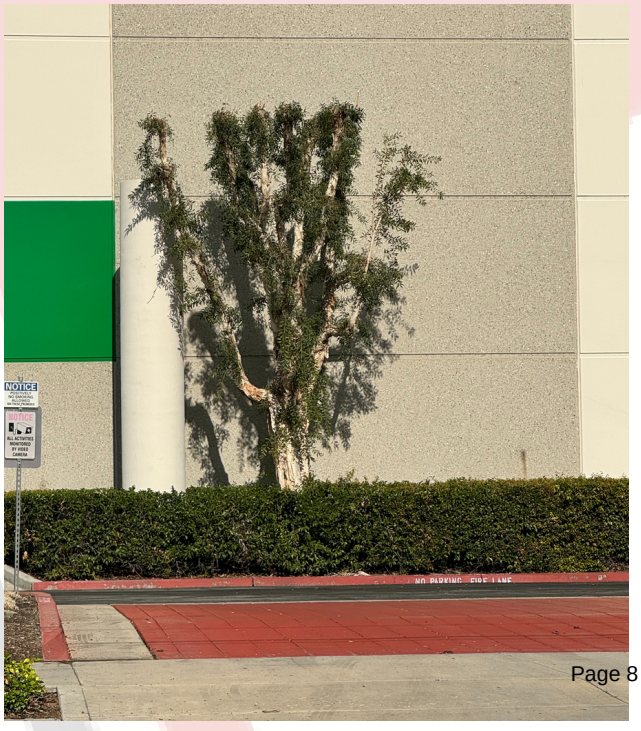
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 1

## Proposal Value: $5,500

November 24, 2025

Proposal #: 1187625

**Tree Care Service Address/Location**
El Camino Continuation High School
14640 Mercado Ave
La Mirada, California 90638
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Jacaranda | 1 | 31'-45' | Remove / Grind | $5,500 |
| | | | | **Total** | **$5,500** |

Tree Pros INC.

# El Camino Continuation High School




**Legend** (1)

Jacaranda (1)

Tree Pros INC.

# El Camino Continuation High School

Proposal #1187625 11-24-2025



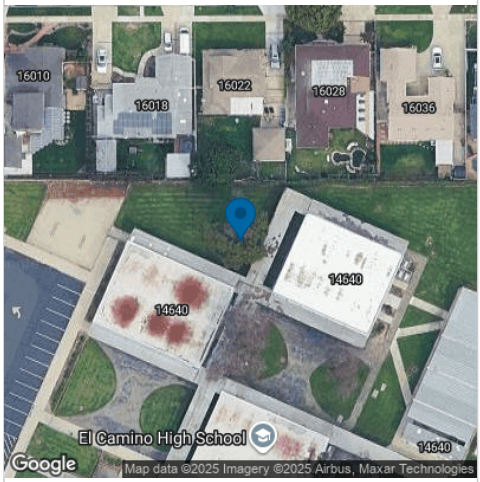
November 20, 2025

*Jacaranda mimosifolia* ID# 17

Jacaranda

Height: 31'-45'

Health: 80% - Good




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

**It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:**

**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

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The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

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Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

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We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

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This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

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The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

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Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



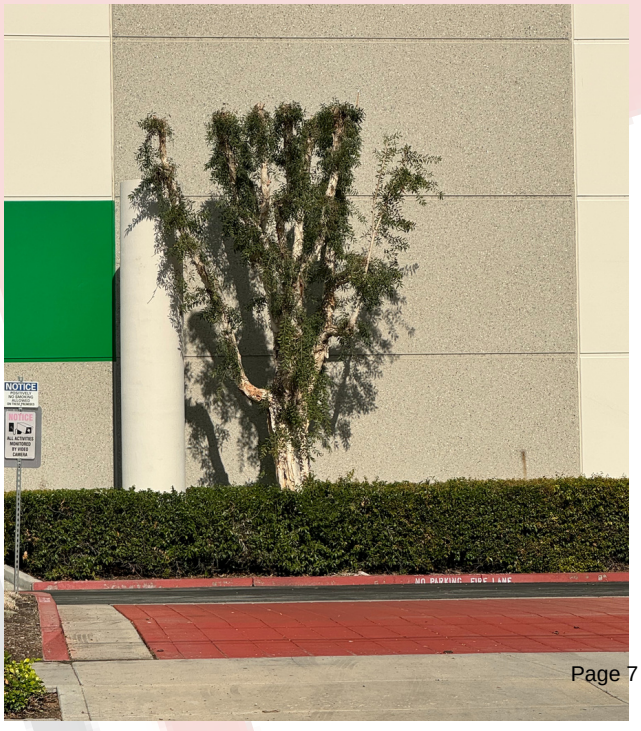
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 8

## Proposal Value: $30,000

November 24, 2025

Proposal #: 1187567

**Tree Care Service Address/Location**
Escalona Elementary School
15135 Escalona Road
La Mirada, California 90638
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

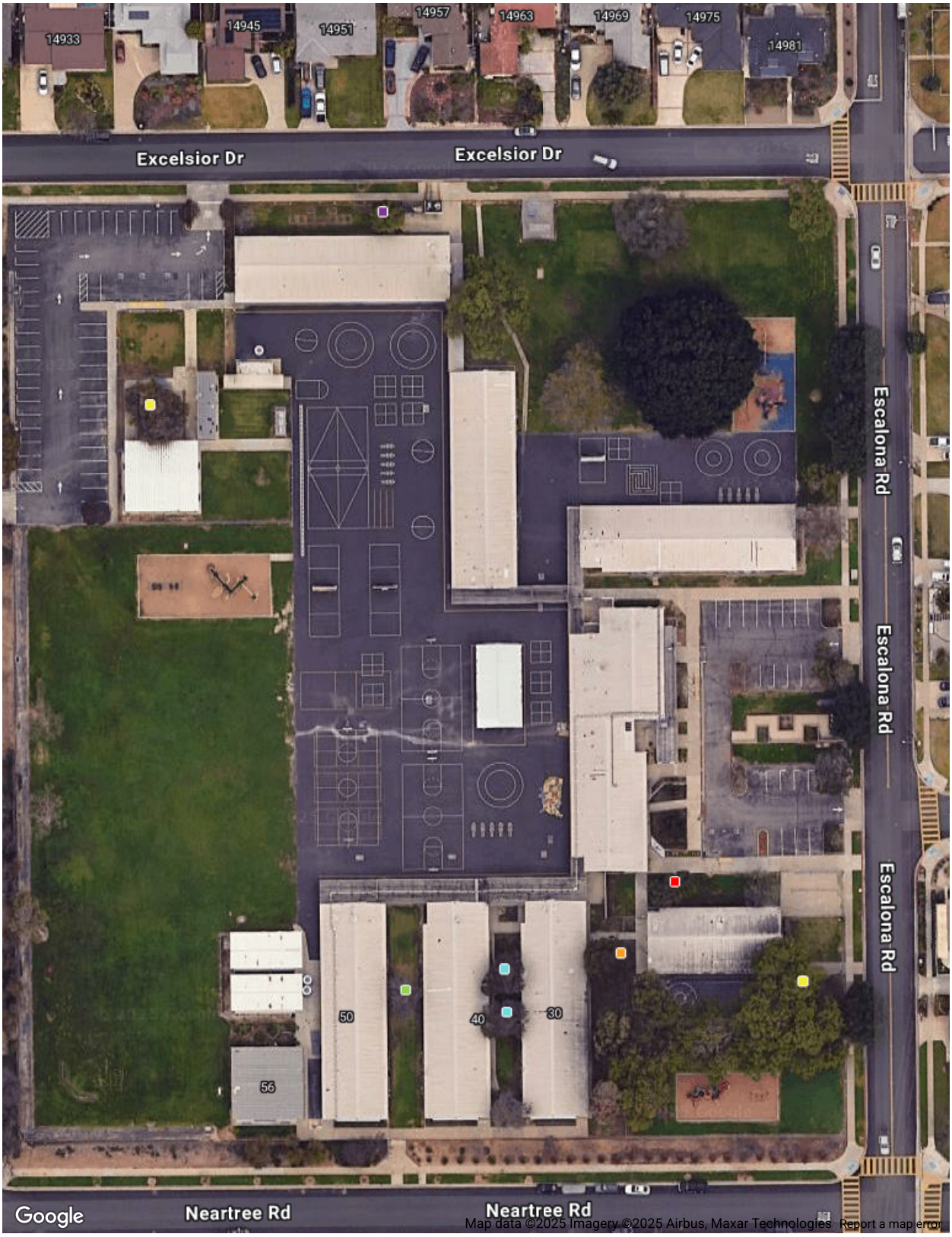
**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Chinese Elm | 2 | 46'-60' | Remove / Grind | $9,000 |
| | Brazilian Pepper | 2 | 31'-45' | Remove / Grind | $7,000 |
| | Camphor | 1 | 31'-45' | Remove / Grind | $3,500 |
| | Carrotwood | 1 | 16'-30' | Remove / Grind | $3,500 |
| | Mulberry | 1 | 16'-30' | Remove / Grind | $3,500 |
| | Tristania | 1 | 16'-30' | Remove / Grind | $3,500 |
| | | | | **Total** | **$30,000** |

Tree Pros INC.

# Escalona Elementary School




**Legend** (8)

- Chinese Elm (2)
- Brazilian Pepper (2)
- Tristania (1)
- Mulberry (1)
- Carrotwood (1)
- Camphor (1)

Tree Pros INC.

## Escalona Elementary School

Proposal #1187567 11-24-2025



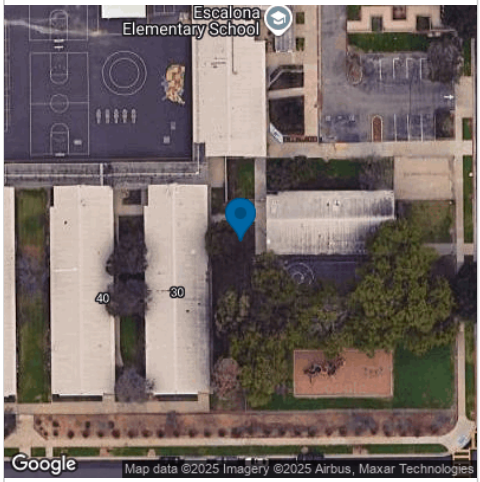
November 20, 2025

*all* ID# 1

all

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



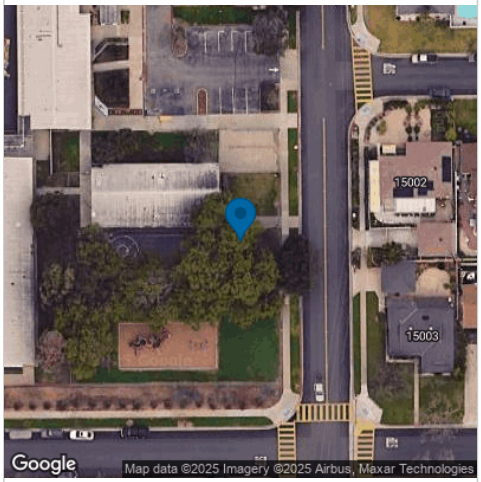
November 20, 2025

*Ulmus parvifolia* ID# 9

Chinese Elm

Height: 46'-60'

Health: 60% - Fair




Remove / Grind



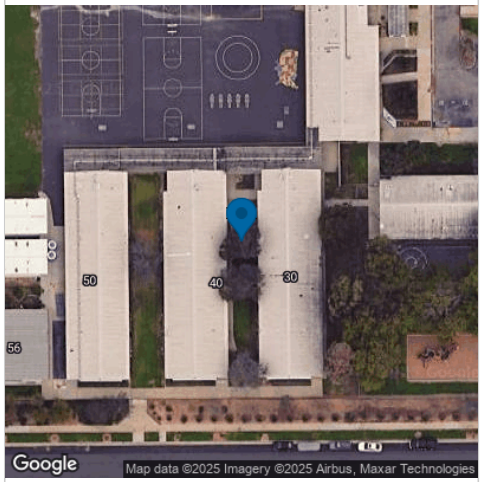
August 8, 2025

*all* ID# 10

all

Height: 31'-45'

Health: 20% - Critical




Remove / Grind

Tree Pros INC.

## Escalona Elementary School

Proposal #1187567 11-24-2025



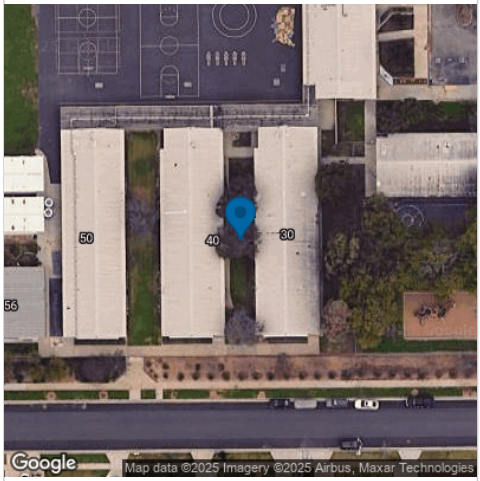
August 8, 2025

*all* ID# 11

all

Height: 31'-45'

Health: 20% - Critical




Remove / Grind



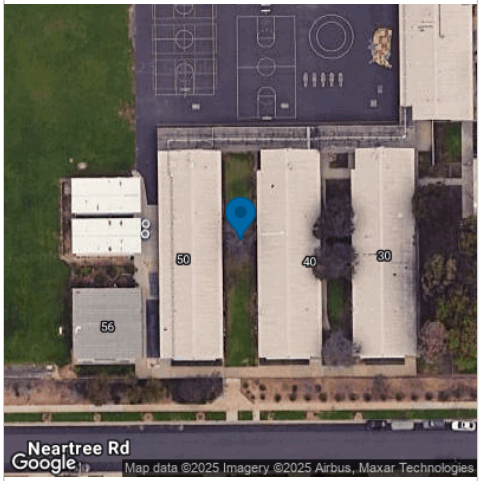
November 20, 2025

*all* ID# 13

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



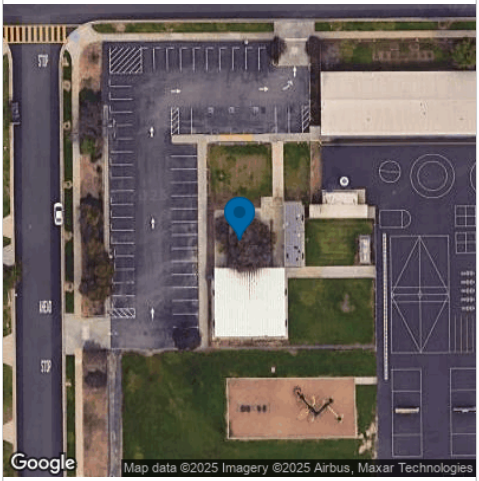
November 20, 2025

*Ulmus parvifolia* ID# 43

Chinese Elm

Height: 46'-60'

Health: 60% - Fair




Remove / Grind

Escalona Elementary School

Proposal #1187567 11-24-2025



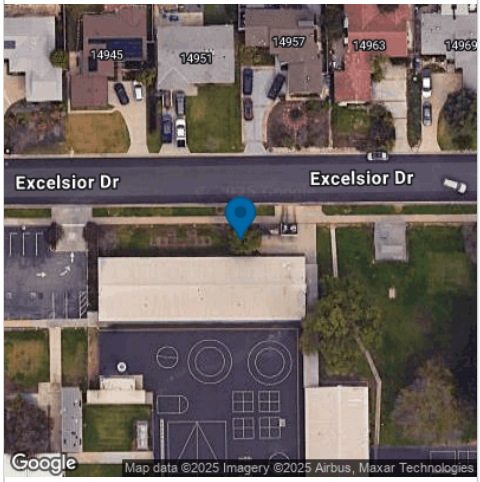
November 20, 2025

*Tristania conferta* ID# 47

Tristania

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



November 20, 2025

*Cupaniopsis anacardi…* ID# 54

Carrotwood

Height: 16'-30'

Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

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Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



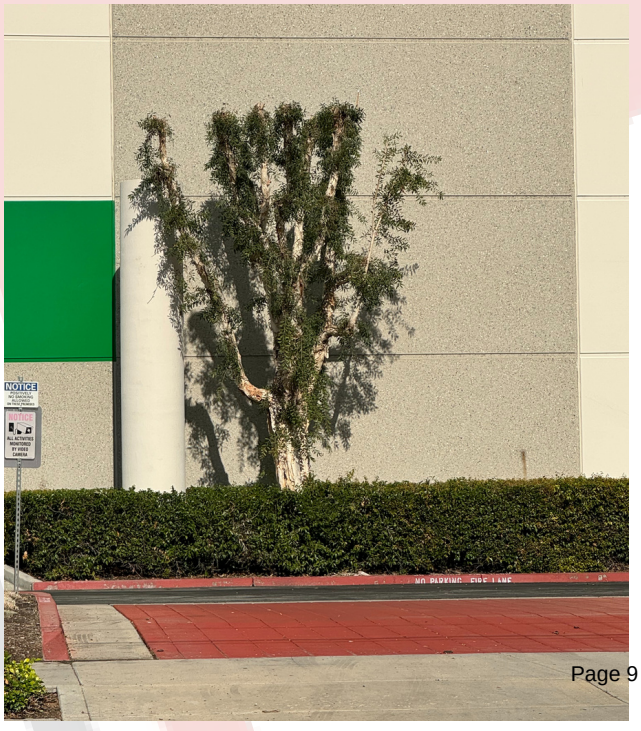
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 3

## Proposal Value: $36,600

November 24, 2025

Proposal #: 1187570

**Tree Care Service Address/Location**
Foster Road Elementary
13930 Foster Road
La Mirada, California 90638
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Aleppo Pine | 1 | 46'-60' | Remove / Grind | $32,000 |
| | Brazilian Pepper | 2 | 16'-30' | Remove / Grind | $4,600 |
| | | | | **Total** | **$36,600** |

Tree Pros INC.

# Foster Road Elementary




**Legend** (3)

- Brazilian Pepper (2)
- Aleppo Pine (1)

Tree Pros INC.

## Foster Road Elementary

Proposal #1187570 11-24-2025



August 11, 2025

*all* ID# 4

all

Height: 16'-30'

Health: 20% - Critical




Remove / Grind



November 20, 2025

*Pinus halepensis* ID# 5

Aleppo Pine

Height: 46'-60'

Health: 60% - Fair




Remove / Grind



November 20, 2025

*all* ID# 15

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

**It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:**

**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

**TREE REMOVAL**
The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

**STUMP REMOVAL**
Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

**TREE PLANTING**
Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

**CLEANUP/TOUCH UPS**
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

# ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



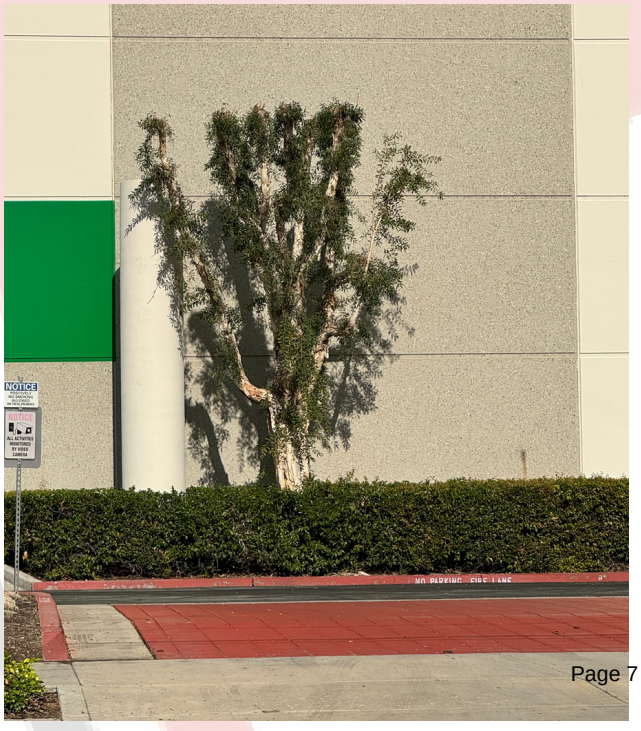
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 16

## Proposal Value: $57,800

November 24, 2025

Proposal #: 1187577

**Tree Care Service Address/Location**
Gardenhill Elementary School
14607 E. Gardenhill Drive
La Mirada , California 90638
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

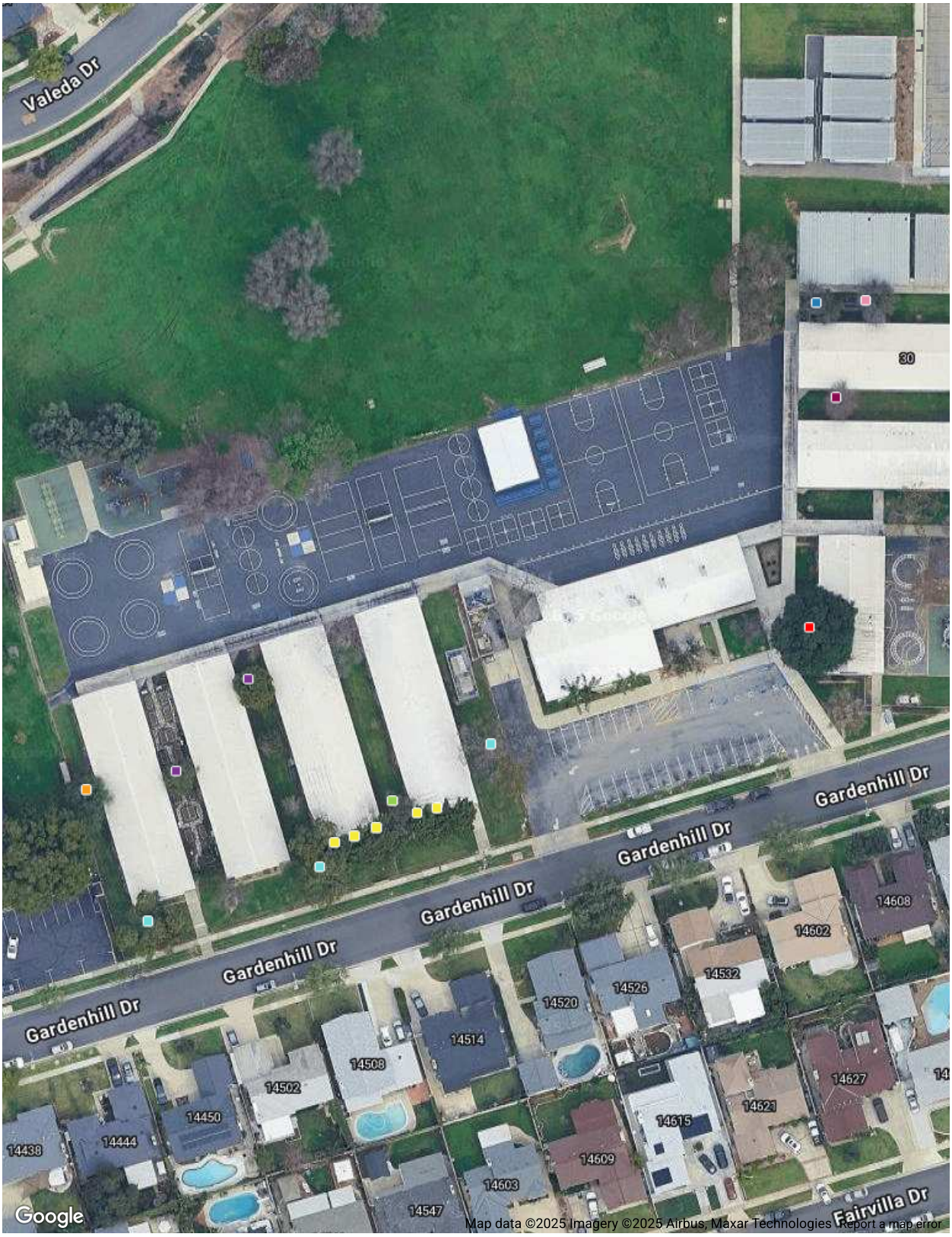
**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Twisted Juniper | 5 | 16'-30' | Remove / Grind | $14,000 |
| | Jacaranda | 3 | 31'-45' | Remove / Grind | $10,500 |
| | Rusty Fig | 1 | 46'-60' | Remove / Grind | $9,500 |
| | Pink Trumpet | 2 | 16'-30' | Remove / Grind | $7,000 |
| | Bradford Pear | 1 | 16'-30' | Remove / Grind | $3,500 |
| | Brazilian Pepper | 1 | 16'-30' | Remove / Grind | $3,500 |
| | Carrotwood | 1 | 16'-30' | Remove / Grind | $3,500 |
| | Orchids | 1 | 31'-45' | Remove / Grind | $3,500 |
| | Weeping Bottle Brush | 1 | 16'-30' | Remove / Grind | $2,800 |
| | | | | **Total** | **$57,800** |

Tree Pros INC.

# Gardenhill Elementary School




**Legend** (16)

- Twisted Juniper (5)
- Jacaranda (3)
- Pink Trumpet (2)
- Weeping Bottle B... (1)
- Rusty Fig (1)
- Orchids (1)
- Carrotwood (1)
- Brazilian Pepper (1)
- Bradford Pear (1)

Tree Pros INC.

# Gardenhill Elementary School

Proposal #1187577 11-24-2025



November 20, 2025

*all* ID# 5

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



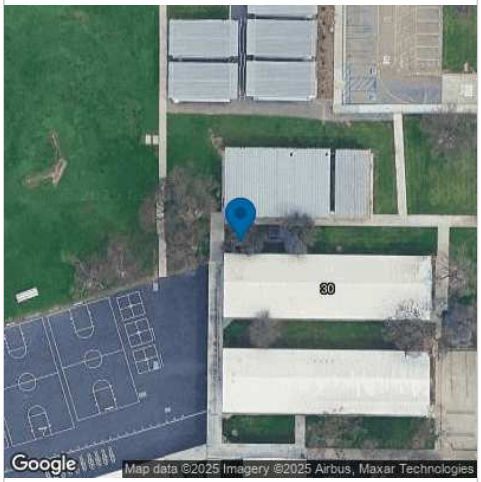
November 20, 2025

*all* ID# 6

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



August 11, 2025

*Cupaniopsis anacardi…* ID# 7

Carrotwood

Height: 16'-30'

Health: 20% - Critical




Remove / Grind

Tree Pros INC.

# Gardenhill Elementary School

Proposal #1187577 11-24-2025



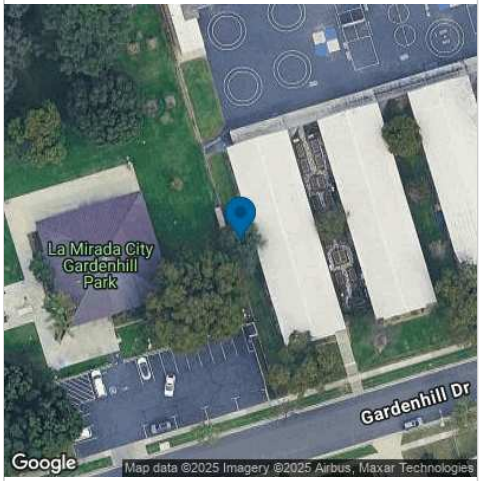
November 20, 2025

*all* ID# 21

all

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



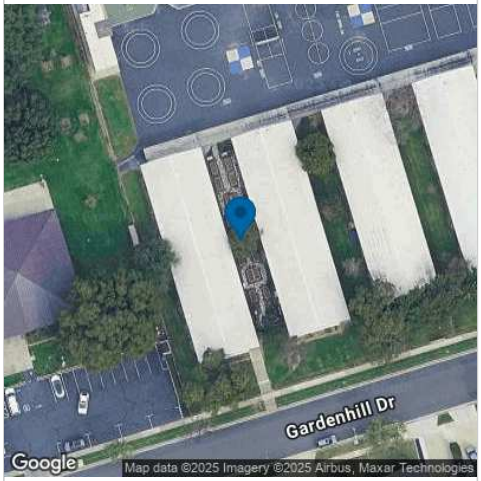
November 20, 2025

*all* ID# 22

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



November 20, 2025

*Jacaranda mimosifolia* ID# 23

Jacaranda

Height: 31'-45'

Health: 60% - Fair




Remove / Grind

Tree Pros INC.

# Gardenhill Elementary School

Proposal #1187577 11-24-2025



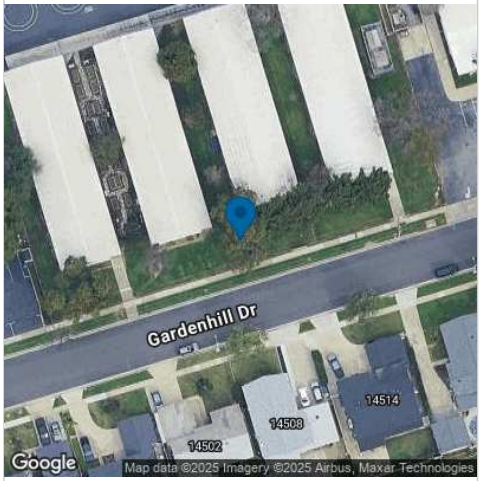
November 20, 2025

*Jacaranda mimosifolia* ID# 24

Jacaranda

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



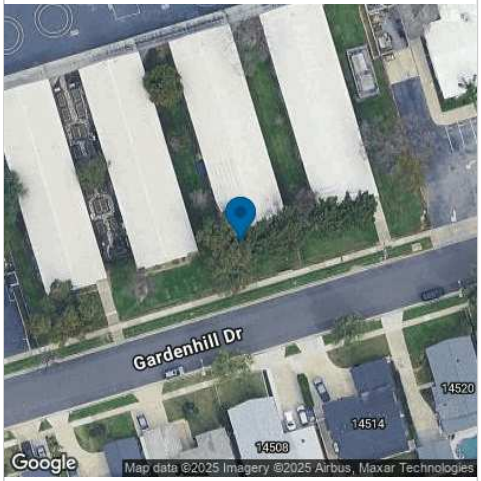
November 20, 2025

*all* ID# 25

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



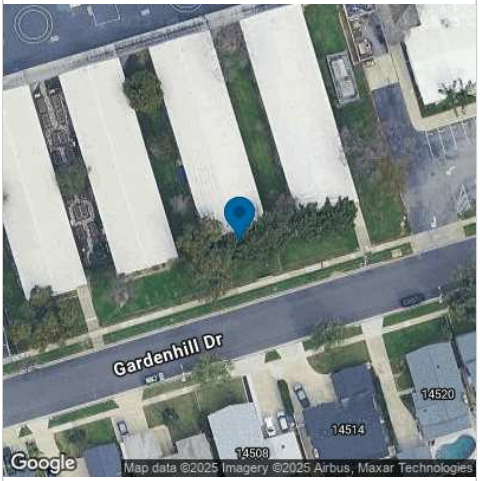
November 20, 2025

*all* ID# 26

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind

Tree Pros INC.

# Gardenhill Elementary School

Proposal #1187577 11-24-2025



November 20, 2025

*all* ID# 27

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



November 20, 2025

*all* ID# 28

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



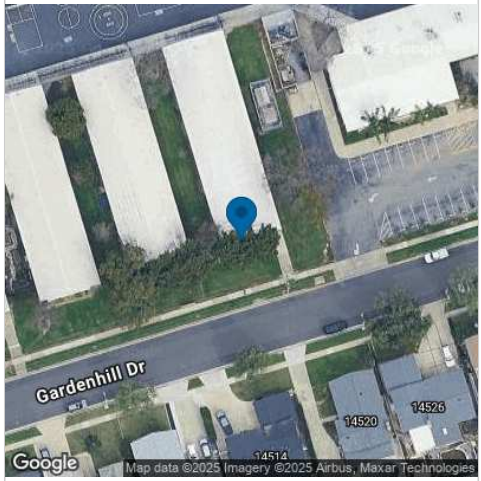
November 20, 2025

*all* ID# 29

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind

Tree Pros INC.

# Gardenhill Elementary School

Proposal #1187577 11-24-2025



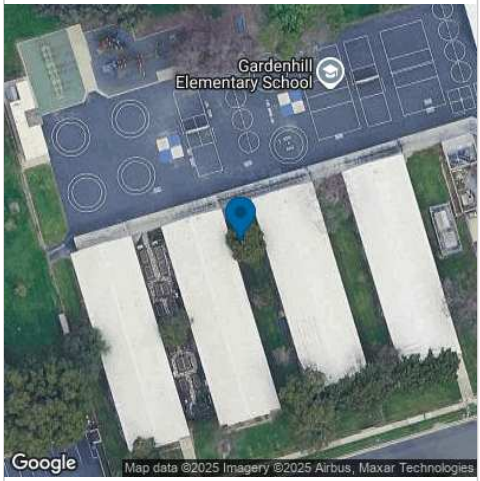
November 20, 2025

*all* ID# 32

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



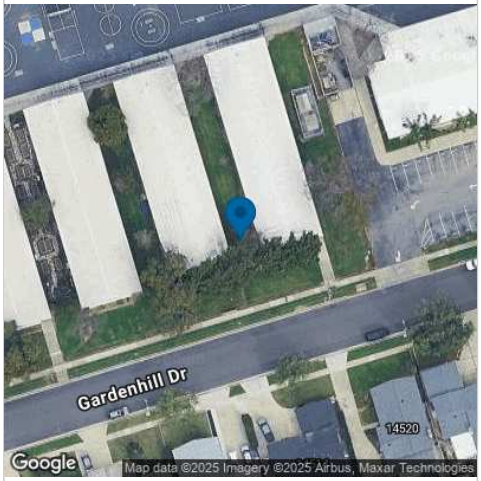
November 20, 2025

*all* ID# 34

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



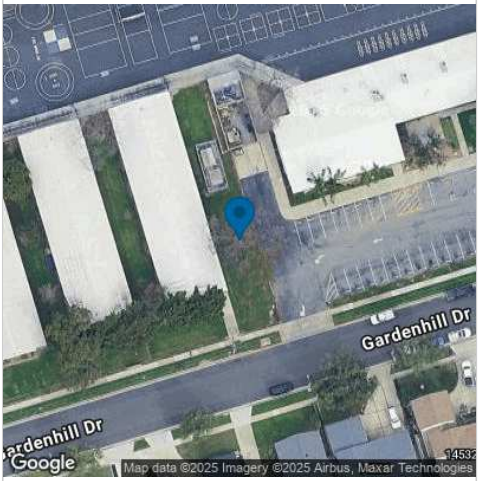
November 20, 2025

*Jacaranda mimosifolia* ID# 35

Jacaranda

Height: 31'-45'

Health: 60% - Fair




Remove / Grind

Tree Pros INC.

# Gardenhill Elementary School

Proposal #1187577 11-24-2025



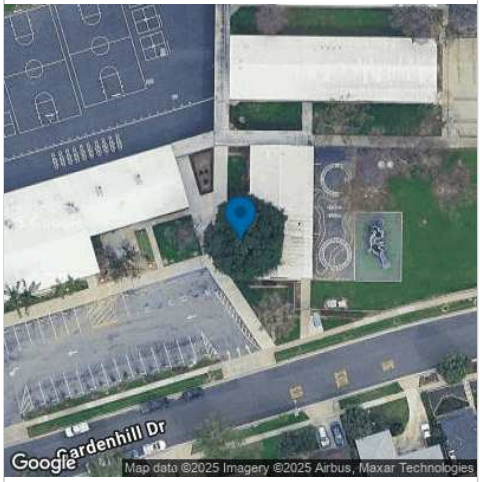
November 20, 2025

*Ficus rubiginosa* ID# 40

Rusty Fig

Height: 46'-60'

Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

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**SCOPE OF WORK**
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Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

# ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

## Crown thinning



## Crown thinning & shaping



## Crown cleaning



## Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



## Stump Grinding



## Palm pruning
## 12 o’clock



## Palm pruning
## 2 & 10 o’clock



## Palm pruning
## 3 & 9 o’clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 7

## Proposal Value: $17,900

November 24, 2025

Proposal #: 1187614

**Tree Care Service Address/Location**
Hutchinson Middle School Math Science Technology Magnet
13900 Estero Road
La Mirada, California 90638
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Jacaranda | 3 | 31'-45' | Remove / Grind | $10,500 |
| | China Doll | 1 | 16'-30' | Remove / Grind | $3,500 |
| | Liquidambar | 1 | 1'-15' | Remove / Grind | $2,500 |
| | Stump | 2 | | Remove / Grind | $1,400 |
| | | | | **Total** | **$17,900** |

Tree Pros INC.

# Hutchinson Middle School Math Science Technology Magnet




**Legend** (7)

- Jacaranda (3)
- Stump (2)
- Liquidambar (1)
- China Doll (1)

Hutchinson Middle School Math Science Technology Magnet

Proposal #1187614 11-24-2025



August 12, 2025

*Stump* ID# 26

Stump



August 12, 2025

*Stump* ID# 27

Stump



November 20, 2025

*Radermachera sinica* ID# 28

China Doll

Height: 16'-30'

Health: 80% - Good




Remove / Grind




Remove / Grind




Remove / Grind

Tree Pros INC.

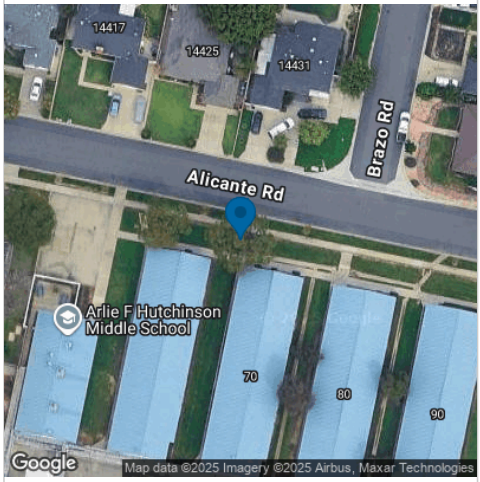
## Hutchinson Middle School Math Science Technology Magnet

Proposal #1187614 11-24-2025



November 20, 2025

*Jacaranda mimosifolia* ID# 29
Jacaranda
Height: 31'-45'
Health: 80% - Good




Remove / Grind



November 20, 2025

*Jacaranda mimosifolia* ID# 30
Jacaranda
Height: 31'-45'
Health: 80% - Good

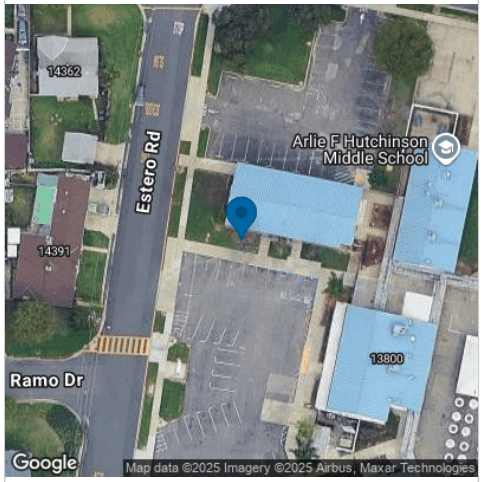



Remove / Grind



November 20, 2025

*Liquidambar styraciflua* ID# 39
Liquidambar
Height: 1'-15'
Health: 80% - Good




Remove / Grind

Hutchinson Middle School Math Science Technology Magnet

Proposal #1187614 11-24-2025



November 20, 2025

*Jacaranda mimosifolia* ID# 48

Jacaranda

Height: 31'-45'

Health: 80% - Good




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

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**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
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**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

**TREE REMOVAL**
The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

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Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

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**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



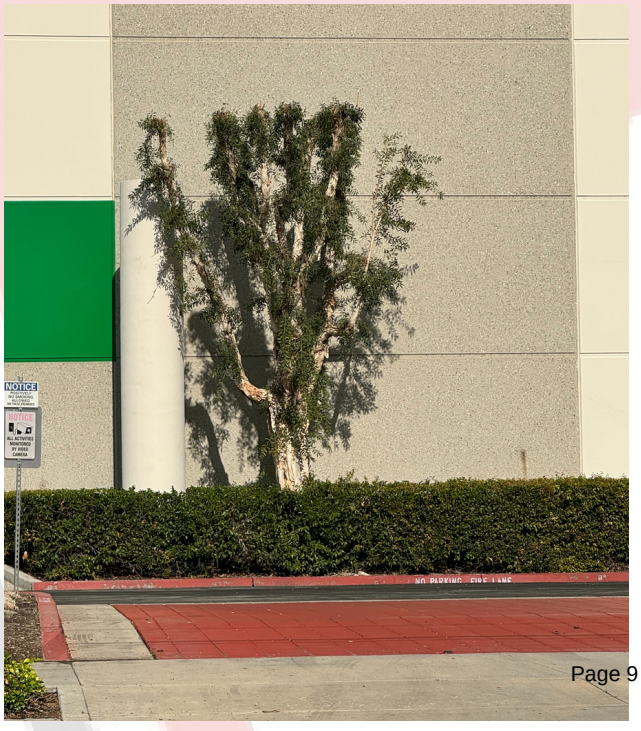
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 14

## Proposal Value: $74,000

November 24, 2025

Proposal #: 1187619

**Tree Care Service Address/Location**
John Glenn High School
13520 Showmaker Ave
Norwalk, California 90650
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Jacaranda | 6 | 31'-45' | Remove / Grind | $33,000 |
| | Ash | 4 | 16'-30' | Remove / Grind | $26,000 |
| | Cedar | 2 | 31'-45' | Remove / Grind | $7,000 |
| | Carrotwood | 1 | 16'-30' | Remove / Grind | $4,500 |
| | Koelreuteria | 1 | 16'-30' | Remove / Grind | $3,500 |
| | | | | **Total** | **$74,000** |

Tree Pros INC.

# John Glenn High School




**Legend** (14)

- Jacaranda (6)
- Ash (4)
- Cedar (2)
- Koelreuteria (1)
- Carrotwood (1)

John Glenn High School

Proposal #1187619 11-24-2025



November 21, 2025

*all* ID# 13

all

Height: 16'-30'

Health: 80% - Good




Remove / Grind



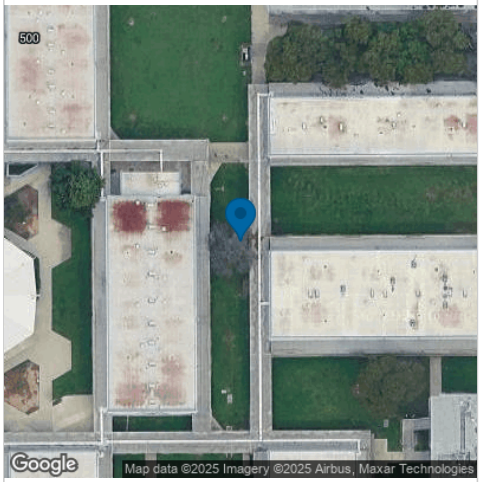
November 21, 2025

*all* ID# 15

all

Height: 16'-30'

Health: 80% - Good




Remove / Grind



November 21, 2025

*Jacaranda mimosifolia* ID# 20

Jacaranda

Height: 31'-45'

Health: 80% - Good




Remove / Grind

Tree Pros INC.

## John Glenn High School

Proposal #1187619 11-24-2025



November 21, 2025

*Jacaranda mimosifolia* ID# 21
Jacaranda
Height: 31'-45'
Health: 80% - Good




Remove / Grind



November 21, 2025

*Jacaranda mimosifolia* ID# 22
Jacaranda
Height: 31'-45'
Health: 80% - Good




Remove / Grind



November 21, 2025

*Jacaranda mimosifolia* ID# 23
Jacaranda
Height: 31'-45'
Health: 80% - Good




Remove / Grind

Tree Pros INC.

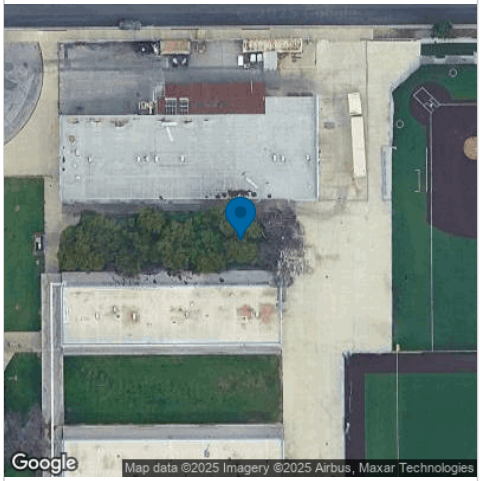
## John Glenn High School

Proposal #1187619 11-24-2025



November 21, 2025

*Jacaranda mimosifolia* ID# 24
Jacaranda
Height: 31'-45'
Health: 80% - Good




Remove / Grind



November 21, 2025

*Jacaranda mimosifolia* ID# 25
Jacaranda
Height: 31'-45'
Health: 80% - Good




Remove / Grind



November 21, 2025

*Cupaniopsis anacardi…* ID# 26
Carrotwood
Height: 16'-30'
Health: 80% - Good




Remove / Grind

Tree Pros INC.

## John Glenn High School

Proposal #1187619 11-24-2025



November 21, 2025

*all* ID# 28

all

Height: 16'-30'

Health: 80% - Good




Remove / Grind



November 21, 2025

*all* ID# 30

all

Height: 16'-30'

Health: 80% - Good




Remove / Grind



November 21, 2025

*all* ID# 56

all

Height: 16'-30'

Health: 80% - Good




Remove / Grind

Tree Pros INC.

## John Glenn High School

Proposal #1187619 11-24-2025



November 21, 2025

*all* ID# 63

all

Height: 31'-45'

Health: 80% - Good




Remove / Grind



November 21, 2025

*all* ID# 67

all

Height: 31'-45'

Health: 80% - Good




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

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**TREE PLANTING**
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Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



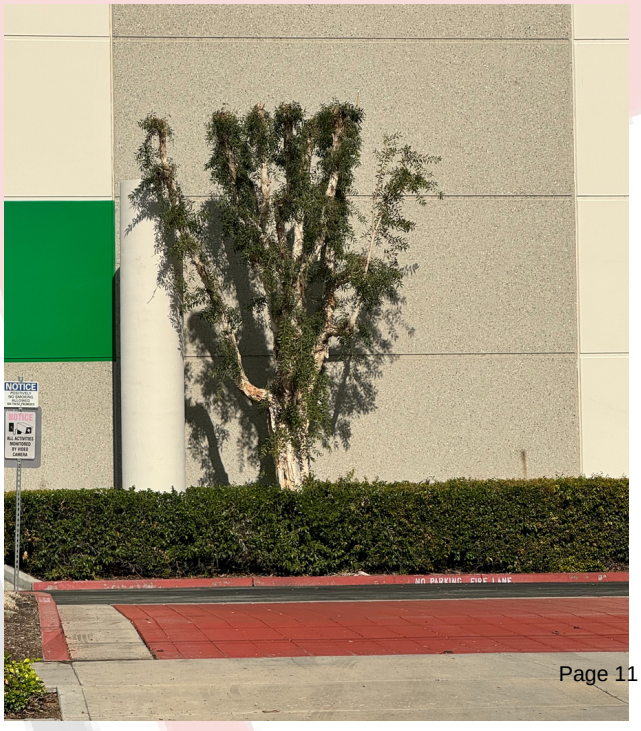
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 9

## Proposal Value: $45,000

November 24, 2025

Proposal #: 1187589

**Tree Care Service Address/Location**
Lampton Elementary School
14716 Elmcroft Ave
Norwalk , California 90650
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Chinese Elm | 3 | 46'-60' | Remove / Grind | $17,000 |
| | Ash | 2 | 46'-60' | Remove / Grind | $12,000 |
| | Pink Trumpet | 1 | 31'-45' | Remove / Grind | $4,500 |
| | Privet | 1 | 31'-45' | Remove / Grind | $4,500 |
| | Crape Myrtle | 1 | 31'-45' | Remove / Grind | $3,500 |
| | Pear | 1 | 16'-30' | Remove / Grind | $3,500 |
| | | | | **Total** | **$45,000** |

Tree Pros INC.

# Lampton Elementary School




**Legend** (9)

- Chinese Elm (3)
- Ash (2)
- Privet (1)
- Pink Trumpet (1)
- Pear (1)
- Crape Myrtle (1)

Tree Pros INC.

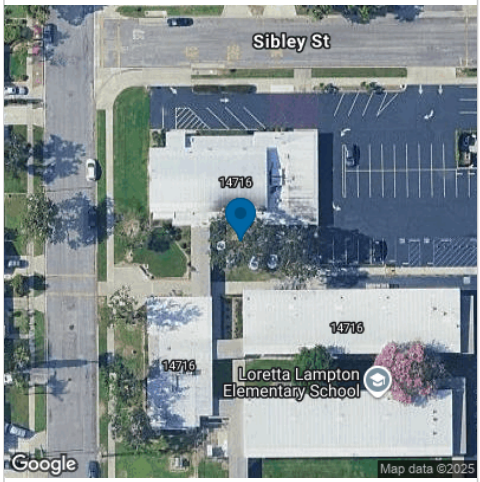
## Lampton Elementary School

Proposal #1187589 11-24-2025



November 20, 2025

*Ulmus parvifolia* ID# 1
Chinese Elm
Height: 46'-60'
Health: 60% - Fair




Remove / Grind



November 20, 2025

*Ulmus parvifolia* ID# 2
Chinese Elm
Height: 46'-60'
Health: 60% - Fair




Remove / Grind



November 20, 2025

*all* ID# 3
all
Height: 31'-45'
Health: 60% - Fair




Remove / Grind

Tree Pros INC.

## Lampton Elementary School

Proposal #1187589 11-24-2025



November 20, 2025

*all* ID# 4

all

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



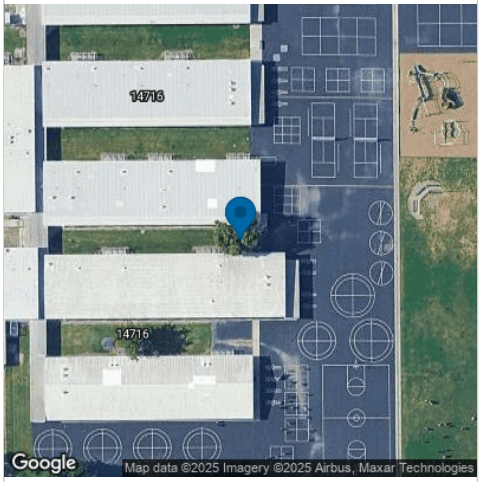
November 20, 2025

*all* ID# 5

all

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



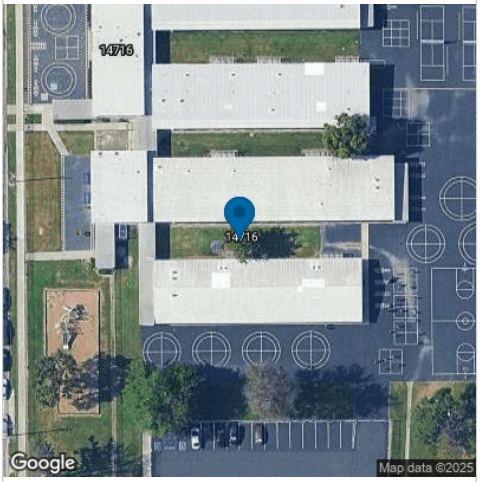
November 20, 2025

*all* ID# 6

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind

## Lampton Elementary School

Proposal #1187589 11-24-2025



November 20, 2025

*Ulmus parvifolia* ID# 12
Chinese Elm
Height: 46'-60'
Health: 60% - Fair




Remove / Grind



November 20, 2025

*all* ID# 13
all
Height: 46'-60'
Health: 40% - Poor




Remove / Grind



November 20, 2025

*all* ID# 14
all
Height: 46'-60'
Health: 40% - Poor




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

**It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:**

**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

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The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

**STUMP REMOVAL**
Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

**TREE PLANTING**
Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

**CLEANUP/TOUCH UPS**
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

# ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

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Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

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Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



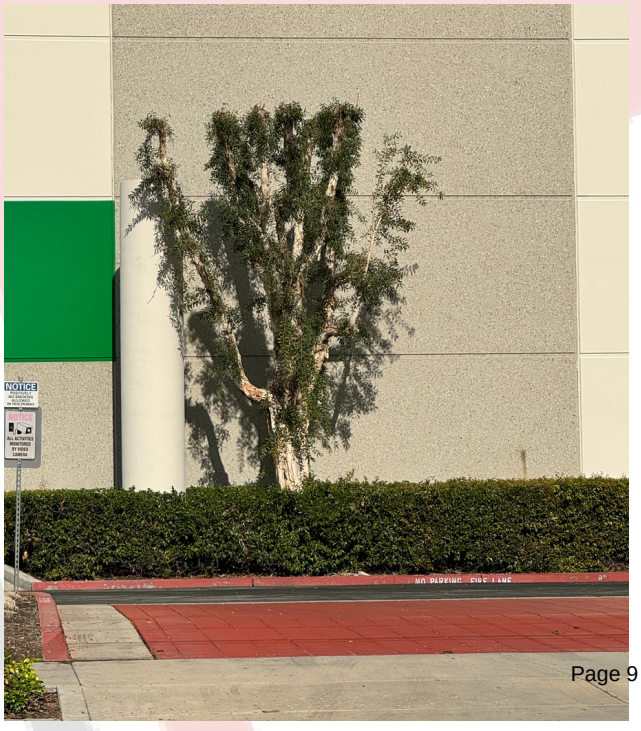
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 7

## Proposal Value: $36,000

November 24, 2025

Proposal #: 1187582

**Tree Care Service Address/Location**
La Pluma Elementary School
14420 La Pluma Drive
La Mirada , California 90638
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Jacaranda | 3 | 46'-60' | Remove / Grind | $13,500 |
| | Ficus | 1 | 46'-60' | Remove / Grind | $10,000 |
| | Podocarpus | 1 | 46'-60' | Remove / Grind | $5,500 |
| | Camphor | 1 | 31'-45' | Remove / Grind | $3,500 |
| | Canary Island Pine | 1 | 46'-60' | Remove / Grind | $3,500 |
| | | | | **Total** | **$36,000** |

Tree Pros INC.

# La Pluma Elementary School




**Legend** (7)

- Jacaranda (3)
- Podocarpus (1)
- Ficus (1)
- Canary Island Pi... (1)
- Camphor (1)

Tree Pros INC.

# La Pluma Elementary School

Proposal #1187582 11-24-2025



November 20, 2025

*Jacaranda mimosifolia* ID# 2
Jacaranda
Height: 46'-60'
Health: 60% - Fair

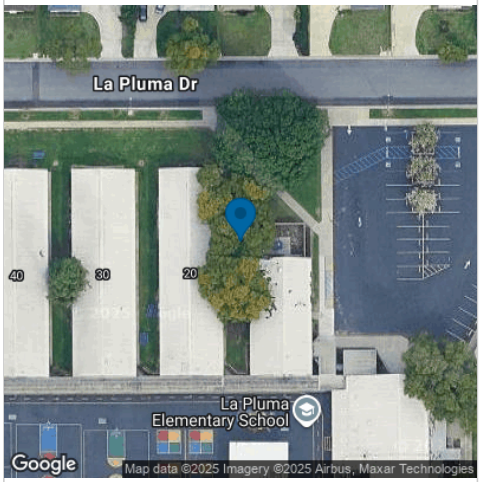



Remove / Grind



November 20, 2025

*Jacaranda mimosifolia* ID# 3
Jacaranda
Height: 46'-60'
Health: 60% - Fair

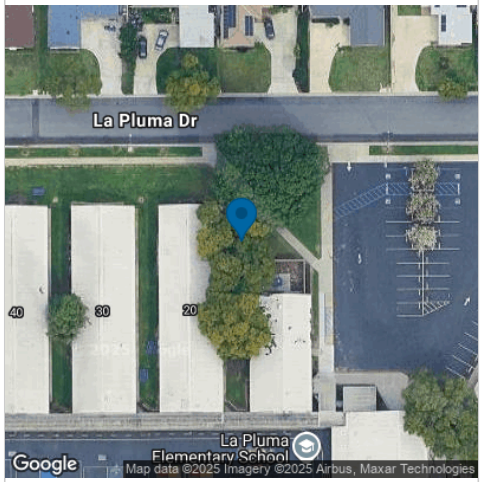



Remove / Grind




November 20, 2025

*Jacaranda mimosifolia* ID# 4
Jacaranda
Height: 46'-60'
Health: 60% - Fair




Remove / Grind

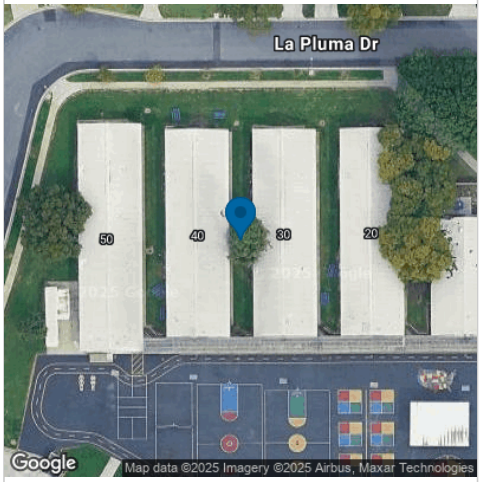
# La Pluma Elementary School

Proposal #1187582 11-24-2025



November 20, 2025

*Pinus canariensis* ID# 5
Canary Island Pine
Height: 46'-60'
Health: 60% - Fair

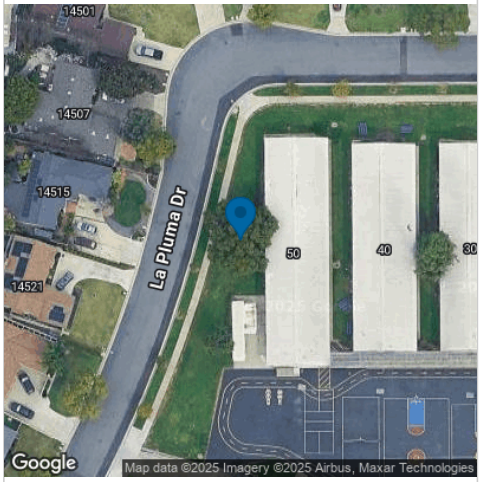



Remove / Grind



November 20, 2025

*all* ID# 7
all
Height: 31'-45'
Health: 60% - Fair




Remove / Grind



November 20, 2025

*all* ID# 41
all
Height: 46'-60'
Health: 60% - Fair




Remove / Grind

Tree Pros INC.

# La Pluma Elementary School

Proposal #1187582 11-24-2025



November 20, 2025

*all* ID# 50

all

Height: 46'-60'

Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

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Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



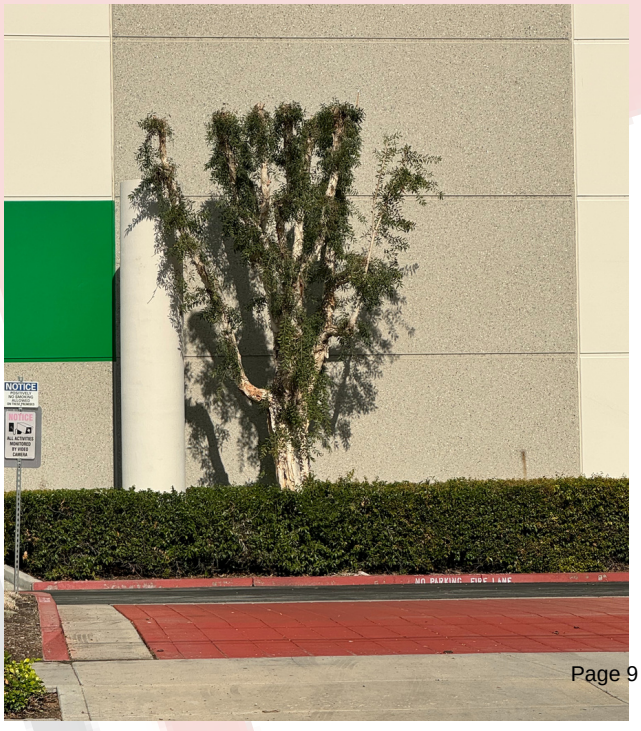
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 7

## Proposal Value: $32,000

November 24, 2025

Proposal #: 1187596

**Tree Care Service Address/Location**
Moffitt Elementary School
13323 S. Goller Ave
Norwalk, California 90650
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Jacaranda | 1 | 46'-60' | Remove / Grind | $7,000 |
| | Carrotwood | 1 | 31'-45' | Remove / Grind | $5,000 |
| | Chinese Hackberry | 1 | 31'-45' | Remove / Grind | $5,000 |
| | Liquidambar | 1 | 31'-45' | Remove / Grind | $4,500 |
| | Myoporum | 1 | 31'-45' | Remove / Grind | $3,500 |
| | Pink Trumpet | 1 | 16'-30' | Remove / Grind | $3,500 |
| | Redbud | 1 | 1'-15' | Remove / Grind | $3,500 |
| | | | | **Total** | **$32,000** |

Tree Pros INC.

# Moffitt Elementary School




**Legend** (7)

- Redbud (1)
- Pink Trumpet (1)
- Myoporum (1)
- Liquidambar (1)
- Jacaranda (1)
- Chinese Hackberr... (1)
- Carrotwood (1)

Tree Pros INC.

# Moffitt Elementary School

Proposal #1187596 11-24-2025



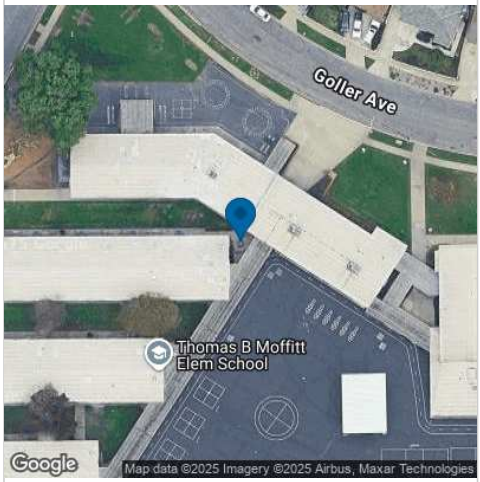
November 20, 2025

*all* ID# 1

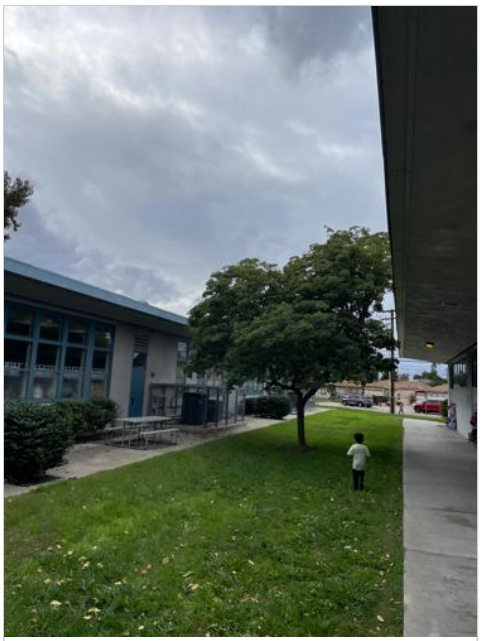
all

Height: 1'-15'

Health: 60% - Fair




Remove / Grind



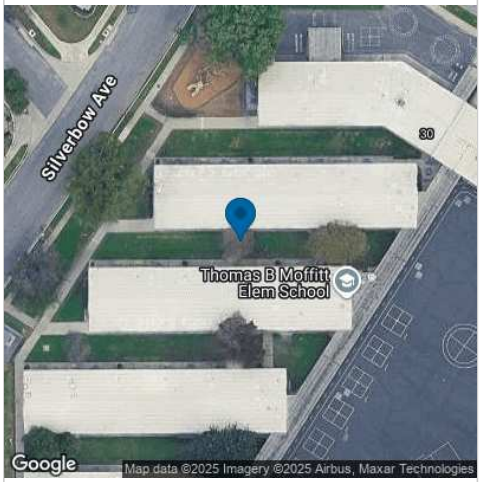
November 20, 2025

*all* ID# 6

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



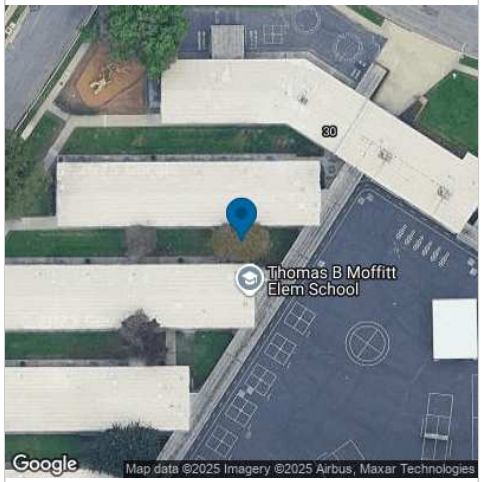
November 20, 2025

*Celtis sinensis* ID# 7

Chinese Hackberry

Height: 31'-45'

Health: 60% - Fair




Remove / Grind

Tree Pros INC.

# Moffitt Elementary School

Proposal #1187596 11-24-2025



November 20, 2025

*Liquidambar styraciflua* ID# 9

Liquidambar

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



November 20, 2025

*Cupaniopsis anacardi…* ID# 10

Carrotwood

Height: 31'-45'

Health: 20% - Critical




Remove / Grind



November 20, 2025

*all* ID# 11

all

Height: 31'-45'

Health: 60% - Fair




Remove / Grind

Tree Pros INC.

# Moffitt Elementary School

Proposal #1187596 11-24-2025



November 20, 2025

*Jacaranda mimosifolia* ID# 12

Jacaranda

Height: 46'-60'

Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

**It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:**

**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

**TREE REMOVAL**
The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

**STUMP REMOVAL**
Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

**TREE PLANTING**
Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

**CLEANUP/TOUCH UPS**
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

# ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

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Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

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Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

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**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

## Crown thinning



## Crown thinning & shaping



## Crown cleaning



## Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



## Stump Grinding



## Palm pruning
## 12 o’clock



## Palm pruning
## 2 & 10 o’clock



## Palm pruning
## 3 & 9 o’clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 9

## Proposal Value: $37,500

November 24, 2025

Proposal #: 1187603

**Tree Care Service Address/Location**
Morrison Elementary School
13510 S. Maidstone Ave
Norwalk, California 90650
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Jacaranda | 2 | 46'-60' | Remove / Grind | $11,000 |
| | Carrotwood | 2 | 31'-45' | Remove / Grind | $7,000 |
| | Chinese Pistache | 2 | 16'-30' | Remove / Grind | $7,000 |
| | Ash | 1 | 46'-60' | Remove / Grind | $4,500 |
| | Chinese Elm | 1 | 46'-60' | Remove / Grind | $4,500 |
| | Magnolia | 1 | 16'-30' | Remove / Grind | $3,500 |
| | | | | **Total** | **$37,500** |

Tree Pros INC.

# Morrison Elementary School




**Legend** (9)

- Jacaranda (2)
- Chinese Pistache (2)
- Carrotwood (2)
- Magnolia (1)
- Chinese Elm (1)
- Ash (1)

Tree Pros INC.

## Morrison Elementary School

Proposal #1187603 11-24-2025



November 20, 2025

*all* ID# 18

all

Height: 16'-30'

Health: 60% - Fair




Remove / Grind



November 20, 2025

*Ulmus parvifolia* ID# 19

Chinese Elm

Height: 46'-60'

Health: 60% - Fair




Remove / Grind



November 20, 2025

*Pistacia chinensis* ID# 21

Chinese Pistache

Height: 16'-30'

Health: 60% - Fair




Remove / Grind

Tree Pros INC.

## Morrison Elementary School

Proposal #1187603 11-24-2025



November 20, 2025

*Pistacia chinensis* ID# 22
Chinese Pistache
Height: 16'-30'
Health: 60% - Fair




Remove / Grind



November 20, 2025

*Cupaniopsis anacardi…* ID# 23
Carrotwood
Height: 31'-45'
Health: 60% - Fair

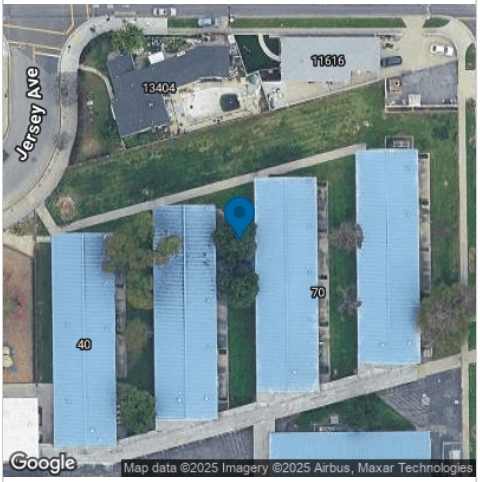



Remove / Grind



November 20, 2025

*Cupaniopsis anacardi…* ID# 24
Carrotwood
Height: 31'-45'
Health: 60% - Fair




Remove / Grind

Tree Pros INC.

## Morrison Elementary School

Proposal #1187603 11-24-2025



November 20, 2025

*Jacaranda mimosifolia* ID# 25
Jacaranda
Height: 46'-60'
Health: 60% - Fair




Remove / Grind



November 20, 2025

*all* ID# 27
all
Height: 46'-60'
Health: 40% - Poor




Remove / Grind



November 20, 2025

*Jacaranda mimosifolia* ID# 30
Jacaranda
Height: 46'-60'
Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

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# ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

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Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

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Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



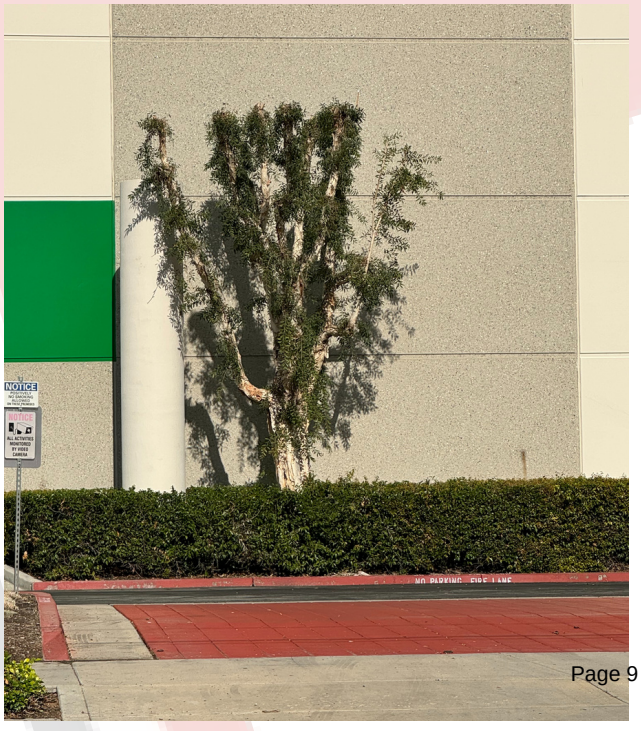
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 6

## Proposal Value: $27,000

November 24, 2025

Proposal #: 1187606

**Tree Care Service Address/Location**
New River Elementary School
13432 S. Halcourt Ave
Norwalk, California 90650
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Privet | 2 | 46'-60' | Remove / Grind | $9,000 |
| | Avocado | 1 | 46'-60' | Remove / Grind | $5,500 |
| | China Doll | 1 | 46'-60' | Remove / Grind | $4,500 |
| | Jacaranda | 1 | 46'-60' | Remove / Grind | $4,500 |
| | Carrotwood | 1 | 31'-45' | Remove / Grind | $3,500 |
| | | | | **Total** | **$27,000** |

Tree Pros INC.

## New River Elementary School




**Legend** (6)

- Privet (2)
- Jacaranda (1)
- China Doll (1)
- Carrotwood (1)
- Avocado (1)

Tree Pros INC.

## New River Elementary School

Proposal #1187606 11-24-2025



November 21, 2025

*Cupaniopsis anacardi…* ID# 2

Carrotwood

Height: 31'-45'

Health: 60% - Fair




Remove / Grind



November 21, 2025

*all* ID# 6

all

Height: 46'-60'

Health: 60% - Fair




Remove / Grind



November 21, 2025

*all* ID# 7

all

Height: 46'-60'

Health: 60% - Fair




Remove / Grind

Tree Pros INC.

# New River Elementary School

Proposal #1187606 11-24-2025



November 21, 2025

*all* ID# 8

all

Height: 46'-60'

Health: 60% - Fair




Remove / Grind



November 21, 2025

*Jacaranda mimosifolia* ID# 12

Jacaranda

Height: 46'-60'

Health: 60% - Fair




Remove / Grind



November 21, 2025

*Radermachera sinica* ID# 19

China Doll

Height: 46'-60'

Health: 60% - Fair




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

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**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

**TREE REMOVAL**
The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

**STUMP REMOVAL**
Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

**TREE PLANTING**
Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

**CLEANUP/TOUCH UPS**
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

# ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

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**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

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# Crown thinning



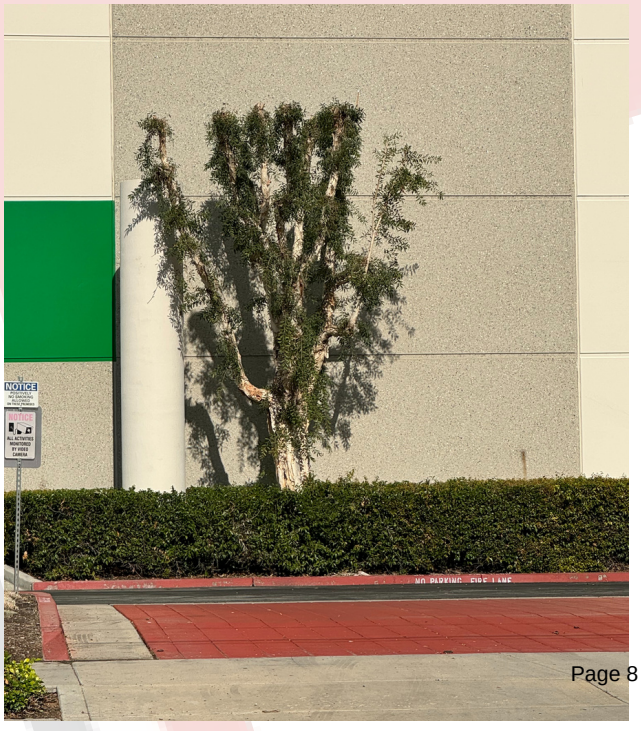
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 3

## Proposal Value: $14,500

November 24, 2025

Proposal #: 1187609

**Tree Care Service Address/Location**
Nuffer Elementary School
14821 S. Jersey Ave
Norwalk, California 90650
Jose Gutierrez
jogutierrez@nlmusd.k12.ca.us
tel:562-210-4046 ext.614430

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | China Doll | 1 | 31'-45' | Remove / Grind | $5,500 |
| | Chinese Elm | 1 | 31'-45' | Remove / Grind | $5,500 |
| | Kaffir Plum | 1 | 16'-30' | Remove / Grind | $3,500 |
| | | | | **Total** | **$14,500** |

Tree Pros INC.

# Nuffer Elementary School




**Legend** (3)

- Kaffir Plum (1)
- Chinese Elm (1)
- China Doll (1)

Tree Pros INC.

## Nuffer Elementary School

Proposal #1187609 11-24-2025



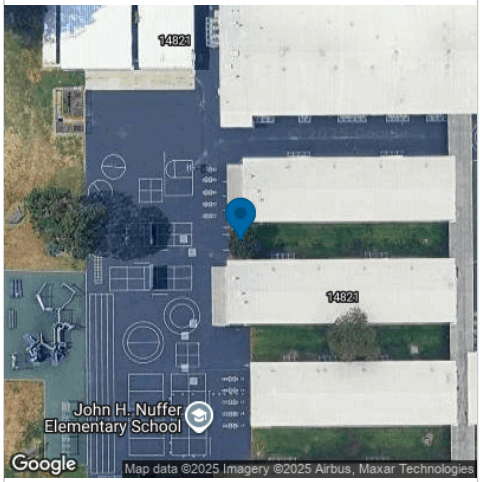
November 21, 2025

*Harpephyllum caffrum* ID# 5

Kaffir Plum

Height: 16'-30'

Health: 80% - Good




Remove / Grind



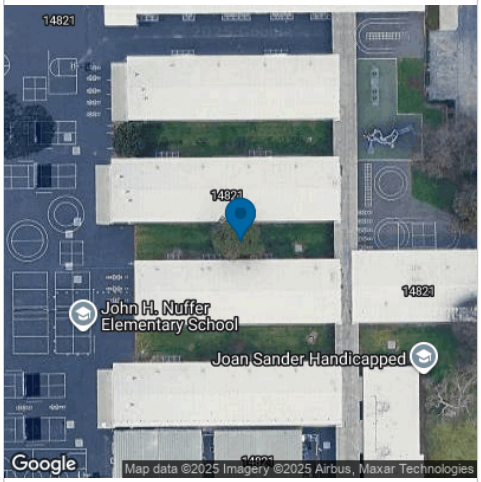
November 21, 2025

*Radermachera sinica* ID# 7

China Doll

Height: 31'-45'

Health: 80% - Good




Remove / Grind



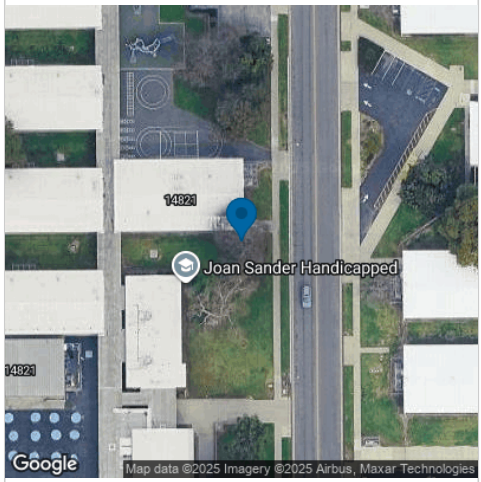
November 21, 2025

*Ulmus parvifolia* ID# 14

Chinese Elm

Height: 31'-45'

Health: 80% - Good




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

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Tree Pros
INC.

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# Crown thinning



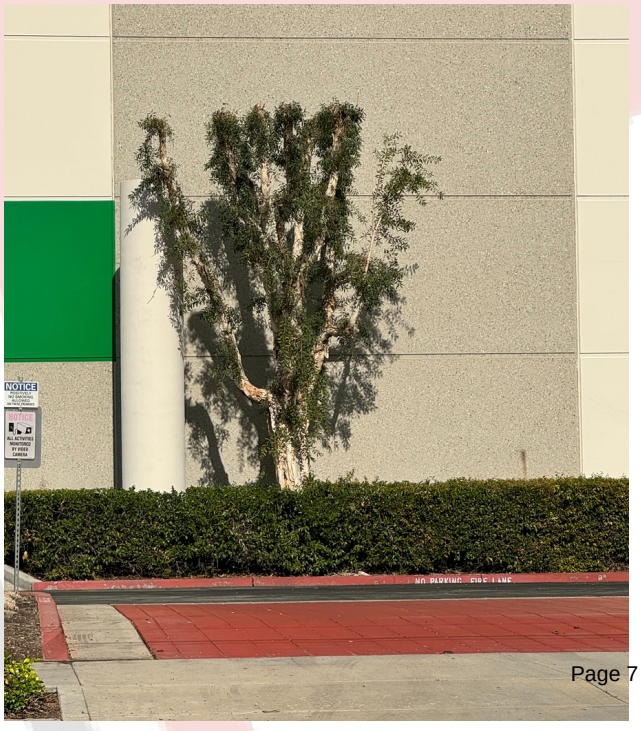
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

# Proposed Tree Care Services

## Tree Quantity: 4

## Proposal Value: $19,000

November 24, 2025

Proposal #: 1187633

**Tree Care Service Address/Location**
Ramona Preschool
14616 Dinard Avenue
Norwalk, California 90650
Jose A Gutierrez
jogutierrez@nlmusd.org
tel:562-210-2030

**Tree Care Service Billing Address**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, California 90650

**Tree Pros, Inc.**
Chino, California
Sergio Tejeda
sergiotejeda@treepros.com
tel:909-925-9362

| | Species | Qty | Height | Service | Price |
|---|---|---|---|---|---|
| | Ash | 1 | 46'-60' | Remove / Grind | $7,500 |
| | Koelreuteria | 2 | 1'-15' | Remove / Grind | $7,000 |
| | Carrotwood | 1 | 31'-45' | Remove / Grind | $4,500 |
| | | | | **Total** | **$19,000** |

Tree Pros INC.

# Ramona Preschool




**Legend** (4)

- Koelreuteria (2)
- Carrotwood (1)
- Ash (1)

Tree Pros INC.

## Ramona Preschool

Proposal #1187633 11-24-2025



November 21, 2025

*all* ID# 1
all
Height: 46'-60'
Health: 40% - Poor




Remove / Grind



November 21, 2025

*Cupaniopsis anacardi…* ID# 7
Carrotwood
Height: 31'-45'
Health: 60% - Fair




Remove / Grind



November 21, 2025

*all* ID# 11
all
Height: 1'-15'
Health: 80% - Good




Remove / Grind

# TERMS AND CONDITIONS
# FOR CONTRACT TREE MAINTENANCE

**It is agreed by and between Tree Pros, Inc. and the authorizing party that the following provisions are made as part of this contract:**

**SCOPE OF WORK**
Tree Pros, Inc. will furnish all supervision, labor, material, equipment and transportation required to maintain trees in an attractive condition as specified by the customer and shall conform to the ANSI A300 Tree Pruning Standards.

**TIME AND MATERIALS**
Any additional work or equipment needed to complete the services not disclosed by the authorizing party prior to the start of the project or as noted on the contract, will be charged on a T&M basis. This includes time and materials on the job, travel to and from the job, and two 10-minute breaks per shift (Not including lunch).

**SCHEDULING**
Tree Pros, Inc. agrees to do its best to meet any agreed upon performance dates but shall not be liable for delays due to weather, wind, labor or acts of God beyond its control, nor shall the customer be relieved of completion for said delays. Additional fees may apply to the authorizing party for any delays of a job, such as, no gate codes and/or delays caused by homeowners, tenants or residents postponing the production of our scheduled jobs.

**INSURANCE, PAYMENT AND ATTORNEY FEES**
***Insurance*** - Contactor agrees to provide workers' compensation, unemployment insurance, and any other insurance required by law. Certificates of coverage are available upon request.

***Payment*** - Payments are due upon completion of work, unless otherwise noted in this contract. A 1-1/2% per month service charge will be added to overdue accounts. Accounts turned over to a collection agency will be charged all attorney and collection fees allowed by law.

***Attorney fees*** - In the event of any dispute, suit or other action being brought between the parties of this agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs.

**CANCELLATION**
Notice of cancellation must be received in **WRITING** from the customer at a minimum of **24 hours before** the arrival of our crews, otherwise a cancellation fee at the minimum amount of 10% may be assessed. If a crew has already been dispatched at the time of cancellation, Tree Pros, Inc. may bill the customer a mobilization fee based on the size of the crew and location of job site.

**TREE OWNERSHIP**
The authorizing party warrants that all trees listed are located on the customer's property, and if not, that the authorizing party has been given permission by the owner to allow Tree Pros, Inc. to perform the specific work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Tree Pros, Inc. for any damages, or costs incurred from the result thereof.

**PESTICIDE APPLICATIONS**
Customers are notified prior to any chemical applications. All applications will comply with DPR Regulations. Do not enter treated area until dry, unless otherwise specified.

**TREE REMOVAL**
The tree will be cut as close to ground as possible based on existing conditions, near to or next to the bottom of tree trunk, i.e., rocks, uneven ground, fences, building, etc. The authorizing party's failure to make known, unseen concrete or metal in the tree may be levied additional fees. **It is the owner's responsibility to clearly mark all trees to be removed.**

**STUMP REMOVAL**
Unless specified, stump grinding is NOT included in the proposal. Mechanical grinding of the visible tree stump will be to ground level (no more than 8" below surface). Surface roots and subsurface roots beyond the stump will not be removed unless specifically noted on this proposal. Tree Pros, Inc. will not be responsible for damages to any underground utilities, cables, drain lines and/or irrigation lines and sprinklers, that are damaged during the stump grinding process. All systems must be adequately and accurately mapped by the authorizing party and presented prior to the time the work is performed. Stump hole will be back filled with stump chips and excess chips left on site (unless otherwise stated.)

**TREE PLANTING**
Newly planted trees will be replaced if they fail and/or die from disease or pest infestation, up to thirty (30) days from planting. It is the customer's responsibility to water and/or provide the proper irrigation to the tree(s).

**CLEANUP/TOUCH UPS**
Removal of wood, brush, clippings and raking of the affected area by the specific work will be removed at the time of service. If tree services are scheduled to last more than one (1) working day, some debris may be left onsite and removed by the completion of the job**. Loose or broken branches that fall after the completion of tree services will NOT be considered part of the original contract or clean up. Time and Material fees may apply for return visits.** Any touch ups requested by the authorized party MUST be completed within 14 days of the completed job. T&M fees may apply for return visits.

**LAWN REPAIR**
We will attempt to minimize any damages to the customer's lawn. Lawn repairs are not included in the contract price, unless otherwise noted in this contract.

**AMENDMENT AND AGREEMENT**
This agreement may be modified or amended, in whole or in part, and any such amendment or modification shall not affect the enforceability of any other provision hereof. This agreement supersedes any prior written or oral agreements between the parties. Proposals are valid for 60 days. Proposals expiring after 60 days will be replaced with an updated proposal which may include any price increases.

**PERMITS AND CITY COMPLIANCE**
Any fees, charges or expenses incurred to obtain necessary permits, licenses, approvals, inspections or other city-required authorizations for your project will be billed to the customer. These costs will be itemized and payment will follow the project's existing terms. We will strive to provide advance estimates where possible, but actual costs may vary with regulatory changes.

# ANSI A300 PRUNING DEFINITIONS

***General***
The following pruning types are the general categories of pruning used on all species of trees. The user should include one or several of these types at any time on any particular tree, or trees, or any part of a tree, depending on the desired results.

***HR Pruning (Hazard Reduction Pruning)***
Hazard reduction pruning is recommended when the primary goal is to reduce the danger to a specific target caused by visible defined hazards in a tree. This pruning shall consist of the removal of dead, diseased, obstructing, split and/or broken branches 2 inches (5.0 cm) in diameter or greater. Limbs susceptible to failure from dense or heavy foliar masses should be thinned.

***Crown Cleaning (Maintenance Pruning)***
Maintenance Pruning is recommended when the primary goal is emphasis on Hazard Reduction Pruning, tree health structure. Maintenance pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing split and broken branches and girding roots. The removal of such described branches shall include those 1 inch in diameter (2.5 cm) or greater.

***Crown Thinning (Aesthetic Pruning)***
Aesthetic pruning is recommended when the primary goal is emphasis on maintenance pruning, tree health, structure and overall appearance. Aesthetic pruning shall consist of the removal of dead, dying, diseased, interfering, obstructing, split, and broken branches ½ inches (1.25 cm) in diameter or greater. Selective thinning may also be accomplished within the entire tree or any specific branch, as needed. The main difference between maintenance and aesthetic pruning is that the branch diameter to be removed is smaller, thus a much finer job and selective thinning is incorporated.

***CR Pruning (Crown Reduction Pruning)***
Consideration should be given to the ability of a species to sustain this type of pruning. Crown reduction is the reduction of the top, sides or individual limbs by the means of removal of the longest portion of a limb to a lateral no less than 1.2 the total diameter of the original limb or not more than 1/3 of the leaf surface.

***V Pruning (Vista Pruning)***
Vista pruning is selective thinning to allow a specific view of an object form a predetermined point.

***Structure Pruning***
Espalier type pruning is a combination of cutting and training branches which are oriented all in one place and arranged in a definite pattern and must be supported on a wall, fence or trellis. The patterns can be simple or complex by the cutting and training always being precise. Ties must be replaced every few years to prevent girdling the branches at the attachment site.

***P Pruning (Pollarding)***
Pollarding is a type of pruning which can be used as a training system on some large and fast-growing trees to hold them in modest size or to give the landscape a formal appearance. After heading back every 1 to 3 years, 1 to 3 shoots that grow from each of the headed laterals is cut back to within ½ inch of the earlier pruning cut. The other shoots are cut back close to their origin. After a tree has been pruned in this way for several years, a knob of stubs and callous develop at the end of each branch. Once this is achieved, heading back should be omitted unless the size or shape needs to be changed.

***Palm Pruning***
Palm pruning should be performed when fronds, fruit or loose petioles may create a dangerous condition. Not more than 20% of live fronds should be removed in the growing season. Live healthy fronds, initiating at an angle of 45 ° or greater, should not be removed. All fronds removed should be severed close to the petiole base without damaging living trunk tissue. Palm peeling (shaving) should consist of the removal of the dead fronds bases only, at the point they made contact with the trunk without damaging living trunk tissue.

Additional fees may apply to jobs for any delays due to no gate codes being provided prior to the start of any work, and/or delays caused by tenants or residents postponing the production of our scheduled work.

**FIREWOOD**
Unless requested otherwise, our wood is cut into 18" lengths and NOT split. Wood will NOT be stacked unless specified on service request (additional costs may be accrued for stacking).

Tree Pros
INC.

**I acknowledge that by signing this contract, Tree Pros, Inc. will carry out the tree services based on the below photos which correlates to the estimate and scope of services provided on the proposal.**

# Crown thinning



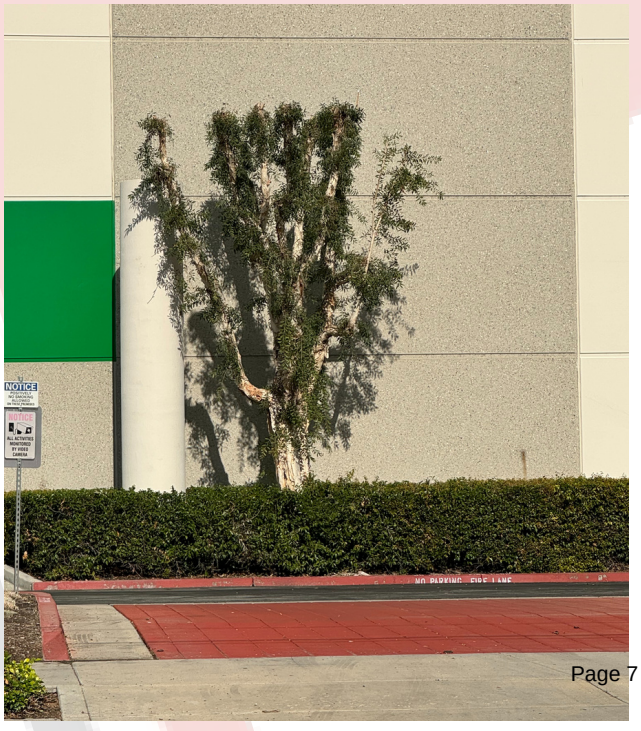
# Crown thinning & shaping



# Crown cleaning



# Crown reduction



# Hedge trimming, shaping



# Topping

***TPI doesn't recommend this***



# Pollarding




# Cut flush stump



# Stump Grinding



# Palm pruning 12 o'clock



# Palm pruning 2 & 10 o'clock



# Palm pruning 3 & 9 o'clock



**Customer**

Signature | Title

Printed Name | Date

**Tree Pros, Inc.**

Sergio Tejeda

Signature

Sergio Tejeda | November 24, 2025

Printed Name | Date

| DISTRICTWIDE REROOFING PROJECT<br>TREE REMOVAL COSTS | | |
|---|---|---|
| **Site** | **# of Trees** | **Cost** |
| Dulles | 11 | $ 33,600.00 |
| Eastwood | 5 | $ 14,000.00 |
| Edmondson | 6 | $ 26,000.00 |
| El Camino HS | 1 | $ 5,500.00 |
| Escalona | 8 | $ 30,000.00 |
| Foster Road | 3 | $ 36,600.00 |
| Gardenhill | 16 | $ 57,800.00 |
| Hutchinson | 7 | $ 17,900.00 |
| John Glenn | 14 | $ 74,000.00 |
| La Pluma | 7 | $ 36,000.00 |
| Lampton | 9 | $ 45,000.00 |
| Moffitt | 7 | $ 32,000.00 |
| Morrison | 9 | $ 37,500.00 |
| New River | 6 | $ 27,000.00 |
| Nuffer | 3 | $ 14,500.00 |
| Ramona Head Start | 4 | $ 19,000.00 |
| **Grand Total** | **116** | **$ 506,400.00** |

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California

# MULTIPLE AWARD SCHEDULE

## NON-MANDATORY

# Tree Pros, Inc.

| | |
|---|---|
| CMAS NUMBER: | **4-24-08-1003** |
| CMAS TERM DATES: | 08/02/2024 through 02/11/2028 |
| EFFECTIVE DATE: | 08/02/2024 |
| CMAS CATEGORY: | Non-Information Technology Services |
| APPLICABLE CMAS TERMS & CONDITIONS: | February 18, 2022 |
| MAXIMUM ORDER LIMIT: | State Agencies: **See Purchasing Authority Dollar Threshold provision**<br>Local Government Agencies: **Unlimited** |
| FOR USE BY: | State & Local Government Agencies |
| BASE SCHEDULE #: | GS-21F-0038U |
| BASE SCHEDULE HOLDER: | Ross Tree Expert Company |
| PROGRAM ANALYST | Trice Baker<br>Trice.baker@dgs.ca.gov |

This California Multiple Award Schedule (CMAS) provides for the purchase and warranty of tree pruning and removal services. (See page 2 for the restrictions applicable to this CMAS.)

The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included herein. All purchase orders issued by State agencies shall incorporate these Ordering Instructions and Special Provisions and CMAS Terms and Conditions.

Agency non-compliance with the requirements may result in the loss of CMAS program delegated purchasing authority.

CMAS contractor non-compliance with the requirements may result in termination.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**TREE PROS, INC.**
**CMAS NUMBER 4-24-08-1003**

## CMAS PRODUCT & SERVICE CODES

Product & Service Codes listed below are for marketing purposes only. Review the base schedule for the products and/or services available.

Landscaping Service
Tree Removal Srvc

## AVAILABLE PRODUCTS AND/OR SERVICES

This CMAS provides for the purchase and warranty of tree pruning and removal services.

The ordering agency must verify all products and/or services are currently available on the base General Services Administration (GSA) schedule.

All of the tree pruning and removal services job titles in the base schedule are available within the scope of this CMAS.

The ordering agency must verify the following current information about the job titles available in the base schedule at the General Services Administration (GSA) eLibrary:

- Maximum pricing allowed (lower pricing acceptable)

## FIND BASE SCHEDULE PRICING

Once on the Contractor Information page for a specific GSA schedule, the pricelist can be found either in the Contractor Terms & Conditions (T&Cs)/Pricelist document or at GSA Advantage. The Contractor T&Cs/Pricelist document is provided by the contractor as a requirement of GSA and can be found under the Contractor T&Cs/Pricelist heading by clicking on the page icon.

If the contractor has products/services available for ordering on GSA Advantage, a 'GSA Advantage' icon will be displayed. By clicking this image link, this will execute a search against GSA Advantage. Depending on the category, whether product or service related, will return either:

1) If products, a listing of all products available for the contractor under this contract
2) If services, the same document provided under the column Contractor T&Cs/Pricelist by clicking View Contractor Information and then View Contractor Catalog.

## EXCLUDED PRODUCTS AND/OR SERVICES

Food, lodging, per-diems, etc., and order-level materials are not available under this CMAS.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**TREE PROS, INC.**
**CMAS NUMBER 4-24-08-1003**

## ISSUE PURCHASE ORDER TO

Agency purchase orders must be sent to the following:

**Tree Pros, Inc.**
**P.O. Box 1066**
**Chino, CA 91710**
**Attn: Shannah Olekszak**

**E-mail: office@treepros.com**

Agencies with questions regarding products and/or services may contact the CMAS contractor as follows:

**Contact: Shannah Olekszak**
**Phone: (909) 548-0033**
**E-mail: shannaho@treepros.com**
**Website: www.treepros.com**

## TOP 500 DELINQUENT TAXPAYERS

In accordance with Public Contract Code (PCC) 10295.4, and prior to placing an order for non-IT goods and/or services, **agencies must verify** with the Franchise Tax Board and the California Department of Tax and Fee Administration that this CMAS contractor's name does not appear on either list of the 500 largest tax delinquencies pursuant to Revenue and Taxation Code 7063 or 19195. The Franchise Tax Board's list of Top 500 Delinquent Taxpayers is available at their website. The California Department of Tax and Fee Administration's list of Top 500 Sales & Use Tax Delinquencies in California is available at their website.

## MINIMUM ORDER LIMITATION

The minimum dollar value of an order to be issued under this CMAS is $2,425.13.

## CMAS PRICES

The maximum prices allowed for the products and/or services available are those set forth in the base schedule.

The ordering agency is encouraged to seek prices lower than those in the base schedule. When responding to an agency's Request for Offer (RFO), the CMAS contractor can offer lower prices to be competitive.

## APPROVAL OF ORDERS FOR NON-IT SERVICES

1. State agencies entering into CMAS contracts for non-Information Technology services exceeding $50,000 must forward their purchase order package to the CMAS Unit for review and approval prior to issuing the purchase order.

2. State agencies entering into more than one CMAS contract for non-Information Technology consulting services with the same CMAS contractor within a 12-month period for an aggregate amount of $12,500 or more must have each contract approved by the CMAS Unit in compliance with PCC 10371.

For either of these situations, see the provision in this CMAS entitled "Consulting or Personal Services" for a listing of the required documents and the e-mail address where they must be sent.

## GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI) DISCLOSURE NOTIFICATION

The State of California seeks to realize the potential benefits of GenAI, through the development and deployment of GenAI tools, while balancing the risks of these new technologies.

**Bidders/Offerors must notify the State in writing if their solution or service includes, or makes available, any GenAI technology, including GenAI from third parties or subcontractors. The State has developed a GenAI Disclosure & Factsheet to be completed by the Bidder/Offeror.**

Failure to disclose GenAI to the State and submit the GenAI Disclosure & Factsheet will result in disqualification of the Offeror and may void any resulting contract. The State reserves its right to seek any and all relief it may be entitled to as a result of such non-disclosure.

Upon receipt of a Bidder/Offeror GenAI Disclosure & Factsheet the State reserves the right to incorporate GenAI Special Provisions into the final contract or reject bids/offers that present an unacceptable level of risk to the State.

State agencies are required to obtain a GenAI Disclosure & Factsheet (STD 1000) from the Contractor prior to award.

If GenAI is disclosed by the Contractor, state agencies must follow the required GenAI purchase procedures outlined in State Contracting Manual Section 2300 (Generative Artificial Intelligence) Steps 5 through 8. State agencies must retain in their procurement file the GenAI Disclosure & Factsheet STD 1000 form and the written confirmation that the purchase may proceed.

## EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

## DARFUR CONTRACTING ACT

This CMAS contractor has certified compliance with the Darfur Contracting Act, per PCC 10475. It is the agency's responsibility to verify that the contractor has a Darfur Contracting Act Certification on file.

## IRAN CERTIFICATION

This CMAS contractor has certified compliance with the Iran Contracting Act, per PCC 2001-2008. It is the agency's responsibility to verify that the contractor has an Iran Contracting Act Certification on file.

## CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION

Pursuant to PCC 2010 applicants must certify their compliance with the California Civil Rights laws and Employer Discriminatory Policies (Civil Code 51, GC 12960). It is the agency's responsibility to verify that the contractor has a California Civil Rights Law Certification on file.

## WARRANTY

For warranties, see the base schedule and the CMAS Warranty provision in the CMAS Terms and Conditions/General Provisions.

## DELIVERY

30 days after receipt of order or as negotiated between agency and CMAS contractor and included in the purchase order.

## LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**TREE PROS, INC.**
**CMAS NUMBER 4-24-08-1003**

## SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Destination. Seller pays the freight charges.

## PURCHASING AUTHORITY DOLLAR THRESHOLD

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold.

No CMAS order may be executed by a State agency that exceeds that agency's purchasing authority threshold, unless an exemption is granted by the Department of General Services (DGS) Purchasing Authority Unit (PAU). State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the List of State Departments with Approved Purchasing Authority website.

## HOW TO USE CMAS

State agencies must adhere to the requirements in the State Contracting Manual (SCM) Volume 2, Chapter 1600 and CMAS Ordering Instructions and Special Provisions when using CMAS.

- Develop an RFO, which includes a Scope of Work (SOW) and Bidder Declaration form. For information on the Bidder Declaration requirements see SCM, Volume 2, Sections 305 and 1202.
- Clearly defined Tasks (what needs to be done) and Deliverables (outcome of each task, i.e., reports, procedures manual, etc.) must be included in the State's SOW.
- A Work Order Authorization (WOA) may be used to document completion of pre-determined tasks, but only if the tasks are clearly defined in the SOW. The WOA may be used to approve release for the next phase of the agreement but cannot be used to identify any tasks other than the ones called out in the SOW. The WOA will be signed by all parties and may be submitted for progress payments under the award.
- Projects can be performed on a Fixed Price Per Deliverable (FP/D). Fixed Price; FP/D: A defined service, or set of services, performed by Contractor in response to a defined task, or set of tasks, at a specific fixed price, and delivered per a specific schedule. Note: When using FP/D the Statement of Work must describe in detail the particular project and the work that the selected Qualified Contractor will be required to perform.
- For Consulting or Personal services, do not include any labor categories/job titles or number of hours limit in RFO Requirements or the SOW. The CMAS Contractor provides this information in their Attachment B Cost Worksheet. The State does not have the expertise to make this decision (GC 19130(b)).
- Search for potential CMAS contractors on the CMAS website and select "Find a CMAS Contractor."
- Request offers from a minimum of 3 CMAS contractors including one small business (SB) and/or Disabled Veteran Business Enterprise (DVBE), if available, who are authorized to sell the products and/or able to perform the services needed. (Government Code 14846(b)).

- A valid attempt must be made to secure offers from viable CMAS contractors who are able to supply the goods and/or provide the services. Neither a lack of sufficient CMAS contractors nor the use of restrictive requirements meets the intent for obtaining offers (SCM Volume 2, Section 1670.2).
- If requesting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Standard 843) in the RFO. This declaration must be completed by the DVBE prime contractor and/or any DVBE subcontractors and submitted with the offer (SCM Volume 2, Section 1201).
- This is not a bid transaction, so the small business preference, DVBE incentives, protest language, intent to award, evaluation criteria, advertising, Administrative and Technical Requirements, etc. are not applicable. (SCM Volume 2, Section 1603).
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers did not respond with an offer. The reason must come from the CMAS contractor.
- Assess the offers received using best value criteria including cost as one of the criteria (SCM Volume 2, Section 1603).
- Issue a Purchase Order to the selected CMAS contractor.
- For CMAS transactions under $10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair and reasonable method can only be used for non-customizable purchases. See SCM Volume 2, Section 1510 for Fair and Reason criteria.

Local agencies must follow their own procurement regulations. For more information see the Local Agency packet available online.

## AGENCY RESPONSIBILITY

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes. This responsibility includes, but is not limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's best interests, obtaining required approvals, and documenting compliance with GC 19130.b(3) for outsourcing services.

It is the responsibility of each agency to consult with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order. If legal services are not available within your agency, DGS Office of Legal Services is available to provide services.

## CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the CMAS Terms and Conditions, Conflict of Interest, for more information.

## SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited. Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders per PCC 10329. Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited per State Administrative Manual (SAM) 4819.34.

This provision does not apply to local government agencies.

## ORDERING PROCEDURES

### 1. Purchase Orders

All Ordering Agency purchase order documents executed under this CMAS must contain the applicable CMAS number as show on page 1.

a. State Departments:

Standard 65 Purchase Documents – State departments not transacting in FISCal must use the Purchasing Authority Purchase Order (Standard 65) for purchase execution. An electronic version of the Standard 65 is available at the Department of General Services (DGS), Procurement Division (PD) website, select Standard (STD) Forms.

FISCAL Purchase Documents – State departments transacting in FISCal will follow the FISCal procurement and contracting procedures.

b. Local Government Agencies:

Local government agencies may use their own purchase order document for purchase execution.

The agency is required to complete and distribute the purchase order. For services, the agency shall modify the information contained on the order to include the service period (start and end date), the monthly cost (or other intermittent cost), and any other information pertinent to the services. The cost for each line item must be included in the order, not just system totals.

The contractor must immediately reject purchase orders that are not accurate. Discrepancies are to be negotiated and incorporated into the purchase order prior to product delivery and service implementation.

### 2. Service and Delivery after CMAS Expiration

The purchase order must be issued before the CMAS expires. However, delivery of the products or completion of the services may be after the CMAS expires (unless otherwise specifically stated in the purchase order). Amending the purchase order to add quantity, time, or money is not possible if the CMAS expired.

### 3. Multiple CMAS Agreements on a Single Purchase Order

State agencies wishing to include multiple CMAS agreements on a single FISCal purchase order must adhere to the following guidelines:

- All CMAS must be for the same CMAS contractor.
- The purchase order must go to one contractor location.
- Enter the word "CMAS" in the space reserved for the Leveraged Procurement Agreement (LPA) number. The word "CMAS" signifies that the purchase order contains items from multiple CMAS agreements. The purchasing agency may only use one bill code.
- For each individual CMAS, the agency must identify and group together the CMAS number with the line items and subtotal per CMAS number (do not include tax in the subtotal), and sequentially identify each individual CMAS as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing of administrative fees by the Procurement Division.
- The total of all items on the purchase order must not exceed the State agency's purchasing authority dollar threshold granted by DGS PAU.
- Do not combine items from IT and non-IT CMAS agreements. An Information Technology CMAS begins with the number "3" and a non-IT CMAS begins with the number "4." The purchase order limits are different for these CMAS agreements.

### 4. Amendments to State Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS has expired.

SCM, Volume 2, Section 1605 provides the following directions regarding amendments to all types of LPA purchase orders:

> Original orders, which include options for changes (e.g., quantity or time), that were assessed and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an Non-Competitively Bid is approved for those amendments.

Amendments unique to Non-IT Services:

> If the original contract permitted amendments, but did not specify the changes, (e.g., quantity or time), it may be amended. Per PCC 10335 (d)(1), a contract may only be amended once under this exemption. The time shall not exceed one year, or add not more than 30 percent of the original order value and may not exceed $250,000. If the original contract did not have language permitting amendments, the Non-Competitively Bid process must be followed.

## CMAS CONTRACTOR OWNERSHIP INFORMATION

The CMAS contractor is a large business enterprise.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**TREE PROS, INC.**
**CMAS NUMBER 4-24-08-1003**

## SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, State agencies must first consider offers from small businesses that have established CMAS agreements (GC 14846(b)). NOTE: DGS auditors will request substantiation of compliance with this requirement when agency files are reviewed.

CMAS Small Business and Disabled Veteran Partners can be found on the CMAS website by selecting "Find a CMAS Contractor".

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (charged to customer agencies to support the CMAS program) for orders to California certified small business enterprises.

## SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their SB or DVBE goals whenever the CMAS contractor subcontracts a commercially useful function to a certified SB or DVBE. The CMAS contractor will provide the ordering agency with the name of the SB or DVBE used and the dollar amount the ordering agency can apply towards its SB or DVBE goal.

## SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its SB or DVBE goals is the dollar amount of the subcontract award made by the CMAS contractor to each SB or DVBE.

2. The CMAS contractor will provide an ordering agency with the following information at the time the order is quoted:

    a. The CMAS contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.

    b. The CMAS contractor will indicate to the ordering agency how the order meets the SB or DVBE goal, as follows:

        i. List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and

        ii. Include the SB or DVBE certification number of each company listed and attach a copy of each certification; and

        iii. Indicate the dollar amount of each subcontract with a SB or DVBE that may be claimed by the ordering agency towards the SB or DVBE goal; and

        iv. Indicate what commercially useful function the SB or DVBE subcontractor will be providing towards fulfillment of the order.

3. The ordering agency's purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor as outlined above.

## CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a CMAS contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature and does not provide a Commercially Useful Function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

## WITHHOLD LANGUAGE (SB588)

Upon delivery or completion of ordered goods or services for which the Contractor committed to DVBE subcontractor participation, state departments must require the Contractor to certify all the following:

1. The amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the Contractor.
2. That all payments under the contract have been made to the DVBE. Upon request, the Contractor must provide proof of payment for the work.

In accordance with the Military and Veterans Code 999.7, state departments shall withhold $10,000 from the final payment, or the full final payment if less than $10,000, if the Contractor fails to meet the certification requirements identified above. State departments shall notify the Contractor of their failure to meet the certification requirements and give the Contractor an opportunity to comply with the certification requirements. If after 30 calendar days from the date of notice, the Contractor refuses to comply with the certification requirements, the state department shall permanently deduct $10,000 from the final payment or the full payment if less than $10,000.

## PUBLIC WORKS (INSTALLATION SERVICES ONLY)

A public works contract is defined as an agreement for "the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind" in accordance with PCC 1101. State agencies planning these types of projects need to review SCM, Volume 1, Chapters 10 and 11 for applicable guidelines and regulations. Visit the DGS, Real Estate Services Division (RESD) website if you have questions about public works transactions.

Agency CMAS purchase orders may allow for public works installation only when it is in support of the products covered by this CMAS.

Agencies are to ensure that the applicable laws and codes pertaining to the contractor and subcontractor licensing, prevailing wage rates, bonding, labor code requirements, etc. are adhered to by the prime contractor as well as any subcontractor during performance under the CMAS purchase order.

The bond amount for public works is not less than 100% of the purchase order price.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**TREE PROS, INC.**
**CMAS NUMBER 4-24-08-1003**

**NOTE:** In accordance with Labor Code (LC) 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works. Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the order that the prevailing wage rates are on file at the agency's office and will be made available upon request. The prevailing wage rates are available from DIR at www.dir.ca.gov (select Statistics & Research).

**Bonds**: For guidelines, see CMAS, General Terms and Conditions, Public Works Requirements.

**State Contractor's License:** Public works services can be obtained through CMAS only if incidental to the overall purchase order. If incidental public works services are included in the purchase order, prior to issuing the order agencies should visit the State Contractor's License Board website to verify that the Contractor's License shown below is still active and in good standing.

The CMAS contractor's California Contractor's License number is 871454. This is a Class D-49 Tree Service license that is valid through 01/31/2026.

## CONSULTING OR PERSONAL SERVICES

To ensure sufficient expertise for all consulting or personal services, prior to issuing an order, the agency is required to review the resumes of all personnel the CMAS contractor intends to use to fulfill the order. Each agency is responsible for verifying that contractor personnel meet any education or experience requirements listed in the base schedule.

Each order should contain, as a minimum, a description of the task, a statement of the contractor's responsibilities, completion criteria, a list of deliverable items (if any), the estimated start date, the scheduled completion date, and a fixed cost for each task. A Work Order Authorization may be submitted by the CMAS Contractor to document completion of tasks identified in the SOW; authorizing the CMAS Contract to proceed to the next documented tasks.

The combined fixed cost for all tasks establishes the fixed maximum price for all tasks as described.

1. **Progress Payments**

   For a Non-IT service CMAS see the CMAS Non-IT Services Terms and Conditions, Provision #41, Progress Payments.

2. **Outsourcing Services**

   Careful analysis must be given by State agencies to using contracted personnel rather than using civil service positions within State government.

   GC 19130(c) requires that all persons who provide services to the State under conditions that constitute an employment relationship shall, unless exempted by Article VII (Section 4) of the California Constitution, be retained under an appropriate civil service appointment.

Issuing a CMAS purchase order for services to an independent contractor is permissible when any of the following conditions set forth in GC 19130(b) can be met:

- Exempt under Constitution
- New State function and legislative authority
- Service not available; highly specialized or technical
- Incidental to the purchase or lease
- Conflict of interest; need unbiased findings
- Emergency appointment
- Private counsel, with Attorney General approval and Governor's Office, if applicable
- Contractor will provide deliverables that are not feasible for the State to provide
- Training when civil service is not available
- Urgent, temporary, or occasional services when civil service delay would frustrate the purpose (see Option 2)

**When justified as outlined above, personal services must fall under one of the two following options:**

**Option 1**. CMAS orders for personal services such as project management, independent verification and validation, systems analysis and design, and miscellaneous services are not limited to the number of hours or months per year that a consultant can work if the services contracted for are not available within civil service, cannot be performed satisfactorily by civil service employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the civil service system (GC 19130.b (3)).

**Option 2.** CMAS personal services orders for programmers, systems analysts, and technical specialists which are of an urgent, temporary, or occasional nature, such that hiring additional civil service positions is not feasible, are limited to 9 months (1,548 hours) per consultant within a twelve consecutive month period (GC 19130.b (10)/California State Constitution, Article VII, Section 5).

This provision is per agency and is inclusive of orders issued on your behalf by another agency. Contractors must wait three months from CMAS order termination/expiration before submitting the candidate's resume for work at the same agency/department.

For both options above, the contractor may conduct training courses for which appropriately qualified civil service instructors are not available provided that permanent instructor positions in academies or similar settings shall be filled through civil service appointment (GC 19130.b (9)).

**For each order, the agency must prepare and retain in their file a written justification that includes specific and detailed factual information that demonstrates that the contract meets one or more of the conditions set forth in (GC 19130(b)).**

### 3. State Personnel Board Requirements

State Personnel Board approval is required for a purchase order based on cost savings to the State as justification for not using civil service personnel.

### 4. Statement of Work

A Statement of Work (SOW) must be prepared as applicable for each purchase order.

### 5. Follow-on Contracts Are Prohibited

No person, firm, or subsidiary thereof who has been awarded a purchase order for consulting services, or a purchase order that includes a consulting component, may be awarded a purchase order for the provision of services, delivery of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate as an end product of the purchase order (PCC 10365.5).

Therefore, any consultant who develops a program study or provides formal recommendations is precluded from providing any work recommended in the program study or the formal recommendation.

### 6. Approval of CMAS Orders for Non-IT Services

State agencies must send all CMAS orders for non-Information Technology services exceeding $50,000 to the CMAS Unit for approval.

Also, State agencies entering into more than one CMAS contract for non-Information Technology consulting services with the same CMAS contractor within a 12-month period for an aggregate amount of $12,500 or more must have each contract approved by the CMAS Unit.

For either of these situations, the following documents must be sent to the CMAS Unit for review and approval prior to sending the order to the CMAS contractor:

- Signed Standard 65 or FISCal purchase order document
- Signed Summary Agreement (Standard 215)
- Complete Copy of RFO
- Listing of all CMAS contractors sent RFO
- Copies of all supplier's responses to RFO
- Complete copy of awarded supplier's CMAS
- Copy of assessment and selection documents including reason for award

Send the purchase order documents to cmas@dgs.ca.gov, Attn: CMAS Unit - PO Approval

Contractors must not accept purchase orders for non-IT services that exceed $50,000 unless they include the required approval stamp from DGS.

This requirement does not apply to local government agencies.

## CONTRACTOR EVALUATIONS

Pursuant to PCC 10367 and PCC 10369, each contractor providing consultant services of $5,000 or more shall be advised in writing on the standard contract that the performance will be evaluated.

- One Contract/Contractor Evaluation, form STD 4, must be prepared within 60 days of the completion of the contract. The form shall be kept as part of the procurement file.
- The agency shall document the performance of the contractor in doing the work or in delivering the services for which the contract was awarded.
- The evaluations shall remain on file by the agency for a period of 36 months. If the contractor did not satisfactorily perform the work or service specified in the contract, the agency conducting the evaluation shall place one copy of the evaluation form in a separate agency contract file and send one copy of the form to DGS/OLS within five working days of the completion of the evaluation. (SCM Volume 1, Chapter 3, 3.02.5).
- On filing an unsatisfactory evaluation with DGS Office of Legal Services (OLS), email to DGSOLSContact@dgs.ca.gov, the state agency shall notify and send a copy of the evaluation to the contractor within 15 days. The contractor shall have 30 days to prepare a statement defending his or her performance under the contract and to send it to the agency and the department. The contractor's statement shall be filed with the evaluation in the agency's separate contract file and in DGS/OLS' files.

The evaluations and contractor responses on file with the agencies and DGS/OLS are not public records; they should be maintained in a separate file.

## STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including Universities of California, California State Universities, K-12 schools, and community colleges empowered to expend public funds. While the State makes this CMAS available, each local government agency should make its own determination whether the CMAS program is consistent with its procurement policies and regulations.

PCC 10298 allows any city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds to contract with suppliers awarded CMAS without further competitive bidding. See complete PCC 10298 language at the California Legislative Information website.

PCC 10299 allows any school district empowered to expend public funds to utilize CMAS without further competitive bidding. See complete PCC 10299 language at the California Legislative Information website.

## SELF-DELETING BASE SCHEDULE TERMS AND CONDITIONS

Instructions or terms and conditions that appear in the Special Items or other provisions of the base schedule and apply to the purchase, license, or rental (as applicable) of products or services by the US Government in the United States and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation, Federal Information Resources Management Regulation, Federal Information Processing Standards, General Services Administration Regulation, or Federal Installment Payment Agreement shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

## ORDER OF PRECEDENCE

The CMAS Terms and Conditions take precedence if there is a conflict between the terms and conditions of the contractor's base schedule, packaging, invoices, catalogs, brochures, technical data sheets, or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

## APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. The use of CMAS does not relieve state agencies of their responsibility to meet statewide requirements regarding contracting or the procurement of goods or services. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS agreements; however, there is no guarantee that every requirement that pertains to all State processes has been included.

## PAYMENTS AND INVOICES

### 1. Payment Terms

Payment terms for this CMAS are net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, GC 927. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice, whichever is later.

### 2. Payee Data Record (Standard 204)

State Agencies must obtain a copy of the Payee Data Record (Standard 204) in order to process payments. State Ordering Agencies must forward a copy of the Standard 204 to their accounting offices. Without the Standard 204, payment may be unnecessarily delayed. State Agencies should contact the CMAS contractor for copies of the Payee Data Record.

## 3. DGS Administrative and Incentive Fees

***Orders from State Agencies:***

DGS will bill each State agency directly an administrative fee for use of CMAS. The administrative fee should NOT be included in the order total or remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

***Orders from Local Government Agencies:***

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and shipping) placed against their CMAS.

The incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

For more information on the incentive fees see the CMAS Management Guide.

## 4. Contractor Invoices

Unless otherwise stipulated, the CMAS contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- CMAS number
- Agency purchase order number
- Agency Bill Code (State Only)
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS, purchase order and invoice must match, or the State Controller's Office will not approve payment.

**5. Advance Payments**

Advance payment is allowed for services only under limited, narrowly defined circumstances, i.e., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 through 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Software warranty upgrades and extensions may also be paid for in advance, one time.

**6. Credit Card**

The CMAS contractor accepts the State of California credit card (VISA CAL-Card).

A purchase order is required even when the ordering department chooses to pay the CMAS contractor via the CAL-Card.

**7. Leasing/Financing**

California State Agencies should use the Golden State Financial Marketplace (GS SMart) program for all financing and leasing needs. California Local Government Agencies (counties, cities, K-12 school districts, community colleges, California State Universities, Universities of California, etc.) may utilize the GS SMart program for financing and leasing according to PCC 14937. The minimum dollar amount for Local Government Agency financing and leasing is $100,000.

**8. Leasing**

The State reserves the right to select the form of payment for all procurements, whether it is an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS SMart and/or Lease SMart). If payment is via the financial marketplace, the CMAS contractor will invoice the State and the State will approve the invoice. The selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State. Buyers may contact the GS SMart Unit via e-mail at SFM@dgs.ca.gov for further information.

## OBTAINING COPY OF CMAS

A copy of this CMAS can be obtained at Cal eProcure. Links to the CMAS terms and conditions and base schedule are available on the front page of this CMAS agreement.

It is important for the agency to confirm that the required products, services, and prices are included in the CMAS and are at or below base schedule rates. To streamline verification that the needed items are in the base schedule, the agencies should ask the CMAS contractor to identify the specific location in the base schedule that include the required products, services, and prices. Once verified, agencies should save the information for their file documentation.

## FEDERAL DEBARMENT

When federal funds are expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the CMAS contractor before the purchase order is issued. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

## CONTRACTOR TRAVEL

The Travel provision is not applicable to this CMAS.

## AMERICANS WITH DISABILITY ACT

To view the DGS Accessibility Policy, please visit the DGS website.

4/7/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

Eastwood Donation

TO: EASTWOOD ELEMENTARY
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 100.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: 01.0-0137.0-0000-0000-8699-24-00-00-0000

TO BE USED FOR: Supplies/Bus Transportation/ Field Trips/Playground Equipment/Technology/ Instructional needs for Eastwood Elementary as Principal deems necessary.

DONOR: American Heart Association

ADDRESS: 7272 Greenville Avenue
Dallas, TX 75231

APPROVED: _____ DATE: 4/16/26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

NEW PRINTER WAS DONATED TO ESCALONA ELEMENTARY SCHOOL.

TO: Escalona Elementary School
(School/Department)

MANUFACTURER: HP
Model # SMART TANK 7002 Serial # TH47U6B1V5

CONDITION OF ITEM ☒ New ☐ Used

MONETARY GIFT – AMOUNT $ 230.00 ☐ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: N/A

TO BE USED FOR: TEACHERS CLASSROOM AT ESCALONA

DONOR: ELVA MENDOZA

ADDRESS: 5642 FOX HILLS AVE.
BUENA PARK, CA 90621

APPROVED: _____ DATE: 03//18/2026
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

FO 4.10.26

District Sharepoint

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

# GIFTS, GRANTS AND BEQUESTS

Please place the following gift(s) on the agenda for Board approval:

Glazier parents donation

TO: Glazier Elementary
(School/Department)

MANUFACTURER:

Model #: Serial #

CONDITION OF ITEM: ☐ NEW ☐ USED

**MONETARY GIFT AMOUNT:** 3167.64 ☒ CASH ☐ CHECK

ACCOUNT NUMBER TO APPLY FUNDS TO: 01.0-01370.0-00000-00000-8699-290000

TO BE USED FOR: Scholastic Book Fair

DONOR: Glazier Parents

ADDRESS:

APPROVED: _____ 4/7/26
(Principal/Department Head) Date

APPROVED: _____
(Director of M&O/Director of Integrated Technology Services) Date

APPROVED: _____
(Assistant Superintendent) Date

**IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO THE PREVIOUS LEVEL.**

(#7) 3/9/26

District Sharepoint

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

# GIFTS, GRANTS AND BEQUESTS

Please place the following gift(s) on the agenda for Board approval:

Glazier parent donation to Glazier donation account for Color Run 2026.

Estimated amount: $6,000

TO: Glazier Elementary
(School/Department)

MANUFACTURER: \

Model #: \ Serial # \

CONDITION OF ITEM: \ ☐ NEW ☐ USED

**MONETARY GIFT AMOUNT:** $6,000 ☐ CASH ☐ CHECK

ACCOUNT NUMBER TO APPLY FUNDS TO: 01.0-01370.0-0000-0000-8699-2900000

TO BE USED FOR: Color Run 2026

DONOR: Glazier Parents

ADDRESS:

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APPROVED: [signature] (Principal/Department Head) 2/26/26 Date

APPROVED: (Director of M&O/Director of Integrated Technology Services) Date

APPROVED: (Assistant Superintendent) Date

**IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO THE PREVIOUS LEVEL.**

F6
3/25/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

SCIENCE CAMP

TO: JOHNSTON ELEMENTARY
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 218.97 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: 01.0-01370.0-00000-00000-8699-1400000

TO BE USED FOR: SCIENCE CAMP

DONOR: CALIFORNIA FISH GRILL

ADDRESS: 4041 MACATHUR BLVD. STE 250
NEWPORT BEACH, CA 92660

APPROVED: _____ DATE: 3/23/2026
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

4.10.24

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

Moffitt Elementary- PTO Donations

TO: Moffitt Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 5,200.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: 01.0-01370.0-00000-000000-8699-18

TO BE USED FOR: 5th Grade Science Camp, Field Trips and as principal deems necessary.

DONOR: Moffitt PTO

ADDRESS: _____

APPROVED: _____ DATE: 3/27/26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

4.10.26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

Monetary gift

TO: _____
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 100.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: 12.00137.0

TO BE USED FOR: 60th Birthday Head Start Early Education Program

DONOR: Esperanza Free

ADDRESS: 12703 Halcourt Ave
Norwalk, CA 90650

APPROVED: _____ DATE: 3/31/26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

3/20/20

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

Monetary Donation

TO: Ramona
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 500.00 ☐ Cash ☑ Check 206170

ACCOUNT NUMBER TO APPLY FUNDS TO: 12.00137.0-00000-00000-8699-0000000

TO BE USED FOR: 60th Birthday Head Start

DONOR: City of Norwalk - Mayor Perez

ADDRESS: 12700 Norwalk Blvd.
Norwalk, ca 90650

APPROVED: _____ DATE: 3/12/20
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

3/20/24

# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
## NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

Monetary Donation

TO: Ramona
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 250.00 ☐ Cash ☒ Check 206350

ACCOUNT NUMBER TO APPLY FUNDS TO: 12.00137.0 -0000-0000-8699-000000

TO BE USED FOR: 60th Birthday Head Start

DONOR: City of Norwalk - Margarita Rios

ADDRESS: City of Norwalk
12700 Norwalk Blvd.
Norwalk Ca 90650

APPROVED: _____ DATE: 3/16/24
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

3/22/16

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

Monetary Donation

TO: Ramona
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 250.00 ☐ Cash ☑ Check 20635

ACCOUNT NUMBER TO APPLY FUNDS TO: 12.00137.0-0000-0000-8699-000000

TO BE USED FOR: 60th Birthday Head Start

DONOR: City of Norwalk - Ana Valadez

ADDRESS: 12700 Norwalk Blvd
Norwalk CA 90650

APPROVED: _____ DATE: 3/16/16
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

Gift certificates valued @ $100.00 total

TO: Ramona
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ _____ ☐ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: Raffle 60th Birthday - Head Start

DONOR: Diana's Mexican Food Products, Inc

ADDRESS: 16330 S Pioneer Blvd
Norwalk Ca 90650

APPROVED: _____ DATE: 3/4/26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

4 Free Pass
good for Miniature Golf
Value of $66.00

TO: Ramona
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ _____ ☐ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 60th Birthday - Head Start
Raffle prize

DONOR: Golf N Stuff

ADDRESS: 10555 E Firestone Blvd
Norwalk Ca 90650

APPROVED: _____ DATE: 3/4/26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

(A) 3/11/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 195.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade science camp

DONOR: Paul Timmons

ADDRESS: 12150 Cedarvale St.
Norwalk, CA 90650

APPROVED: Alicia Rubio DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 100.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade science camp

DONOR: Karen Regis

ADDRESS: 12106 163rd St.
Norwalk, CA 90650

APPROVED: Alicia Reto DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Sceence Camp

DONOR: Gabriela Chavez

ADDRESS: 14508 Ibex Ave
Norwalk CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

3/4/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 496- ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Anonymous

ADDRESS: _____

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

3444

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 390.00 ☑ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade science camp

DONOR: Eliana Torres

ADDRESS: 12050 165th St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340- ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th Science Camp

DONOR: Luis Ramirez

ADDRESS: 14412 Piuma Ave. Norwalk, CA. 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

3/24/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 405.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade science camp

DONOR: Heidi Rueda

ADDRESS: 11960 162nd St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: 3

TO BE USED FOR: 5th grade Science Camp

DONOR: Claudia Cardenas

ADDRESS: 16442 Elaine Ave.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 150- ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Gabby Chavez

ADDRESS: 14508 Ibex Ave
Norwalk, CA 90650

APPROVED: Alicia [signature] DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

F6
3/04/24

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340 00 ☒ ~~Cash~~ ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th Science Camp

DONOR: Margarita Acosta

ADDRESS: 12139 164th St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340- ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science camp.

DONOR: Juanita Romero

ADDRESS: 11929 Algardi St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th Science Camp

DONOR: Christian Arreola

ADDRESS: 11920 161st St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade science camp.

DONOR: Erik Ramirez

ADDRESS: 12134 Hermosura St.
Norwalk, CA 90650

APPROVED: Alicia Rubio DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Lorena Navarrete

ADDRESS: 11866 Alondra Blvd. Norwalk Ca. 90650-7105

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Brenda Aguilar

ADDRESS: 11869 163 Rd. Street, Norwalk CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Scuence Camp

DONOR: Mayra Ramirez

ADDRESS: 12134 Hermosura St
Norwalk CA 90650

APPROVED: _____ DATE: 2-17-06
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

(B) 3/4/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 60.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Billie Mijangos

ADDRESS: 11920 161st St
Norwalk CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

RD 3/4/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Claudia Cardenas

ADDRESS: 16442 Elaine Ave
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Luz Colin Saucedo

ADDRESS: 12030 161st St.
Norwalk CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Jonathan Echeverria

ADDRESS: 11855 161st St
Norwalk CA 90650

APPROVED: Alicia Ruiz DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☑ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Ivette Soto

ADDRESS: 11832 Algardi St.
Norwalk CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 100.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Yesenia Soto

ADDRESS: 11915 Hermosura St.
Norwalk CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Margarita Acosta

ADDRESS: 12139 164th St.
Norwalk CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Daysi Gomez

ADDRESS: 11850 161st
Norwalk CA 90650

APPROVED: Alicia Robio DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340 — ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Jonathan Echeverria

ADDRESS: 11855 161st St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26.
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 390.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade camp.

DONOR: Jennifer Guerrero

ADDRESS: 12120 160th St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 195.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade camp

DONOR: Maria Guzman

ADDRESS: 1121 W. 91st St,
Los Angeles, CA 90044

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 390.00 ☐ Cash (2) ☒ Check's

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th Grade Science Ccamp.

DONOR: Mr. & Mrs. Flournoy (Husani + Marissa Flournoy).

ADDRESS: 11837 161st. St.
Norwalk, CA 90650

APPROVED: Alma Rubio DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade science camp

DONOR: Brenda Aguilar

ADDRESS: 11869 163rd St.
Norwalk, CA 90650

APPROVED: Alicia Ruiz DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 290.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade science camp.

DONOR: Yesenia Soto

ADDRESS: 11915 Hermosura St.
Norwalk, CA 90650

APPROVED: Alicia R. DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

3/24/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ $150.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Maria Moreno

ADDRESS: 12010 Hermosura St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 340 — ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: ~~340-RC~~

TO BE USED FOR: 5th ~~Scien~~ Science Camp

DONOR: Claudia Cardenas

ADDRESS: 15746 Blaine Ave Apt 8
Bellflower CA 90706

APPROVED: _____ DATE: 2-11-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

11.

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 572.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Lou Rudich

ADDRESS: 12405 E. Rosecrans Ave. Norwalk, CA. 90650-5056

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 500.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: City of Norwalk

ADDRESS: 12900 Norwalk Blvd.
Norwalk CA 90650

APPROVED: _____ DATE: 2-17-26 AK
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez Elementary
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 1,000.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: EL Encino Bernabe Community Ctr

ADDRESS: 10801 Fairford Ave
Downey, CA 90241

APPROVED: Alicia Ruiz DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

III.

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 350— ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: City of Norwalk

ADDRESS: ~~17820~~ 12700 Norwalk Blvd.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: _____
(School/Department)

MANUFACTURER: Sanchez
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Husani Flournoy

ADDRESS: 11837 161st street, Norwalk CA. 90650-7158

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 50.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade Science Camp

DONOR: Luis Ramirez

ADDRESS: 12134 Hermosura St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
NORWALK, CALIFORNIA

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

TO: Sanchez
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 100.00 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: _____

TO BE USED FOR: 5th grade camp

DONOR: Karen Regis

ADDRESS: 12106 163rd St.
Norwalk, CA 90650

APPROVED: _____ DATE: 2-17-26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

3.30.26

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

# GIFTS, GRANTS AND BEQUESTS

Please place the following gift(s) on the agenda for Board approval:

TO: Benton ASB Dance
(School/Department)

MANUFACTURER: _____

Model #: _____ Serial # _____

CONDITION OF ITEM: _____ ☐ NEW ☐ USED

**MONETARY GIFT AMOUNT:** $120- ☐ CASH ☒ CHECK

ACCOUNT NUMBER TO APPLY FUNDS TO: 37987

TO BE USED FOR: ASB activities

DONOR: Kona Ice of Tustin

ADDRESS: 11872 Newport Ave.
Santa Ana, Ca 92705

APPROVED: Jessica Murray (Principal/Department Head) Date 3/25/26

APPROVED: _____ (Director of M&O/Director of Integrated Technology Services) Date _____

APPROVED: _____ (Assistant Superintendent) Date _____

**IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO THE PREVIOUS LEVEL.**

FN 3/25/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

**GIFT, GRANT AND BEQUESTS**

Please place on the agenda for Board approval the following gift(s):

A DONATION OF $1080.52 FROM CORVALLIS PARENTS TO PURCHASE BOOKS (BOOK FAIR)

TO: CORVALLIS MIDDLE SCHOOL
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 1080.52 ☒ Cash ☐ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: 01.0-0137.0-0000-0000-8699-33

TO BE USED FOR: CORVALLIS STUDENTS

DONOR: CORVALLIS PARENTS

ADDRESS: 11032 E. LEFFINGWELL ROAD
NORWALK, CA. 90650

APPROVED: _____ DATE: 03/19/26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

(FA) 3/25/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT

Please place on the agenda for Board approval the following gifts (s):

Cash donation

TO: Waite Middle School - ASB - WLP
(School/Department)

MANUFACTURER: / MODEL #: / SERIAL #: /

CONDITION OF ITEM: / NEW: / USED: /

MONETARY GIFT - AMOUNT $ 158.00 (Cash or Check)

ACCOUNT NUMBER TO APPLY FUNDS TO: 37924

TO BE USED FOR: Materials and supplies

DONOR: Heather Crocker

ADDRESS: 10240 Faywood St
Bellflower CA 90706

APPROVED: [signature] DATE: 2/18/26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Information Technology)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

Revised 4/3/00

Distribution: White - Board Agenda
Yellow - Division Heads
Pink - Originator

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

DONATION

TO: JOHN GLENN HIGH SCHOOL - ASB
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 275.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: ASB (238) BASEBALL

TO BE USED FOR: SUPPLIES AND EQUIPMENT

DONOR: CITY OF NORWALK

ADDRESS: 12700 NORWALK BLVD.
NORWALK, CA 90650

APPROVED: Jennifer Padilla DATE: 3-27-24
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

DONATION

TO: JOHN GLENN HIGH SCHOOL - ASB
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 1,000.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: ASB (236) WRESTLING

TO BE USED FOR: SUPPLIES AND EQUIPMENT

DONOR: THE NORWALK LODGE NO #2142

ADDRESS: 13418 CLARKDALE AVE.
NORWALK, CA 90650

APPROVED: Jennifer Padilla DATE: 2-27-24
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant Superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK- LA MIRADA UNIFIED SCHOOL DISTRICT
**Every Student. Future Ready. Our Promise!**

## GIFTS, GRANTS AND BEQUESTS

Please place the following gift(s) on the agenda for Board approval:
Donation check from City of Norwalk Councilmember Rick Ramirez. Check #206449

TO: Norwalk High School
(School/Department)

MANUFACTURER: _____

Model #: _____ Serial # _____

CONDITION OF ITEM: _____ ☐ NEW ☐ USED

**MONETARY GIFT AMOUNT:** $250.00 ☐ CASH ☒ CHECK

ACCOUNT NUMBER TO APPLY FUNDS TO: ASB

TO BE USED FOR: Nhs Dance Team

DONOR: Rick Ramirez @ Councilmember Norwalk

ADDRESS: 12700 Norwalk Blvd.
Norwalk CA 90650

APPROVED: _____ 3/12/26
(Principal/Department Head) Date

APPROVED: _____
(Director of M&O/Director of Integrated Technology Services) Date

APPROVED: _____
(Assistant Superintendent) Date

**IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO THE PREVIOUS LEVEL.**

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

## GIFTS, GRANTS AND BEQUESTS

Please place the following gift(s) on the agenda for Board approval:
Donation Check from Lions Clubs of Norwalk for our Dance Team. Check# 1136

TO: Norwalk High School
(School/Department)

MANUFACTURER: _____

Model #: _____ Serial # _____

CONDITION OF ITEM: _____ ☐ NEW ☐ USED

**MONETARY GIFT AMOUNT:** $450.00 ☐ CASH ☒ CHECK

ACCOUNT NUMBER TO APPLY FUNDS TO: ASB

TO BE USED FOR: Dance Team

DONOR: Lions Clubs of Norwalk

ADDRESS: P.O. Box 1712
Norwalk CA 90651

APPROVED: _____ 3/12/26
(Principal/Department Head) Date

APPROVED: _____
(Director of M&O/Director of Integrated Technology Services) Date

APPROVED: _____
(Assistant Superintendent) Date

**IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO THE PREVIOUS LEVEL.**

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
**Every Student. Future Ready. Our Promise!**

## GIFTS, GRANTS AND BEQUESTS

Please place the following gift(s) on the agenda for Board approval:
Donation check from Lions Clubs of Norwalk to our AVID program Check# 1137

TO: Norwalk High School.
(School/Department)

MANUFACTURER: _____

Model #: _____ Serial # _____

CONDITION OF ITEM: _____ ☐ NEW ☐ USED

**MONETARY GIFT AMOUNT:** $450.00 ☐ CASH ☒ CHECK

ACCOUNT NUMBER TO APPLY FUNDS TO: ASB

TO BE USED FOR: AVID program

DONOR: Lions Club of Norwalk

ADDRESS: P.O. Box 1712
Norwalk CA 90651

APPROVED: _____ 3/12/19
(Principal/Department Head) Date

APPROVED: _____ _____
(Director of M&O/Director of Integrated Technology Services) Date

APPROVED: _____ _____
(Assistant Superintendent) Date

**IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO THE PREVIOUS LEVEL.**

4.10.26

NORWALK- LA MIRADA UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

# GIFTS, GRANTS AND BEQUESTS

Please place the following gift(s) on the agenda for Board approval:

Check for $100.00 for Star Awards

Check # 8880

TO: **Norwalk-La Mirada USD**
(School/Department)

MANUFACTURER: _____

Model #: _____ Serial # _____

CONDITION OF ITEM: _____ ☐ NEW ☐ USED

**MONETARY GIFT AMOUNT:** **$ 100.00** ☐ CASH ☑ CHECK

ACCOUNT NUMBER TO APPLY FUNDS TO: **01.0-0137.0-00000-00000-8699-74**

TO BE USED FOR: Star Awards on April 1, 2026

DONOR: Norwalk/La Mirada Plumbing Heating & Air Conditioning

ADDRESS: 11661 E. Firestone Blvd
Norwalk, CA 90650

APPROVED: _____ _____
(Principal/Department Head) Date

APPROVED: _____ _____
(Director of M&O/Director of Integrated Technology Services) Date

APPROVED: _____ _____
(Assistant Superintendent) Date

**IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO THE PREVIOUS LEVEL.**

FA
3/25/26

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
**NORWALK, CALIFORNIA**

## GIFT, GRANT AND BEQUESTS

Please place on the agenda for Board approval the following gift(s):

Donation check number 00-01410332

TO: Risk Management
(School/Department)

MANUFACTURER: _____
Model # _____ Serial # _____

CONDITION OF ITEM _____ ☐ New ☐ Used

MONETARY GIFT – AMOUNT $ 1,000.00 ☐ Cash ☒ Check

ACCOUNT NUMBER TO APPLY FUNDS TO: 01.0-02000.0-00000-00000-8699-0000000

TO BE USED FOR: District Wellness Program - 5K Event

DONOR: AT&T - Leo Kim

ADDRESS: 1452 Edinger Ave.
Tustin, CA 92780

APPROVED: _____ DATE: 03/23/26
(Principal/Department Head)

APPROVED: _____ DATE: _____
(Director of M & O/Director of Integrated Technology Services)

APPROVED: _____ DATE: _____
(Assistant superintendent)

*IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO PREVIOUS LEVEL.

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

# GIFTS, GRANTS AND BEQUESTS

Please place the following gift(s) on the agenda for Board approval:
PTA Donation for Day of the Parent on May 15, 2026

TO: **State and Federal Programs**
(School/Department)

MANUFACTURER: _____

Model #: _____ Serial # _____

CONDITION OF ITEM: _____ ☐ NEW ☐ USED

**MONETARY GIFT AMOUNT:** **$ 300.00** ☐ CASH ☑ CHECK

ACCOUNT NUMBER TO APPLY FUNDS TO: **01.0-01370.0-00000-00000-8699-60000**

TO BE USED FOR: PTA Donation for Day of the Parent to support with material and supplies needed for the event

DONOR: NLM PTA Council

ADDRESS: 12820 Pioneer Blvd
Norwalk CA 90650

APPROVED: _____ 4/21/26
(Principal/Department Head) Date

APPROVED: _____ _____
(Director of M&O/Director of Integrated Technology Services) Date

APPROVED: _____ 4/21/26
(Assistant Superintendent) Date

**IF GIFT IS NOT APPROVED, STATEMENT OF DISAPPROVAL IS TO BE SENT TO THE PREVIOUS LEVEL.**

**Agenda Item Details**

| | |
|---|---|
| Meeting | Apr 27, 2026 - Board of Education Meeting |
| Category | 17. CLAIMS AND ACCOUNTS (CA) |
| Subject | A. Claims and Accounts |
| Access | Public |
| Type | Action (Consent) |
| Recommended Action | Approve Claims and Accounts |

**Public Content**

In accordance with Board Policy 3300, all purchases are to be made by contract or purchase order. A purchase order is a formal document that authorizes the ordering of goods and services. The purchase order outlines the items or services, quantities, prices, and terms and conditions for the purchase.

The specified cutoff dates are the start and end dates for which we are including payroll totals, B warrant totals, and supplemental sheet detail.

B warrant registers are the system generated reports listing all payment checks issued by accounts payable. This includes all payments made to vendors for goods and services, and reimbursements made to employees for mileage or travel & conference expenditures.

1. Purchase Order records submitted for Board approval. Cutoff Dates: 03/09/2026 to 04/12/2026. Itemized list of supplemental sheets (Pages 1 – 7) are attached.

2. Payroll

| PAYROLL ID | ISSUE DATE | PAYROLL TOTAL |
|---|---|---|
| RETXP1 | 03/20/2026 | $1,305.07 |
| EOM09 | 03/31/2026 | $10,240,156.10 |
| 10WD09 | 04/15/2026 | $1,534,615.03 |

3. B Warrant Registers for the Period of 03/12/2026 – 04/10/2026

B Warrant Numbers

22643160 to 22643219

22646096 to 22646128

22648245 to 22648285

22650354 to 22650412

22652516 to 22652546

202603180556843

22654903 to 22654939

22657470 to 22657500

22659709 to 22659729

202603230558930

22661957 to 22662009

22664196 to 22664228

22666630 to 22666669

22669116 to 22669283

22671103 to 22671133

22673988 to 22674049

22676872 to 22676904

22679141 to 22679177

22682751 to 22682800

22684982 to 22685062

22687618 to 22687654

22690236 to 22690282

| Fund Number | B Warrant Fund Summary | Totals |
|---|---|---|
| 01.0 | General | $4,431,796.83 |
| 11.0 | Adult | 95,158.57 |
| 12.0 | Child Care | 111,735.46 |
| 13.0 | Cafeteria | 687,943.19 |
| 14.0 | Deferred Maintenance | 44,713.00 |
| 15.0 | Pupil Transportation | 0.00 |
| 21.0 | Building | 546,941.14 |
| 25.0 | Capital Facilities | 6,429.04 |
| 35.0 | County School Facilities | 0.00 |
| 40.0 | Special Reserve Fund for Capital Outlay Projects | 249,271.36 |
| 63.0 | Child Care Enterprise | 0.00 |
| 67.1 | Benefit | 3,178,264.46 |
| 67.2 | Liability/Property | 74,720.83 |
| 67.3 | Worker’s Compensation | 230,782.81 |
| 73.0 | Foundation Trust | 0.00 |
| 76.0 | Payroll | 1,342,339.57 |
| **GRAND TOTAL** | | **$11,000,096.26** |

The above purchases, payments, and/or collections were made in accordance with the adopted Purchasing Policies and meet the requirements of the Education Code.

Submitted and referred to the Superintendent by Estuardo A. Santillan, Assistant Superintendent Business Services

PO Report - 04-27-2026.pdf (99 KB)

**Administrative Content**

**Executive Content**

**BOARD OF EDUCATION**
**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**

## RESOLUTION OF GOVERNING BOARD

**WHEREAS**, the California Department of Education has issued a Grant Award Notification for the 2025-2026 Preschool Staff Development Grant in the amount of $1,000.00; and,

**WHEREAS,** the Norwalk-La Mirada Unified School District wishes to accept the grant award of $1,000.00; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education of the Norwalk-La Mirada Unified School District hereby accepts the grant award in the amount of $1,000.00 for the 2025-2026 Preschool Staff Development Grant.

## CERTIFICATION

I, Tania Magaña, certify that the foregoing is a true copy of a portion of the minutes of the Board of Education dated April 27, 2026.

_____ Date

_____
Tania Magaña
Secretary to the Board

Docusign Envelope ID: 08BA9495-AB95-8BCD-82F0-D4D515E7C458

26-1630

Original PO#_____

# AMENDMENT NO. 2
# TO

AGREEMENT FOR ARCHITECTURAL SERVICES

The Agreement, dated September 10, 2025 between the Norwalk – La Mirada Unified School District and Perkins Eastman Architects shall be amended as follows:

Increase fees for additional architectural services related to the John Glenn High School Flag Pole Project, in accordance with the proposal dated March 16, 2026, attached as Exhibit 'A'. The additional services are for the expanded accessibility path of travel scope. The Division of the State Architect (DSA) is requiring the additional accessibility path of travel scope. Services will provided for an increased amount of $6,000.00, bringing the total contract amount from $39,100.00 to $45,100.00.

All other terms and conditions of the Agreement and any previous Amendments shall remain as approved by the Norwalk – La Mirada Unified School District on January 26, 2026.

**CONTRACTOR:**

Signature Signed by: Kimberly Coffeen 0BDB834140DA490...

Title Principal

Name Kimberly Coffeen

Address 3333 Michelson Drive, Suite 400 | Irvine, CA, 92612

Phone Number 714 640 8238

**DISTRICT:**

Signature _____

Norwalk-La Mirada USD
12820 Pioneer Boulevard
Norwalk, California 90650
(562) 210-2000

Date Approved _____

Docusign Envelope ID: 08BA9495-AB95-8BCD-82F0-D4D515E7C458

PERKINS EASTMAN

March 16, 2026

Mr. Jerome Cygan
Norwalk-La Mirada Unified School District
Supervisor of Construction Projects
15711 Pioneer Blvd., Bldg. G
Norwalk, CA 90650

Re: John Glenn High School
13520 Shoemaker Ave
Norwalk, CA

Project Name: New Flagpole DSA # 03-125873

Subject: Additional Services for DSA Accessibility Scope Requests

Dear Jerome:

When we originally scoped the fee, we relied on DSA IR A-22 as the reference. Based on that guidance, a flagpole over 35 feet would require review by Fire/Life Safety (FLS) and Structural Safety (SS) only. For that reason, the original contract did not include a full Access Compliance (ACS) review.

During DSA's intake process, however, they determined that ACS review would apply. At that time, I recommended scheduling a preliminary meeting with DSA Access to better understand the extent of the accessibility scope before proceeding. The direction we received was to move forward with the submission into DSA.

The $6,700 amendment in January covered the additional documentation needed to get the project through intake and obtain those comments. As noted in a January 6th email, I had some concern that the level of documentation might not ultimately be sufficient, because the path of travel requirements extended beyond what we initially anticipated.

The markup from DSA Access reviewer includes additional field verification and documentation of existing accessible elements, along with the design of a new passenger loading zone and related site dimensions. Unfortunately, the exact scope of these requirements was not known until DSA completed their review and provided direction.

These changes expanded the scope of effort to include documentation of a longer accessible path of travel and additional drawing of the passenger loading zone and bus drop-off, field verification of the restrooms (with prior DSA approval numbers). The resulting additional effort totals **$6,000.00**.

Sincerely,

Kimberly Coffeen, AIA LEED AP ALEP
Principal
cc: Adrienne Tabo, Project Manager

Docusign Envelope ID: D18853AB-C20C-4951-808B-23621551C2C5

26-1630
Original PO#_____

# AMENDMENT NO. 1
# TO

AGREEMENT FOR ARCHITECTURAL SERVICES

The Agreement, dated September 10, 2025 between the Norwalk – La Mirada Unified School District and Perkins Eastman Architects shall be amended as follows:

Add additional services to the contract in the amount of $6,700.00 and reimbursable expenses in the amount not to exceed $2,000.00, in accordance with the proposal dated January 2, 2026, attached as Exhibit 'A'. This increases the total contract amount from $30,400.00 to $39,100.00. The District is unable to procure a check for the Division of the State Architect (DSA) plan review fees before the scheduled appointment with DSA. Therefore, Perkins Eastman Architects will pay the DSA plan review fees and the District will reimburse them accordingly. The additional services are for the additional scope to provide a full submittal package to DSA.

All other terms and conditions of the Agreement and any previous Amendments shall remain as approved by the Norwalk – La Mirada Unified School District on October 13, 2025.

**CONTRACTOR:**

Signature: Signed by: Kimberly Coffeen 0BDB834140DA490...
Title: Principal
Name: Kimberly Coffeen
Address: 3333 Michelson Drive, Suite 400
Irvine, CA 92612
Phone Number: 714 640 8238

**DISTRICT:**

Signature: DocuSigned by: Eduardo Santillan 4A74716ED8DD484...
Asst. Superintendent Business Services
Norwalk-La Mirada USD
12820 Pioneer Boulevard
Norwalk, California 90650
(562) 210-2000
Date Approved 01/26/2026

Docusign Envelope ID: D18853AB-C20C-4951-808B-23621551C2C5

PERKINS EASTMAN

January 2, 2026

Mr. Jerome Cygan
Norwalk-La Mirada Unified School District
Supervisor of Construction Projects
15711 Pioneer Blvd., Bldg. G
Norwalk, CA 90650

Re: John Glenn High School
13520 Shoemaker Ave
Norwalk, CA

Project Name: New Flagpole

Subject: Additional Services and Reimbursable Fees

Dear Jerome:

Based on our initial review of IR 22, Appendix A, the project scope was limited to structural and fire/life safety work and was anticipated to qualify for an over-the-counter (OTC) review. During the DSA submittal process, we were notified in mid-November that the project was not eligible for OTC review. Subsequently, in late December, DSA confirmed the inclusion of access compliance review.

These changes expanded the scope of effort to include documentation of the accessible path of travel and additional agency review cycles. The resulting additional services totals **$6,700.00**, which reflects the added documentation, coordination, and DSA review effort.

A **reimbursable fee of $2000.00** is also needed to pay for the Division of State Architect review fees for John Glenn High School flag pole (DSA # 03-125873).

Sincerely,

Kimberly Coffeen, AIA LEED AP ALEP
Principal

cc: Adrienne Tabo, Project Manager

docusign

## Certificate Of Completion

Envelope Id: D18853AB-C20C-4951-808B-23621551C2C5 Status: Completed

Subject: Perkins Eastman Amendment No. 1 to Agreement with NLMUSD for John Glenn HS Flag Pole Project

Source Envelope:

Document Pages: 2 Signatures: 2 Envelope Originator:

Certificate Pages: 5 Initials: 0 Stephanie Vasquez

AutoNav: Enabled stvasquez@nlmusd.org

EnvelopeId Stamping: Enabled IP Address: 209.147.23.244

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

## Record Tracking

Status: Original Holder: Stephanie Vasquez Location: DocuSign

1/7/2026 10:52:20 AM stvasquez@nlmusd.org

| Signer Events | Signature | Timestamp |
|---|---|---|
| Stephanie Vasquez<br>stvasquez@nlmusd.org<br>Facilities Planning & Construction<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.244 | Sent: 1/7/2026 11:11:14 AM<br>Viewed: 1/7/2026 11:13:08 AM<br>Signed: 1/7/2026 11:13:13 AM |
| Jennifer Sun<br>jsun@nlmusd.org<br>10/13/2025<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.14 | Sent: 1/7/2026 11:13:15 AM<br>Viewed: 1/7/2026 12:43:33 PM<br>Signed: 1/7/2026 12:46:25 PM |
| Kimberly Coffeen<br>k.coffeen@perkinseastman.com<br>Principal<br>Perkins Eastman PDC<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 1/8/2026 10:17:55 AM<br>ID: ba75ef87-7fcb-4b47-a8ea-0212572b5497 | Signed by:<br>Kimberly Coffeen<br>0BDB83414DDA490...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 107.204.221.22 | Sent: 1/7/2026 12:46:26 PM<br>Viewed: 1/8/2026 10:17:55 AM<br>Signed: 1/8/2026 10:30:15 AM |
| Jennifer G Sun<br>jsun@nlmusd.org<br>10/13/2025<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.14 | Sent: 1/8/2026 10:30:17 AM<br>Viewed: 1/30/2026 12:14:43 PM<br>Signed: 1/30/2026 12:14:57 PM |
| Estuardo Santillan<br>esantillan@nlmusd.org<br>Assistant Superintendent Business Services<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None) | DocuSigned by:<br>Estuardo Santillan<br>4A74716ED8DD484...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 209.147.23.14 | Sent: 1/30/2026 12:14:59 PM<br>Viewed: 2/2/2026 8:18:06 AM<br>Signed: 2/2/2026 8:18:12 AM |

| Signer Events | Signature | Timestamp |
|---|---|---|
| **Electronic Record and Signature Disclosure:** Not Offered via Docusign | | |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|

| Agent Delivery Events | Status | Timestamp |
|---|---|---|

| Intermediary Delivery Events | Status | Timestamp |
|---|---|---|

| Certified Delivery Events | Status | Timestamp |
|---|---|---|

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| Jerome Cygan Jr.<br>JCygan@nlmusd.k12.ca.us<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:** Not Offered via Docusign | COPIED | Sent: 2/2/2026 8:18:14 AM<br>Viewed: 2/2/2026 8:31:13 AM |
| Alexander Gutierrez<br>AlGutierrez@nlmusd.k12.ca.us<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:** Not Offered via Docusign | COPIED | Sent: 2/2/2026 8:18:14 AM |

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 1/7/2026 11:11:14 AM |
| Certified Delivered | Security Checked | 2/2/2026 8:18:06 AM |
| Signing Complete | Security Checked | 2/2/2026 8:18:12 AM |
| Completed | Security Checked | 2/2/2026 8:18:14 AM |

| Payment Events | Status | Timestamps |
|---|---|---|

## Electronic Record and Signature Disclosure

## ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Norwalk-La Mirada Unified School District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Norwalk-La Mirada Unified School District:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: jsun@nlmusd.org

**To advise Norwalk-La Mirada Unified School District of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jsun@nlmusd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Norwalk-La Mirada Unified School District**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jsun@nlmusd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Norwalk-La Mirada Unified School District**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to jsun@nlmusd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

**Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Norwalk-La Mirada Unified School District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Norwalk-La Mirada Unified School District during the course of your relationship with Norwalk-La Mirada Unified School District.

## Agenda Item Details

| | |
|---|---|
| Meeting | Jan 26, 2026 - Board of Education Meeting |
| Category | 19. BUILDING PROGRAM (CA) |
| Subject | B. Perkins Eastman Architects for the Flag Pole at Southeast Academy |
| Access | Public |
| Type | Action (Consent) |
| Dollar Amount | 8,700.00 |
| Budget Source | As per PO #26-1630, Facilities Special Reserves |
| Recommended Action | Approve Amendment |

## Public Content

Amendment No. 1 to Agreement with Perkins Eastman Architects to increase the total contract value by $8,700; from $30,400 to $39,100 to reimburse Perkins Eastman Architects for DSA plan review fees related to the South East Academy Flag Pole Project and for the additional service to provide a full submittal package to the Division of the State Architect. All other terms and conditions to remain as approved by the Board of Education on October 13, 2025.

Submitted by Edith C. Florence, Director, Facilities Planning & Construction
Referred to the Superintendent by Estuardo A. Santillan, Assistant Superintendent Business Services

Amendment_Template_-_For_Docusign.doc.pdf (155 KB)

PERKINS EASTMAN ARCHITECTS-JGHS FLAG POLE.pdf (11,254 KB)

## Administrative Content

## Motion & Voting

That all items on the Consent Agenda (Items 15 - 27), with the exception of Item 22.L., Agreement with BofA Securities; Item 22.M., Contract with Los Angeles County Office of Education; Item 21.A., Contract with Bridgerock Construction, Inc.; Item 22.A., Annual and Five-Year Developer Fee Report for the Fiscal Year 2024-2025; Item 22.B., Resolution #25/26-6 for Joint Powers Authority Membership School Project for Utlity Rate Reducation; and Item 26.A., Settlement Agreement, Alternative Dispute Resolution, to be discussed and voted on separately.

Motion by Narcis Brasov, second by Espie Free.
Final Resolution: Motion Carries

Yes: Norma Amezcua, Jose Rios, Robert Cancio, Narcis Brasov, Lorena Vidaurre, Becky Langenwalter, Espie Free

Docusign Envelope ID: 820BD61F-FA3B-430C-BD23-14008155A88C



# AGREEMENT FOR ARCHITECTURAL SERVICES

This AGREEMENT is made and entered into this 10th day of September in the year 2025 between the Norwalk-La Mirada Unified School District, hereinafter referred to as "DISTRICT", and **Perkins Eastman Architects** hereinafter referred to as "ARCHITECT". The DISTRICT and the ARCHITECT are sometimes referred to herein as a "PARTY" and collectively as the "PARTIES". This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain architectural services for the John Glenn High School Flag Pole Project hereinafter referred to as the "PROJECT", located within the DISTRICT; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

## ARTICLE I - ARCHITECT'S SERVICES AND RESPONSIBILITIES

I. RESPONSIBILITIES OF THE ARCHITECT

A. Basic Services of the Architect shall include the following:

1. ARCHITECT's services shall consist of those services performed by ARCHITECT, ARCHITECT's employees and ARCHITECT's consultants as enumerated in this AGREEMENT and in any EXHIBIT to this AGREEMENT.

2. The ARCHITECT's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ARCHITECT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. Upon request of the DISTRICT, the ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

3. The ARCHITECT shall provide to the DISTRICT, on the terms herein set forth, all of the architectural, design and/or engineering services necessary to complete the PROJECT. The ARCHITECT shall be responsible for performing all of the services described in this Article II as well as those services identified in the ARCHITECT's "PROPOSAL" which is attached hereto and incorporated herein by this reference as **EXHIBIT "A"**. The ARCHITECT's PROPOSAL is only attached to this AGREEMENT for purposes of describing the additional scope of work that shall be performed by the ARCHITECT unless otherwise specifically stated within this AGREEMENT. The PARTIES agree that the terms of this AGREEMENT shall be controlling over any of the terms contained within the ARCHITECT's PROPOSAL. The ARCHITECT's services shall include all structural, civil, mechanical and electrical engineering and landscape architecture services and any other services necessary to produce a reasonably complete and accurate set of "Construction Documents" defined as including, but not limited to, the following: The contract between the DISTRICT and the "Contractor" awarded the PROJECT (the "Contract"), general and supplementary conditions of the Contract between the

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DISTRICT and Contractor, drawings, specifications, Addenda, Revisions and other documents listed in the Contract, and modifications issued after execution of the Contract between the DISTRICT and Contractor.

4. If the PROJECT includes the replacement or repair of more than 25% of a roof or the replacement or repair of a roof that has a total cost of more than $21,000, the ARCHITECT shall comply with the requirements set forth in Public Contract Code section 3000, et seq., including signing the required certification.

5. The ARCHITECT shall coordinate its services with the Contractor, Project Inspector, its consultants and other parties to ensure that all requirements under DSA's Inspection Card (Form DSA 152) and any subsequent revisions, supplements or updates thereto issued or required by DSA, or any other/alternate processes are being met in compliance with DSA requirements and in compliance with the PROJECT schedule. The ARCHITECT and its consultants shall take all action necessary as to not delay progress in meeting any DSA requirements. The ARCHITECT shall meet all requirements set forth in DSA's Construction Oversight Process Procedure (PR 13-01) and any subsequent revisions, supplements or updates thereto issued or required by DSA. Any references to the DSA requirements, DSA forms, documents, manuals applicable to the PROJECT shall be deemed to include and incorporate any revisions or updates thereto.

6. The ARCHITECT shall provide a PROJECT description which includes the DISTRICT's needs, program, and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.

7. The ARCHITECT shall assist the DISTRICT in obtaining required approvals from governmental agencies responsible for electrical, gas, water, sanitary or storm sewer, telephone, public utilities, as well as the Office of Public School Construction (OPSC), California Department of Education (CDE) and Division of the State Architect (DSA).

8. The ARCHITECT shall attend regular PROJECT coordination meetings between the ARCHITECT, its Consultants, the DISTRICT's representative(s), and other Consultants of the DISTRICT during PROJECT development.

9. The ARCHITECT shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality, complexity, method of bidding or negotiating the contract for construction.

10. The ARCHITECT shall provide services in connection with the work of a construction manager or separate consultants retained by DISTRICT.

11. The ARCHITECT shall provide detailed estimates of Construction Cost at no additional cost to DISTRICT.

12. The ARCHITECT shall certify to the best of its information, pursuant to 40 Code of Federal Regulations §763.99(a)(7), that no asbestos-containing material was specified as a building material in any Construction Document for the PROJECT and will ensure that contractors provide the DISTRICT with a certification that all materials used in the construction of any school building are free from any asbestos-containing building materials ("ACBM's"). ARCHITECT shall include statements in the PROJECT's specifications that materials containing ACBM's shall not to be included or incorporated into the PROJECT.

Docusign Envelope ID: 820BD61F-FA3B-430C-BD23-14008155A88C



The ARCHITECT shall incorporate requirements into the PROJECT's specifications that indicate the above certification shall be part of the Contractor's final PROJECT submittal to the DISTRICT.

13. The ARCHITECT shall prepare for and make formal presentations to the Governing Board of the DISTRICT, attend public hearings and other public meetings. The ARCHITECT shall be prepared to address concept and programmatic requirements for the PROJECT in such presentations, public hearings and public meetings. In the case where there are Budget constraints, the ARCHITECT, shall prepare a priority list of critical Programmatic needs and items that may be of lesser priority and review the Program with the DISTRICT. In addition, the ARCHITECT shall attend and assist in legal proceedings that arise from the errors or omissions of the ARCHITECT.

14. The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written agreement between the DISTRICT and ARCHITECT.

15. The ARCHITECT shall comply with all federal, state and local laws, rules, regulations and ordinances that are applicable to the PROJECT.

16. The ARCHITECT shall commit the same PROJECT representatives from the commencement of services under this AGREEMENT through PROJECT Close-Out. Any change in staff will require the written approval of the DISTRICT.

17. The DISTRICT shall provide to the ARCHITECT information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, and budget constraints, as well as any other criteria provided by the DISTRICT. Prior to the preparation of Construction Documents, the ARCHITECT shall prepare a current overall budget for the PROJECT which shall include the Construction Cost budget for the PROJECT. The overall budget shall be based upon the DISTRICT's objectives, schedule, budget constraints, and any other criteria that are provided to the ARCHITECT by the DISTRICT in accordance with this Section. The DISTRICT shall approve the Construction Cost budget prepared by the ARCHITECT pursuant to this Section and this shall be the "Budget" for the PROJECT as set forth in this AGREEMENT.

18. The ARCHITECT shall prepare Construction Documents including, but not limited to, all drawings and specifications for the PROJECT setting forth, in detail, the requirements for the construction of the entire PROJECT in conformity with all applicable governmental and code requirements including, but not limited to, the requirements of the OPSC, the DSA, the local fire marshal/department, the County Health Department and any other governmental agency having jurisdiction over the PROJECT. The Construction Documents shall show all the materials, workmanship, finishes, and equipment required for the completion of the PROJECT. All Construction Documents prepared by the ARCHITECT shall be properly coordinated including, but not limited to, the various disciplines, dimensions, terminology, details, etc.

19. The ARCHITECT shall prepare and file all documents required for, and obtain the required approvals of, all governmental agencies having jurisdiction over the PROJECT including, but not limited to, the OPSC, CDE, DSA, local fire marshal/department, City Design Review, County Health Department, Department of Public Works, and any other governmental agencies or authorities which have jurisdiction over the PROJECT. The DISTRICT shall pay all fees required by such governmental agencies and/or authorities. ARCHITECT shall, whenever feasible, establish beforehand the exact costs due any governmental agencies and/or authorities in order to submit such cost information to the DISTRICT so payments can be prepared by the DISTRICT.

20. The ARCHITECT shall identify all tests and special inspections on the Statement of Structural Tests and Special Inspections (Form DSA 103) that are required for the completion of the

Docusign Envelope ID: 820BD61F-FA3B-430C-BD23-14008155A88C



PROJECT as designed and submit such DSA 103 to the DSA for approval along with all other Construction Documents. Upon the DSA's approval of the Construction Documents, including the approved DSA 103 for the PROJECT, the ARCHITECT shall ensure that a copy of the approved DSA 103 for the PROJECT is provided to the DISTRICT, the Laboratory of Record, each Special Inspector working on the PROJECT, the Project Inspector and the Contractor.

21. The ARCHITECT, following the DISTRICT's approval of the Construction Documents and of the latest estimate of Construction Cost, shall assist the DISTRICT in obtaining bids and awarding the Contract for the construction of the PROJECT. The ARCHITECT shall prepare all the necessary bidding information and bidding forms required to bid the PROJECT. The ARCHITECT shall also assist the DISTRICT with the preparation of the Contractor's Contract form, the general conditions, the supplementary conditions, and all other contract documents necessary to bid the PROJECT and award a complete Contract to the lowest responsible responsive bidder. The ARCHITECT shall deposit a reproducible set of Construction Documents including, but not limited to, all drawings and specifications for the PROJECT at a reprographics company specified by the DISTRICT for the bid and for printing of additional sets of the DSA approved Construction Documents during the PROJECT. If the lowest bid exceeds the Budget for the PROJECT, the ARCHITECT, in consultation with, and at the direction of, the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its Budget at no additional cost to the DISTRICT.

22. Prior to the start of construction, the ARCHITECT shall certify that the following two documents have been submitted to the DSA:

(a) Contract Information Form DSA-102.
(b) Inspector Qualification Record Form DSA-5 should be submitted 10 days prior to the time of starting construction.

23. The ARCHITECT shall provide technical direction to a full-time Project Inspector employed by, and responsible to, the DISTRICT, as required by applicable law. The ARCHITECT shall direct and monitor the work of the Laboratory of Record as required by applicable law and provide code required supervision of Special Inspectors not provided by the Laboratory of Record. Upon the DISTRICT's award of the Construction Contract to the Contractor, the ARCHITECT shall obtain the necessary Project Inspection Cards ("PIC") (Form DSA 152) from the DSA that are needed for the Project Inspector's use in approving and signing off work as it is completed on the PROJECT. The ARCHITECT shall provide such PICs to the Project Inspector prior to the commencement of any work by the Contractor on the PROJECT. The ARCHITECT shall provide the Project Inspector, Laboratory of Record and each Special Inspector with a copy of the DSA approved Construction Documents including, but not limited to, the approved Statement of Structural Tests and Special Inspections (Form DSA 103) prior to the commencement of any Work on the PROJECT at the ARCHITECT's expense.

24. The ARCHITECT shall meet with the Project Inspector, DISTRICT, Contractor, Laboratory of Record and Special Inspectors as needed throughout the completion of the PROJECT to verify, acknowledge and coordinate the testing and special inspection program required by the DSA approved Construction Documents.

25. The ARCHITECT shall prepare the necessary Interim Verified Reports and the final Verified Report (Form DSA 6-AE) and timely submit such reports to the DSA, the Project Inspector and the DISTRICT. If the ARCHITECT has delegated responsibility for any portion of the PROJECT's design to

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other engineers, the ARCHITECT shall ensure that such engineers timely submit the necessary Interim Verified Reports and the final Verified Report (Form DSA 6-AE) to the DSA, the Project Inspector and the DISTRICT.

26. The ARCHITECT will endeavor to secure compliance by Contractor with the Construction Documents, but does not guarantee the performance of Contractor's contracts.

27. The ARCHITECT shall be the DISTRICT's representative during construction and shall advise and consult with the DISTRICT. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.

28. The ARCHITECT shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor thereunder.

29. The ARCHITECT shall not issue orders to Contractor that might commit the DISTRICT to extra expenses or otherwise amend the Construction Documents without first obtaining the written approval of the DISTRICT.

30. The ARCHITECT shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ARCHITECT shall promptly inform the DISTRICT, whenever, in the ARCHITECT's opinion, it may be necessary, to stop the work to avoid the improper performance of the Contractor. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed or completed.

31. The ARCHITECT shall, at no additional cost, provide services made necessary by defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor but which ARCHITECT failed to do.

32. The ARCHITECT shall provide written evaluation of the performance of the Contractor under the requirements of the Construction Documents when requested in writing by the DISTRICT.

33. The ARCHITECT shall be responsible for gathering information and processing forms required by applicable governing authorities, such as building departments, OPSC, and DSA, in a timely manner and ensure proper PROJECT close-out.

34 After the PROJECT has been let, all changes to the DSA approved Construction Documents shall be made by means of a Construction Change Document ("CCD") that is prepared by the ARCHITECT and approved by the DISTRICT unless otherwise approved by the DISTRICT in writing.

35. The ARCHITECT shall inspect the PROJECT to determine the date or dates of Substantial Completion and final completion.

36. Upon the substantial completion of the PROJECT, the ARCHITECT shall inspect the PROJECT, in conjunction with the Contractor, in order to prepare a list of all defects, deficiencies, and/or incomplete items, which include all minor items that remain outstanding (hereinafter the "Punch-List"). The ARCHITECT shall notify the Contractor in writing that all Punch-List items must be corrected prior to acceptance of the PROJECT and final payment and that all Punch-List items must be completed within the duration set forth in the Contract between the DISTRICT and the Contractor. The DISTRICT shall also be notified in writing of all Punch-List items identified by the ARCHITECT and the Contractor. The ARCHITECT shall notify the DISTRICT when all Punch-List items have been corrected by the Contractor

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for the DISTRICT's final acceptance of the PROJECT and final payment. In the event the Contractor fails to correct any Punch-List item(s) within the duration set forth in the Contract between the DISTRICT and the Contractor, the ARCHITECT shall inform the DISTRICT of such default and provide the DISTRICT with a valuation of the cost to correct each outstanding Punch-List item for deduction from the Contractor's final payment and/or retention.

37. Project Close-Out. The ARCHITECT shall assist the DISTRICT in securing the delivery of any and all applicable documents described in Article II, Sections 37(a) and (b) below, to the DSA for review prior to issuance of a "Certificate of Completion." The ARCHITECT shall submit all documents prepared by, or in control of, the ARCHITECT to the DSA without delay.

a. During the period the PROJECT is under construction, the ARCHITECT shall certify that the following documents have been submitted to the DSA:

(1) Copies of the Project Inspector's semi-monthly reports;
(2) Copies of the laboratory reports on all tests or laboratory inspections as returned and done on the PROJECT;
(3) Copies of all the necessary PICs which have been approved and signed off by the Project Inspector for the certification by the DSA; and
(4) All other documents required to be submitted to the DSA in accordance with Title 24 and the Construction Oversight Process Procedure set forth in the DSA's PR 13-01.

The ARCHITECT shall notify the DISTRICT, in writing, if any of the above forms are not promptly submitted to the DSA by the responsible parties. If necessary, the ARCHITECT shall assist the DISTRICT in obtaining the delivery of the above documents to the DSA.

b. Upon the completion of all construction, including all Punch List items, the ARCHITECT shall assist the DISTRICT in securing the delivery of the following documents to the DSA:

(1) Copy of the Notice of Completion.
(2) Final Verified Report Form DSA-6A/E certifying all work is 100% complete from the ARCHITECT, structural engineer, mechanical engineer, and electrical engineer.
(3) Final Verified Report Form DSA-293 certifying all work is 100% complete from the Geotechnical Engineer of Record.
(4) Final Verified Report Form DSA-6 certifying all work is 100% complete from the Contractor or Contractors, Project Inspector, and Special Inspector(s).
(5) Verified Reports of Testing and Inspections as specified on the approved drawings and specifications, i.e., Final Laboratory Report, Welding, Glued-Laminated Timber, etc.
(6) Weighmaster's Certificate (if required by approved drawings and specifications).
(7) Copies of the signature page of all Addenda as approved by the DSA.
(8) Copies of the signature pages of all Deferred Approvals as approved by the DSA.
(9) Copies of the signature pages of all Revisions as approved by the DSA.
(10) Copies of the signature page of all applicable Construction Change Documents as approved by the DSA.
(11) Verification by the Project Inspector that all items noted on any "Field Trip Notes" have been corrected.

The ARCHITECT shall notify the DISTRICT, in writing, if any of the above items are not promptly submitted to the ARCHITECT and/or the DISTRICT by the responsible parties for

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submittal to the DSA. If necessary, the ARCHITECT shall assist the DISTRICT in obtaining the above documents for delivery to the DSA.

## ARTICLE II
## ADDITIONAL SERVICES

1. The ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT's control ("Additional Services"). The ARCHITECT shall obtain written authorization from the DISTRICT before rendering Additional Services. Compensation for all valid Additional Services shall be negotiated and approved in writing by the DISTRICT before such Additional Services are performed by the ARCHITECT. No compensation shall be paid to the ARCHITECT for any Additional Services that are not previously approved by the DISTRICT in writing. Additional Services may include:

a. Making material revisions in reports or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of such documents.

b. Preparing reports and other documentation and supporting data, and providing other services in connection with project modifications required by causes beyond the control of the ARCHITECT which are not the result of the direct or indirect negligence, errors or omissions on the part of ARCHITECT.

c. If the DISTRICT requests additional shifts to complete the services articulated in EXHIBIT "A" where the requests for additional shifts do not arise from the direct or indirect negligence, errors or omissions on the part of ARCHITECT. The ARCHITECT's compensation is expressly conditioned on the lack of fault of the ARCHITECT.

d. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with the generally accepted practice in the ARCHITECT's industry.

## ARTICLE III - TERMINATION

1. This AGREEMENT may be terminated by either party upon fourteen (14) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of ARCHITECT; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement architect costs shall be deducted from payments to the ARCHITECT.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Article III,

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Section 4 below and CONSULTANT shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by ARCHITECT.

4. This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to the ARCHITECT. In the event of a termination without cause, the DISTRICT shall pay to the ARCHITECT for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the ARCHITECT for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents whether delivered to the DISTRICT or in the possession of the ARCHITECT.

5. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, ARCHITECT agrees to continue the work diligently to completion. If the dispute is not resolved, ARCHITECT agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ARCHITECT's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before. The parties may agree in writing to submit any dispute between the parties to arbitration.

6. THE PARTIES UNDERSTAND AND AGREE THAT ARTICLE III OF THIS AGREEMENT SHALL GOVERN ALL TERMINATION RIGHTS AND PROCEDURES BETWEEN THE PARTIES. ANY TERMS, CONDITIONS AND/OR PROVISIONS, THAT MAY BE ATTACHED TO THIS AGREEMENT AS PART OF AN EXHIBIT, WHICH ADDRESS, AFFECT OR OTHERWISE PURPORT TO GOVERN THE TERMINATION OF THIS AGREEMENT AND/OR THE TERMINATION RIGHTS OF THE PARTIES SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

## ARTICLE IV - ARCHITECT'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer file and/or AutoCAD files) prepared by the ARCHITECT or the ARCHITECT's Consultants for this PROJECT, shall be and remain the "PROPERTY" of the DISTRICT pursuant to Education Code Section 17316 for the purposes of repair, maintenance, renovation, modernization or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ARCHITECT's or ARCHITECT's Consultant's documents enumerated above for the purposes of additions, alignments or other development on the PROJECT site. The DISTRICT may provide the ARCHITECT with a written request for the return of its PROPERTY at any time. Upon ARCHITECT's receipt of the DISTRICT's written request, ARCHITECT shall return the requested PROPERTY to the DISTRICT within seven (7) calendar days. Failure of the ARCHITECT to provide the DISTRICT with its PROPERTY within the time detailed herein this section shall be a material breach of this AGREEMENT.

## ARTICLE V - ACCOUNTING RECORDS OF ARCHITECT

1. Records of the ARCHITECT's direct personnel and reimbursable expenses pertaining to any extra services for this PROJECT, and records of accounts between the DISTRICT and the ARCHITECT shall be kept on a generally recognized accounting basis and shall be available to the DISTRICT or the DISTRICT's authorized representative at mutually convenient times.

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## ARTICLE VI - COMPENSATION TO ARCHITECT

1. The DISTRICT shall compensate ARCHITECT as follows:

a. The DISTRICT agrees to pay the ARCHITECT in accordance with the rate and price schedule information set forth in EXHIBIT "A" for the services performed pursuant to this AGREEMENT subject to the limitations set forth herein this Article VI, Section 1(a). In no event shall the ARCHITECT's total compensation under this AGREEMENT exceed **THIRTY THOUSAND FOUR HUNDRED DOLLARS ($30,400)** for performing all the basic services detailed in Article I and in EXHIBIT "A".

b. ARCHITECT shall invoice costs monthly for the services provided pursuant to this AGREEMENT from the time ARCHITECT begins work on the PROJECT. All costs must be supported by an invoice, receipt, or other acceptable documentation.

c. Reimbursable expenses that are in addition to compensation for basic and extra services, and shall be paid to the ARCHITECT at one and one-tenth (1.1) times the expenses incurred by the ARCHITECT, ARCHITECT's employees and consultants for the following specified items:

(1) Approved reproduction of reports and/or other documents in excess of the copies provided by this AGREEMENT; and

(2) Fees advanced for securing approval of authorities having jurisdiction over the PROJECT.

d. Reimbursable expenses are estimated to be ZERO DOLLARS ($0.00), and this amount shall not be exceeded without the prior written approval of the DISTRICT.

e. Notwithstanding any terms or conditions in the ARCHITECT's PROPOSAL attached hereto as EXHIBIT "A" related to Compensation and/or Reimbursable Expenses, ARCHITECT agrees that its Compensation and Reimbursable Expenses shall not exceed the rates and/or values permitted under this Article VI. In accordance with Article I, Section 3, the PARTIES agree that the terms of this AGREEMENT shall be controlling over any of the terms contained within EXHIBIT "A" that relate to the ARCHITECT's Compensation and/or Reimbursable Expenses.

## ARTICLE VII - MISCELLANEOUS

1. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold the DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ARCHITECT's employees or ARCHITECT's subcontractor's employees arising out of ARCHITECT's work under this AGREEMENT; and

b. General Liability. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to person;

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(2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents, or independent Architects who are directly employed by the DISTRICT. The ARCHITECT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by Section c below), its officers, agents, or employees, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof; and

c. Professional Liability. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default, or omission of the ARCHITECT, or any person, firm, or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death, or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the ARCHITECT's obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorneys' fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT.

d. THE PARTIES UNDERSTAND AND AGREE THAT ARTICLE VII, SECTION 1 OF THIS AGREEMENT SHALL BE THE SOLE INDEMNITY, AS DEFINED BY CALIFORNIA CIVIL CODE § 2772, BETWEEN THE DISTRICT AND THE ARCHITECT RELATED TO THE PROJECT. ANY TERMS, CONDITIONS AND/OR PROVISIONS, THAT MAY BE ATTACHED TO THIS AGREEMENT AS PART OF AN EXHIBIT, WHICH ADDRESS, AFFECT OR OTHERWISE PURPORT TO GOVERN THE INDEMNIFICATION RESPONSIBILITIES OF THE PARITIES UNDER THIS AGREEMENT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

e. ANY ATTEMPT TO LIMIT THE ARCHITECT'S LIABILITY TO THE DISTRICT IN ANY ATTACHED EXHIBIT OR IN ANY OTHER DOCUMENT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE DISTRICT AND THE ARCHITECT.

2. ARCHITECT shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

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a. The ARCHITECT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS ($1,000,000).

b. Comprehensive general and auto liability insurance with limits of not less than TWO MILLION DOLLARS ($2,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and
5. Personal injury.

c. Professional liability insurance, including contractual liability, with limits of $2,000,000, per occurrence. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

d. Valuable Papers Coverage. The ARCHITECT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications that are in the care, custody and control of the ARCHITECT. The ARCHITECT shall deliver to the DISTRICT a certificate of insurance as evidence of compliance with the requirements set forth herein. The cost of this insurance shall be paid by the ARCHITECT and the DISTRICT shall be named as a loss payee.

e. Each policy of insurance required in Article VII, Section 2(b) above shall name the DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ARCHITECT shall notify the DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to the DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT fails to secure or maintain any policy of insurance required hereby, the DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of ARCHITECT, and in such event ARCHITECT shall reimburse the DISTRICT upon demand for the cost thereof.

f. In the event that ARCHITECT subcontracts any portion of ARCHITECT's duties, ARCHITECT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article VII 2(a)(b)(c)(d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than $500,000 per occurrence.

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g. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

3. ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT understands and agrees that ARCHITECT and all of ARCHITECT's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. ARCHITECT assumes the full responsibility for the acts and/or omissions of ARCHITECT's employees or agents as they relate to the services to be provided under this AGREEMENT. ARCHITECT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective ARCHITECT's employees.

4. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT.

5. The DISTRICT and ARCHITECT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. ARCHITECT shall not assign this AGREEMENT.

6. This AGREEMENT shall be governed by the laws of the State of California.

7. THIS AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY GENERAL CONDITIONS, CONDITIONS, TERMS AND CONDITIONS, MASTER AGREEMENT OR ANY OTHER BOILERPLATE TERMS OR FORM DOCUMENTS PREPARED BY THE ARCHITECT. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS AGREEMENT AS EXHIBIT "A" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL OR QUOTE SUBMITTED BY THE ARCHITECT SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE ARCHITECT MAY BE INCORPORATED INTO THIS AGREEMENT AS EXHIBIT "A" BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE ARCHITECT'S SCOPE OF WORK, RATE AND PRICE SCHEDULE AND QUALIFICATIONS.

8. Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ARCHITECT and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

9. Time is of the essence with respect to all provisions of this AGREEMENT.

10. If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorney's fees.

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11. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this AGREEMENT by each reference as though fully set forth in each instance in the text hereof with the exception of those documents or provisions that are subject to the exclusions specifically set forth in this AGREEMENT.

12. In accordance with California Education Code Section 17604, this AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the DISTRICT duly passed and adopted.

13. This AGREEMENT shall be liberally construed to effectuate the intention of the PARTIES with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to any word, phrase or provision of this AGREEMENT, neither this AGREEMENT nor any uncertainty or ambiguity herein will be construed or resolved against either party (including the PARTY primarily responsible for drafting and preparation of this AGREEMENT), under any rule of construction or otherwise, it being expressly understood and agreed that the PARTIES have participated equally or have had equal opportunity to participate in the drafting hereof.

14. This AGREEMENT may be executed in any number of counterparts, each of which shall be deemed an original, and the counterparts shall constitute one and the same instrument, all of which shall be sufficient evidence of this AGREEMENT.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

ARCHITECT:

Perkins Eastman Architects

Signed by:
By: Kimberly Coffeen
0BDB83414DDA490...

Title: Principal

Date: 9/17/2025 | 10:29 PM PDT

DISTRICT:

Norwalk-La Mirada Unified School District

DocuSigned by:
By: Estuardo Santillan
4A74716ED8DD484...

Title: Asst. Superintendent Business Services

Date: 10/13/2025

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**EXHIBIT "A"**

Proposal from Perkins Eastman Architects dated September 10, 2025 (3 pages).

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PERKINS EASTMAN

September 10, 2025

Mr. Jerome Cygan
Norwalk-La Mirada Unified School District
Supervisor of Construction Projects
15711 Pioneer Blvd., Bldg. G
Norwalk, CA 90650

Re: John Glenn High School
13520 Shoemaker Ave
Norwalk, CA

Project Name: New 50' High Flagpole

Subject: Fee Proposal

Dear Jerome:

The following fee proposal is associated with a new 50' tall flagpole at John Glenn High School.

1. **Project Scope**
   The project scope includes services for design through construction administration and DSA closeout. The scope of work requires architectural, structural and landscape services. Refer to the attached exhibit showing the scope of work.

2. **Project Services**
   a. Conduct site visits with Perkins Eastman to review existing conditions.
   b. Review as-built documentation provided by the District.
   c. Construction documents shall include drawings (plans and typical details, layout of modified irrigation, modification to surfaces, structural calculations and specifications describing the performance of products and materials.
   d. Obtain DSA Approval – Fire Life Safety and Structural review only.
   e. Assist the District during bidding, construction administration and close out.

3. **Project Team**

| | |
|---|---|
| Perkins Eastman | Site Plan base, fencing, details and Specifications<br>Agency Processing |
| MHP | Structural Engineering |
| NUVIS | Landscape Design and Irrigation |

4. **Project Schedule**
   Anticipated schedule to be approximately 2 months to complete the design and construction documents and assumes a DSA over-the-counter review.

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PERKINS EASTMAN

5. **Proposed Fee**

| | |
|---|---|
| Architectural | $ 16,000.00 |
| Landscape Design | $ 11,900.00 |
| Structural | $ 2,500.00 |
| Total lump sum fixed fee | $ 30,400.00 |

6. Additional services beyond this proposal would require a fee adjustment to reflect the effort associated with the added scope, per the following hourly rate schedule.

| | |
|---|---|
| Principal | $305.00 |
| Senior Project Engineer | $210.00 |
| Project Manager/Engineer | $185.00 |
| Revit Technician | $170.00 |
| Junior Designer | $160.00 |
| Administrative Support | $ 90.00 |

7. Exclusions:
   Assumes no grading, drainage and hardscape drawings are needed.
   DSA accessibility review is not required.
   Local fire authority review is not required.

We are very pleased to be able to work with the Norwalk La Mirada Unified School District in supporting the Southeast Academy at John Glenn High School. Please feel free to call me should you have any questions.

Sincerely,

Kimberly Coffeen, AIA LEED AP ALEP
Principal

cc: Diego Matzkin, Managing Principal
Attachment: Site Plan Exhibit – showing initial project scope

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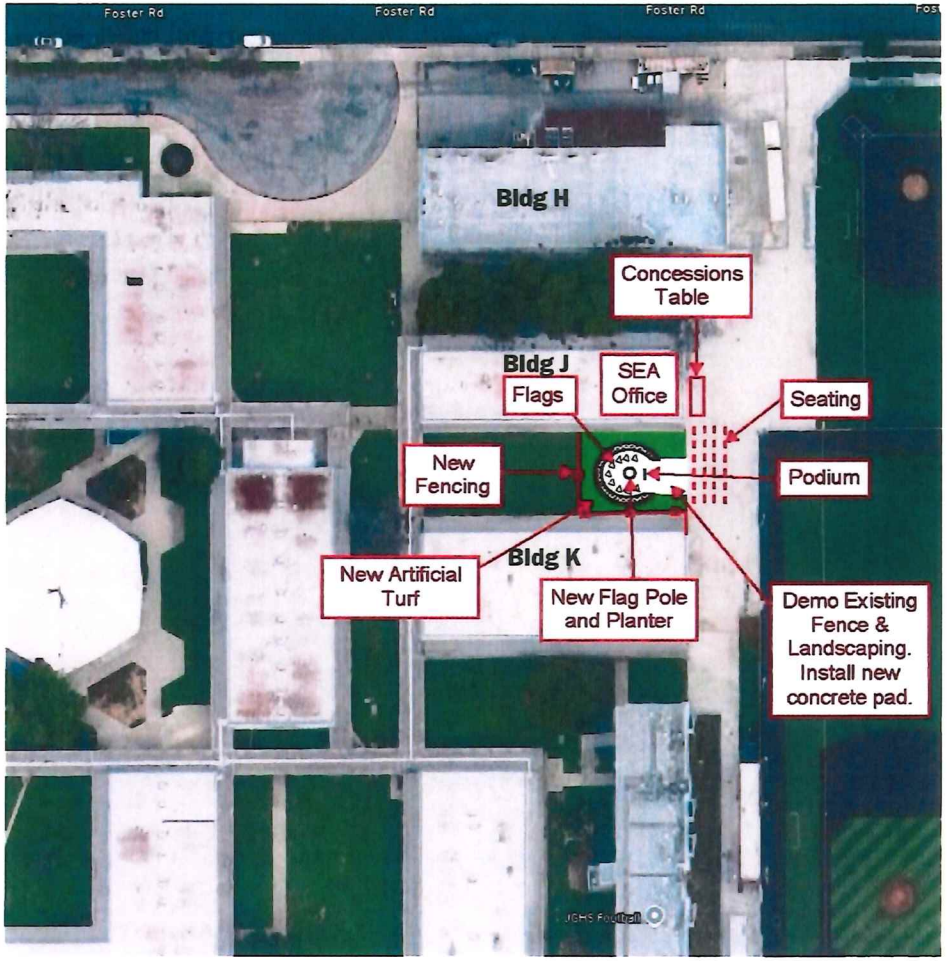
# John Glenn High School

NEW 50' TALL FLAGPOLE





Small flags on portable pedestals






Area of wor

Remove existing chain-link fence
Add new 6' high fence and gate, new concrete for presentation area and place for portable flags (see photo to left), 24' diameter circle for new 50' tall flagpole at center and red/white rose planting at grade around circle with concrete curb, revised irrigation and new synthetic turf as shown in exhibit.

Docusign Envelope ID: 820BD61F-FA3B-430C-BD23-14008155A88C

# REQUEST FOR CONTRACT APPROVAL

**School Site/Department:** Facilities

**Name of Vendor:** Perkins Eastman Architects

**Intended Board Meeting Date (if applicable):** 10/13/2025

**Contracts $4,000 and over require Board approval.**

**Description of Services to be Provided:**

Architectural services for the design of a new 50' flag pole and associated scope of work for Southeast Academy at John Glenn High School.

**Why are these Services needed?**

Southeast Academy was relocated to John Glenn High School and they use the flag pole for daily Reveille and special memorial events.

**Effective Dates of Contract** 10/14/2025

**First Day of Services to be Provided (Start Date):** 10/14/2025

**Date Services to be Completed (End Date):** Until Project Completion

**Rationale if Contract Start Date is BEFORE the intended Board Meeting:**

**Total Contract Value:** $ 30,400.00

**Funding Source(s):**

**Must be entered in BEST format**

**Fund . Sub Fund – Resource . Project Year – Goal – Function – Object - Location**

40.0-00000.0-95200-85000-6210-4200000 Amount $30,400.00

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

**If using ASB Funds, upload ASB Minutes approving the expenditure.**

**Yes** **No**

## Certificate Of Completion

Envelope Id: 820BD61F-FA3B-430C-BD23-14008155A88C
Status: Completed
Subject: Perkins Eastman Agreement with the NLMUSD for the John Glenn HS Flag Pole Project
Source Envelope:
Document Pages: 18
Signatures: 2
Certificate Pages: 5
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Stephanie Vasquez
stvasquez@nlmusd.org
IP Address: 209.147.23.244

## Record Tracking

Status: Original
9/15/2025 3:20:47 PM
Holder: Stephanie Vasquez
stvasquez@nlmusd.org
Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Stephanie Vasquez<br>stvasquez@nlmusd.org<br>Facilities Planning & Construction<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.244 | Sent: 9/15/2025 3:30:48 PM<br>Viewed: 9/15/2025 3:31:25 PM<br>Signed: 9/15/2025 3:31:37 PM |
| Kimberly Coffeen<br>k.coffeen@perkinseastman.com<br>Principal<br>Perkins Eastman PDC<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 9/17/2025 10:28:27 PM<br>ID: 45c218c7-89ee-41eb-a92e-d7e569295bd8 | Signed by:<br>Kimberly Coffeen<br>0BDB83414DDA490...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 107.204.221.22 | Sent: 9/15/2025 3:31:38 PM<br>Viewed: 9/17/2025 10:28:27 PM<br>Signed: 9/17/2025 10:29:09 PM |
| Jennifer G Sun<br>jsun@nlmusd.org<br>10/13/2025<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.14 | Sent: 9/17/2025 10:29:10 PM<br>Viewed: 10/14/2025 11:35:44 AM<br>Signed: 10/14/2025 11:36:09 AM |
| Estuardo Santillan<br>esantillan@nlmusd.org<br>Assistant Superintendent Business Services<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | DocuSigned by:<br>Estuardo Santillan<br>4A74716ED8DD484...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 209.147.23.14 | Sent: 10/14/2025 11:36:14 AM<br>Viewed: 10/14/2025 12:46:10 PM<br>Signed: 10/14/2025 12:46:20 PM |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|

| Agent Delivery Events | Status | Timestamp |
|---|---|---|

| Intermediary Delivery Events | Status | Timestamp |
|---|---|---|
| **Certified Delivery Events** | **Status** | **Timestamp** |
| **Carbon Copy Events** | **Status** | **Timestamp** |
| Jerome Cygan Jr.<br>JCygan@nlmusd.k12.ca.us<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | COPIED | Sent: 10/14/2025 12:46:21 PM<br>Viewed: 10/14/2025 12:52:24 PM |
| Alexander Gutierrez<br>AlGutierrez@nlmusd.k12.ca.us<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | COPIED | Sent: 10/14/2025 12:46:22 PM |
| **Witness Events** | **Signature** | **Timestamp** |
| **Notary Events** | **Signature** | **Timestamp** |
| **Envelope Summary Events** | **Status** | **Timestamps** |
| Envelope Sent | Hashed/Encrypted | 9/15/2025 3:30:48 PM |
| Certified Delivered | Security Checked | 10/14/2025 12:46:10 PM |
| Signing Complete | Security Checked | 10/14/2025 12:46:20 PM |
| Completed | Security Checked | 10/14/2025 12:46:22 PM |
| **Payment Events** | **Status** | **Timestamps** |

**Electronic Record and Signature Disclosure**

# ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Norwalk-La Mirada Unified School District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

## Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

## Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

## All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Norwalk-La Mirada Unified School District:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: jsun@nlmusd.org

**To advise Norwalk-La Mirada Unified School District of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jsun@nlmusd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Norwalk-La Mirada Unified School District**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jsun@nlmusd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Norwalk-La Mirada Unified School District**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to jsun@nlmusd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

**Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Norwalk-La Mirada Unified School District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Norwalk-La Mirada Unified School District during the course of your relationship with Norwalk-La Mirada Unified School District.

**Agenda Item Details**

| | |
|---|---|
| Meeting | Oct 13, 2025 - Board of Education Meeting |
| Category | 29. BUILDING PROGRAM (CA) |
| Subject | A. Perkins Eastman Architects - New Flag Pole at John Glenn High School |
| Access | Public |
| Type | Action (Consent) |
| Dollar Amount | 30,400.00 |
| Budget Source | 40.0-00000.0-95200-85000-6210-4200000, Facilities Special Reserves |
| Recommended Action | Approve Agreement |

**Public Content**

Agreement with Perkins Eastman Architects to provide architectural services for the design of a new 50' flag pole and associated scope of work for Southeast Academy (SEA) at John Glenn High School. SEA utilizes the flag pole for daily Reveille and special memorial events. This Agreement is effective October 14, 2025 through the completion of the project.

Submitted by Edith C. Florence, Director, Facilities Planning & Construction
Referred to the Superintendent by Estuardo A. Santillan, Assistant Superintendent Business Services

42-0601-250910-AGMT-PERKINS EASTMAN-AOR for JGHS Flag Pole.pdf (313 KB)

42-0501-250910-PRO-PERKINS EASTMAN-John Glenn HS Flag Pole_AOR Proposal.pdf (651 KB)

**Administrative Content**

**Executive Content**

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California

# MULTIPLE AWARD SCHEDULE

NON-MANDATORY

# High Density, Inc.

| | |
|---|---|
| CMAS NUMBER: | **4-25-01-1024** |
| SUPPLEMENT NUMBER: | 1 |
| CMAS TERM DATES: | 1/14/2025 through 11/09/2027 |
| EFFECTIVE DATE: | 8/20/2025 |
| CMAS CATEGORY: | Non-IT Commodities General Provisions |
| APPLICABLE STATE OF CALIFORNIA GENERAL PROVISIONS: | February 20, 2025 |
| APPLICABLE CMAS SPECIAL PROVISIONS: | January 2, 2025 |
| MAXIMUM ORDER LIMIT: | State Agencies: **See Purchasing Authority Dollar Threshold provision**<br>Local Government Agencies: **Unlimited** |
| FOR USE BY: | State & Local Government Agencies |
| BASE SCHEDULE #: | 47QSHA18D000G |
| BASE SCHEDULE HOLDER: | W.W. Grainger, Inc. |
| PROGRAM ANALYST | Bryan Dugger<br>bryan.dugger@dgs.ca.gov |

This California Multiple Award Schedule (CMAS) provides for the purchase and warranty of lockers, shelving, and storage cabinets. (See page 3 for the specific brands and restrictions applicable to this CMAS.)

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**HIGH DENSITY, INC.**
**CMAS NUMBER 4-25-01-1024, SUPPLEMENT NUMBER 1**

The purpose of this supplement is to incorporate the following changes:

1) The most current Ordering Instructions, General Provisions, CMAS Special Provisions, and products and/or services are included herein. All purchase orders issued by State agencies shall incorporate these Ordering Instructions, General Provisions, and CMAS Special Provisions. Review these provisions carefully as they have changed.
2) Update the California Small Business Certification expiration date in the "CMAS Contractor Ownership Information" provision.

Supplement 1 replaces the original CMAS in its entirety.

NOTICE: Products and/or services on this CMAS may be available on a Mandatory State Contract. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the State Contract User Instructions. Information regarding State Contracts can be obtained at the: State Contracts Index Listing. This requirement is not applicable to local government agencies.

Any reference to a specific manufacturer's or publisher's warranty or terms and conditions as shown in the base schedule are not applicable to this CMAS.

Buyers must verify that the CMAS contractor has a letter of authorization from the manufacturer or an authorized distributor for the sale of the products covered by this CMAS.

State agencies cannot use this CMAS to purchase products available through the California Prison Industry Authority (CALPIA) without a one-time exemption from CALPIA. Agencies may request an exemption at the CALPIA website. A copy of the approved exemption must be kept with the purchase order in the procurement file for audit purposes.

Agency non-compliance with the requirements may result in the loss of CMAS program delegated purchasing authority.

CMAS contractor non-compliance with the requirements may result in termination.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**HIGH DENSITY, INC.**
**CMAS NUMBER 4-25-01-1024, SUPPLEMENT NUMBER 1**

## CMAS PRODUCT & SERVICE CODES

Product & Service Codes listed below are for marketing purposes only. Review the base schedule for the products and/or services available.

Shelving-Heavy Duty
Storage Racks-Multi-Media
Storage-Cabinet
Storage-Locker
Storage-Shelves

## AVAILABLE PRODUCTS AND/OR SERVICES

Only products from the manufacturers listed are available within the scope of this CMAS:

Bradley
Hallowell
Lyon
Steel King
Tennsco

The ordering agency must verify all products and/or services are currently available on the base General Services Administration (GSA) schedule.

## FIND BASE SCHEDULE PRICING

Once on the Contractor Information page for a specific GSA schedule, the pricelist can be found either in the Contractor Terms & Conditions (T&Cs)/Pricelist document or at GSA Advantage. The Contractor T&Cs/Pricelist document is provided by the contractor as a requirement of GSA and can be found under the Contractor T&Cs/Pricelist heading by clicking on the page icon.

If the contractor has products/services available for ordering on GSA Advantage, a 'GSA Advantage' icon will be displayed. By clicking this image link, this will execute a search against GSA Advantage. Depending on the category, whether product or service related, will return either:

1) If products, a listing of all products available for the contractor under this contract
2) If services, the same document provided under the column Contractor T&Cs/Pricelist by clicking View Contractor Information and then View Contractor Catalog.

## EXCLUDED PRODUCTS AND/OR SERVICES

The purchase of Information Technology products, fourth-party logistics supplies and services, training courses, and order-level materials are not available under this CMAS.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**HIGH DENSITY, INC.**
**CMAS NUMBER 4-25-01-1024, SUPPLEMENT NUMBER 1**

## ISSUE PURCHASE ORDER TO

Agency purchase orders must be sent to the following:

**High Density, Inc.**
**375 Redondo Avenue, Box 472**
**Long Beach, CA 90814**
**Attn: Bob Lewis**

**E-mail: blewis@highdensityinc.com**

Agencies with questions regarding products and/or services may contact the CMAS contractor as follows:

**Contact: Bob Lewis**
**Phone: (562) 412-0660**
**E-mail: blewis@highdensityinc.com**
**Website: https://www.highdensitysystems.com/**

## TOP 500 DELINQUENT TAXPAYERS

In accordance with Public Contract Code (PCC) 10295.4, and prior to placing an order for non-IT goods and/or services, **agencies must verify** with the Franchise Tax Board and the California Department of Tax and Fee Administration that this CMAS contractor's name does not appear on either list of the 500 largest tax delinquencies pursuant to Revenue and Taxation Code 7063 or 19195. The Franchise Tax Board's list of Top 500 Delinquent Taxpayers is available at their website. The California Department of Tax and Fee Administration's list of Top 500 Sales & Use Tax Delinquencies in California is available at their website.

## CALIFORNIA SELLER'S PERMIT

The CMAS contractor's California Seller's Permit Number is 101-192192. Prior to placing an order with this company, agencies must verify that this permit is still valid at the California Department of Tax and Fee Administration website.

## MINIMUM ORDER LIMITATION

There is no minimum dollar value limitation on orders placed under this CMAS.

## CMAS PRICES

The maximum prices allowed for the products and/or services available are those set forth in the base schedule.

The ordering agency is encouraged to seek prices lower than those in the base schedule. When responding to an agency's Request for Offer (RFO), the CMAS contractor can offer lower prices to be competitive.

## DARFUR CONTRACTING ACT

This CMAS contractor has certified compliance with the Darfur Contracting Act, per PCC 10475. It is the agency's responsibility to verify that the contractor has a Darfur Contracting Act Certification on file.

## IRAN CERTIFICATION

This CMAS contractor has certified compliance with the Iran Contracting Act, per PCC 2001-2008. It is the agency's responsibility to verify that the contractor has an Iran Contracting Act Certification on file.

## CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION

Pursuant to PCC 2010 applicants must certify their compliance with the California Civil Rights laws and Employer Discriminatory Policies (Civil Code 51, GC 12960). It is the agency's responsibility to verify that the contractor has a California Civil Rights Law Certification on file.

## WARRANTY

For warranties, see the base schedule and the CMAS Warranty provision in the CMAS Special Provisions.

## DELIVERY

3 to 5 days after receipt of order or as negotiated between agency and CMAS contractor and included in the purchase order.

## LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

## SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Destination. Seller pays the freight charges.

## PURCHASING AUTHORITY DOLLAR THRESHOLD

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold.

No CMAS order may be executed by a State agency that exceeds that agency's purchasing authority threshold, unless an exemption is granted by the Department of General Services (DGS) Purchasing Authority Unit (PAU). State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the List of State Departments with Approved Purchasing Authority website.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**HIGH DENSITY, INC.**
**CMAS NUMBER 4-25-01-1024, SUPPLEMENT NUMBER 1**

## HOW TO USE CMAS

State agencies must adhere to the requirements in the State Contracting Manual (SCM) Volume 2, Chapter 1600 and CMAS Ordering Instructions and Special Provisions when using CMAS.

- Develop an RFO, which includes a Scope of Work (SOW) and Bidder Declaration form. For information on the Bidder Declaration requirements see SCM, Volume 2, Sections 305 and 1202.
- Clearly defined Tasks (what needs to be done) and Deliverables (outcome of each task, i.e., reports, procedures manual, etc.) must be included in the State's SOW.
- A Work Order Authorization (WOA) may be used to document completion of pre-determined tasks, but only if the tasks are clearly defined in the SOW. The WOA may be used to approve release for the next phase of the agreement but cannot be used to identify any tasks other than the ones called out in the SOW. The WOA will be signed by all parties and may be submitted for progress payments under the award.
- Projects can be performed on a Fixed Price Per Deliverable (FP/D). Fixed Price; FP/D: A defined service, or set of services, performed by Contractor in response to a defined task, or set of tasks, at a specific fixed price, and delivered per a specific schedule. Note: When using FP/D the Statement of Work must describe in detail the particular project and the work that the selected Qualified Contractor will be required to perform.
- For Consulting or Personal services, do not include any labor categories/job titles or number of hours limit in RFO Requirements or the SOW. The CMAS Contractor provides this information in their Attachment B Cost Worksheet. The State does not have the expertise to make this decision (GC 19130(b)).
- Search for potential CMAS contractors on the CMAS website and select "Find a CMAS Contractor."
- Request offers from a minimum of 3 CMAS contractors including one small business (SB) and/or Disabled Veteran Business Enterprise (DVBE), if available, who are authorized to sell the products and/or able to perform the services needed. (Government Code 14846(b)).
- A valid attempt must be made to secure offers from viable CMAS contractors who are able to supply the goods and/or provide the services. Neither a lack of sufficient CMAS contractors nor the use of restrictive requirements meets the intent for obtaining offers (SCM Volume 2, Section 1670.2).
- If requesting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Standard 843) in the RFO. This declaration must be completed by the DVBE prime contractor and/or any DVBE subcontractors and submitted with the offer (SCM Volume 2, Section 1201).
- This is not a bid transaction, so the small business preference, DVBE incentives, protest language, intent to award, evaluation criteria, advertising, Administrative and Technical Requirements, etc. are not applicable. (SCM Volume 2, Section 1603).
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers did not respond with an offer. The reason must come from the CMAS contractor.
- Assess the offers received using best value criteria including cost as one of the criteria (SCM Volume 2, Section 1603).
- Issue a Purchase Order to the selected CMAS contractor.

- For CMAS transactions under $10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair and reasonable method can only be used for non-customizable purchases. See SCM Volume 2, Section 1510 for Fair and Reason criteria.

Local agencies must follow their own procurement regulations. For more information see the Local Agency packet available online.

## AGENCY RESPONSIBILITY

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes. This responsibility includes, but is not limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's best interests, obtaining required approvals, and documenting compliance with GC 19130.b(3) for outsourcing services.

It is the responsibility of each agency to consult with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order. If legal services are not available within your agency, DGS Office of Legal Services is available to provide services.

## CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the CMAS Special Provisions, Conflict of Interest, for more information.

## SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited. Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders per PCC 10329. Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited per State Administrative Manual (SAM) 4819.34.

This provision does not apply to local government agencies.

## ORDERING PROCEDURES

### 1. Purchase Orders

All Ordering Agency purchase order documents executed under this CMAS must contain the applicable CMAS number as show on page 1.

a. State Departments:

Standard 65 Purchase Documents – State departments not transacting in FISCal must use the Purchasing Authority Purchase Order (Standard 65) for purchase execution. An electronic version of the Standard 65 is available at the Department of General Services (DGS), Procurement Division (PD) website, select Standard (STD) Forms.

FISCAL Purchase Documents – State departments transacting in FISCal will follow the FISCal procurement and contracting procedures.

b. Local Government Agencies:

Local government agencies may use their own purchase order document for purchase execution.

The agency is required to complete and distribute the purchase order. For services, the agency shall modify the information contained on the order to include the service period (start and end date), the monthly cost (or other intermittent cost), and any other information pertinent to the services. The cost for each line item must be included in the order, not just system totals.

The contractor must immediately reject purchase orders that are not accurate. Discrepancies are to be negotiated and incorporated into the purchase order prior to product delivery and service implementation.

### 2. Service and Delivery after CMAS Expiration

The purchase order must be issued before the CMAS expires. However, delivery of the products or completion of the services may be after the CMAS expires (unless otherwise specifically stated in the purchase order). Amending the purchase order to add quantity, time, or money is not possible if the CMAS expired.

## 3. Multiple CMAS Agreements on a Single Purchase Order

State agencies wishing to include multiple CMAS agreements on a single FISCal purchase order must adhere to the following guidelines:

- All CMAS must be for the same CMAS contractor.
- The purchase order must go to one contractor location.
- Enter the word "CMAS" in the space reserved for the Leveraged Procurement Agreement (LPA) number. The word "CMAS" signifies that the purchase order contains items from multiple CMAS agreements. The purchasing agency may only use one bill code.
- For each individual CMAS, the agency must identify and group together the CMAS number with the line items and subtotal per CMAS number (do not include tax in the subtotal), and sequentially identify each individual CMAS as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing of administrative fees by the Procurement Division.
- The total of all items on the purchase order must not exceed the State agency's purchasing authority dollar threshold granted by DGS PAU.
- Do not combine items from IT and non-IT CMAS agreements. An Information Technology CMAS begins with the number "3" and a non-IT CMAS begins with the number "4." The purchase order limits are different for these CMAS agreements.

## 4. Amendments to State Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS has expired.

SCM, Volume 2, Section 1605 provides the following directions regarding amendments to all types of LPA purchase orders:

> Original orders, which include options for changes (e.g., quantity or time), that were assessed and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an Non-Competitively Bid is approved for those amendments.

Amendments unique to Non-IT Services:

> If the original contract permitted amendments, but did not specify the changes, (e.g., quantity or time), it may be amended. Per PCC 10335 (d)(1), a contract may only be amended once under this exemption. The time shall not exceed one year, or add not more than 30 percent of the original order value and may not exceed $250,000. If the original contract did not have language permitting amendments, the Non-Competitively Bid process must be followed.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**HIGH DENSITY, INC.**
**CMAS NUMBER 4-25-01-1024, SUPPLEMENT NUMBER 1**

## CMAS CONTRACTOR OWNERSHIP INFORMATION

The CMAS contractor is a certified SB enterprise. Their Office of Small Business and DVBE Services (OSDS) certification number 1136480 expires on 1/31/2027.

If this certification has expired, the current expiration date should be verified at Cal eProcure. The OSDS contact information can be found on the OSDS website. Note that some companies have been assigned a new certification number, so use the company name and/or certification number when checking status on-line.

## SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, State agencies must first consider offers from small businesses that have established CMAS agreements (GC 14846(b)). NOTE: DGS auditors will request substantiation of compliance with this requirement when agency files are reviewed.

CMAS Small Business and Disabled Veteran Partners can be found on the CMAS website by selecting "Find a CMAS Contractor".

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (charged to customer agencies to support the CMAS program) for orders to California certified small business enterprises.

## SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their SB or DVBE goals whenever the CMAS contractor subcontracts a commercially useful function to a certified SB or DVBE. The CMAS contractor will provide the ordering agency with the name of the SB or DVBE used and the dollar amount the ordering agency can apply towards its SB or DVBE goal.

## SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its SB or DVBE goals is the dollar amount of the subcontract award made by the CMAS contractor to each SB or DVBE.

2. The CMAS contractor will provide an ordering agency with the following information at the time the order is quoted:

    a. The CMAS contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.

    b. The CMAS contractor will indicate to the ordering agency how the order meets the SB or DVBE goal, as follows:

        i. List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and

        ii. Include the SB or DVBE certification number of each company listed and attach a copy of each certification; and

iii. Indicate the dollar amount of each subcontract with a SB or DVBE that may be claimed by the ordering agency towards the SB or DVBE goal; and

iv. Indicate what commercially useful function the SB or DVBE subcontractor will be providing towards fulfillment of the order.

3. The ordering agency's purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor as outlined above.

## CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a CMAS contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature and does not provide a Commercially Useful Function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

## WITHHOLD LANGUAGE (SB588)

Upon delivery or completion of ordered goods or services for which the Contractor committed to DVBE subcontractor participation, state departments must require the Contractor to certify all the following:

1. The amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the Contractor.
2. That all payments under the contract have been made to the DVBE. Upon request, the Contractor must provide proof of payment for the work.

In accordance with the Military and Veterans Code 999.7, state departments shall withhold $10,000 from the final payment, or the full final payment if less than $10,000, if the Contractor fails to meet the certification requirements identified above. State departments shall notify the Contractor of their failure to meet the certification requirements and give the Contractor an opportunity to comply with the certification requirements. If after 30 calendar days from the date of notice, the Contractor refuses to comply with the certification requirements, the state department shall permanently deduct $10,000 from the final payment or the full payment if less than $10,000.

## PRODUCT SUBSTITUTIONS

Substitution of Deliverables may not be tendered without advance written consent of the Buyer. The Contractor must offer an equivalent or newer model of the product from the same manufacturer at the same or lower price. Contractor cannot use any specification in lieu of those contained in the Contract without written consent from the Buyer.

## NEW EQUIPMENT REQUIRED

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Where Federal Energy Management Program (FEMP) standards are available, all State agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

## SPECIAL MANUFACTURED GOODS

Any CMAS for goods to be manufactured by the CMAS contractor specifically for the State and not suitable for sale to others may require progress payments.

For a Non-IT goods CMAS, see the CMAS Non-IT Commodities Special Provisions, Provision #14, Progress Payments.

## TRADE-IN EQUIPMENT

Trade-ins at open market price may be considered. The product description and trade-in allowance must be identified on the purchase order.

Agencies are required to adhere to SAM 3520 through 3520.6, Disposal of Personal Property and Surplus Personal Property, as applicable, when trade-ins are considered. A Property Survey Report, Standard 152, must be submitted for approval prior to disposition of any State owned personal property, including general office furniture regardless of the acquisition value, or if the property was recorded or capitalized for accounting purposes.

## STATE AGENCY BUY RECYCLED CAMPAIGN

State ordering agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery's State Agency Buy Recycled Campaign per PCC 12200 through 12217.

Contractor will be required to complete and return a Recycled-Content Certification form upon request by the state ordering agency.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**HIGH DENSITY, INC.**
**CMAS NUMBER 4-25-01-1024, SUPPLEMENT NUMBER 1**

## PUBLIC WORKS (INSTALLATION SERVICES ONLY)

A public works contract is defined as an agreement for "the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind" in accordance with PCC 1101. State agencies planning these types of projects need to review SCM, Volume 1, Chapters 10 and 11 for applicable guidelines and regulations. Visit the DGS, Real Estate Services Division (RESD) website if you have questions about public works transactions.

Agency CMAS purchase orders may allow for public works installation only when it is in support of the products covered by this CMAS.

Agencies are to ensure that the applicable laws and codes pertaining to the contractor and subcontractor licensing, prevailing wage rates, bonding, labor code requirements, etc. are adhered to by the prime contractor as well as any subcontractor during performance under the CMAS purchase order.

The bond amount for public works is not less than 100% of the purchase order price.

**NOTE:** In accordance with Labor Code (LC) 1773.2, the ordering agency is responsible for determining the appropriate craft, classification or type of worker needed for any contract for public works. Also, the agency is to specify the applicable prevailing wage rates as determined by the Director of the Department of Industrial Relations (DIR). In lieu of specifying the prevailing wage rates, the agency may include a statement on the order that the prevailing wage rates are on file at the agency's office and will be made available upon request. The prevailing wage rates are available from DIR at www.dir.ca.gov (select Statistics & Research).

**Bonds**: For guidelines, see CMAS, Special Provisions, Public Works Requirements.

**State Contractor's License:** Public works services can be obtained through CMAS only if incidental to the overall purchase order. If incidental public works services are included in the purchase order, prior to issuing the order agencies should visit the State Contractor's License Board website to verify that the Contractor's License shown below is still active and in good standing.

The CMAS contractor's California Contractor's License number is 835948. This is a Class 61 / D24 - Metal Products license that is valid through 03/31/2026.

## NOT SPECIFICALLY PRICED ITEMS

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision.

CMAS contractors must be authorized providers of the hardware, software and/or services they offer under the NSP Items provision.

Agency and CMAS contractor use of the NSP provision is subject to the following requirements:

1. Purchase orders containing only NSP items are prohibited.

2. A purchase order containing NSP items may be issued only if it results in the lowest overall alternative to the State.

3. NSP items shall be clearly identified in the order. Any product or service already specifically priced and included in the base schedule may not be identified as an NSP item.

4. NSP Installation Services: The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications. The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project. The total dollar value of all installation services included in the purchase order cannot exceed the dollar value of the products included in the purchase order, nor can they exceed the NSP Maximum Order Limitation.

5. Maximum Order Limitation: For orders $250,000, or less, the total dollar value of all NSP items included in a purchase order shall not exceed $5,000. For orders exceeding $250,000, and at the option of the contractor, the total dollar value of all NSP items in a purchase order shall not exceed 5% of the total cost of the order or $25,000 whichever is lower.

6. An NSP item included in an order issued against this CMAS is subject to all of the terms and conditions set forth in the CMAS.

7. Trade-ins, upgrades, involving the swapping of boards, are permissible, where the contract makes specific provisions for this action. In those instances, where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**HIGH DENSITY, INC.**
**CMAS NUMBER 4-25-01-1024, SUPPLEMENT NUMBER 1**

The following NSP items **are specifically excluded** from any order issued under this CMAS:

1. Items not intended for use in direct support of the priced items included in the same order. An NSP item must be subordinate to the specifically priced item that it is supporting. For example, a cable, which is not otherwise specifically priced in the base schedule, is subordinate to a specifically priced printer and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer that is not otherwise specifically priced in the base schedule, is not subordinate to a specifically priced cable and is not eligible to be an NSP item.

2. Supply type items, except for the minimum amount necessary to provide initial support to the priced items included in the same order.

3. Items that do not meet the Productive Use Requirements for information technology products, per Statewide Information Management Manual Section 195.

4. Any other item or class of items specifically excluded from the scope of this CMAS.

5. Public Works and other services NOT in support of the products covered by this CMAS.

6. Products or services the CMAS contractor is NOT factory authorized or otherwise certified or trained to provide.

7. Follow-on consultant services that were previously recommended or suggested by the same CMAS contractor.

The CMAS contractor is required to reject purchase orders containing NSP items that do not comply with the above requirements. The CMAS contractor will promptly notify the agency issuing the noncompliant order of its rejection and the reasons for its rejection.

## STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including Universities of California, California State Universities, K-12 schools, and community colleges empowered to expend public funds. While the State makes this CMAS available, each local government agency should make its own determination whether the CMAS program is consistent with its procurement policies and regulations.

PCC 10298 allows any city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds to contract with suppliers awarded CMAS without further competitive bidding. See complete PCC 10298 language at the California Legislative Information website.

PCC 10299 allows any school district empowered to expend public funds to utilize CMAS without further competitive bidding. See complete PCC 10299 language at the California Legislative Information website.

## SELF-DELETING BASE SCHEDULE TERMS AND CONDITIONS

Instructions or terms and conditions that appear in the Special Items or other provisions of the base schedule and apply to the purchase, license, or rental (as applicable) of products or services by the US Government in the United States and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation, Federal Information Resources Management Regulation, Federal Information Processing Standards, General Services Administration Regulation, or Federal Installment Payment Agreement shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

## ORDER OF PRECEDENCE

The CMAS Special Provisions take precedence if there is a conflict between the terms and conditions of the contractor's base schedule, packaging, invoices, catalogs, brochures, technical data sheets, or other documents (see CMAS Special Provisions, CONFLICT OF TERMS).

## APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. The use of CMAS does not relieve state agencies of their responsibility to meet statewide requirements regarding contracting or the procurement of goods or services. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS agreements; however, there is no guarantee that every requirement that pertains to all State processes has been included.

## PAYMENTS AND INVOICES

### 1. Payment Terms

Payment terms for this CMAS are net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, GC 927. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice, whichever is later.

### 2. Payee Data Record (Standard 204)

State Agencies must obtain a copy of the Payee Data Record (Standard 204) in order to process payments. State Ordering Agencies must forward a copy of the Standard 204 to their accounting offices. Without the Standard 204, payment may be unnecessarily delayed. State Agencies should contact the CMAS contractor for copies of the Payee Data Record.

## 3. DGS Administrative and Incentive Fees

***Orders from State Agencies:***

DGS will bill each State agency directly an administrative fee for use of CMAS. The administrative fee should NOT be included in the order total or remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

***Orders from Local Government Agencies:***

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and shipping) placed against their CMAS.

The incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

For more information on the incentive fees see the CMAS Management Guide.

## 4. Contractor Invoices

Unless otherwise stipulated, the CMAS contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- CMAS number
- Agency purchase order number
- Agency Bill Code (State Only)
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS, purchase order and invoice must match, or the State Controller's Office will not approve payment.

## 5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, i.e., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 through 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Software warranty upgrades and extensions may also be paid for in advance, one time.

## 6. Credit Card

The CMAS contractor accepts the State of California credit card (VISA CAL-Card).

A purchase order is required even when the ordering department chooses to pay the CMAS contractor via the CAL-Card.

## 7. Leasing/Financing

California State Agencies should use the Golden State Financial Marketplace (GS SMart) program for all financing and leasing needs. California Local Government Agencies (counties, cities, K-12 school districts, community colleges, California State Universities, Universities of California, etc.) may utilize the GS SMart program for financing and leasing according to PCC 14937. The minimum dollar amount for Local Government Agency financing and leasing is $100,000.

## 8. Lease/Purchase Analysis

California State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental and retain a copy for future audit purposes (SAM 3710).

For short-term rental equipment, the lease/purchase analysis must be approved by DGS Office of Legal Services.

The lease/purchase analysis for all other purchases must be approved by the Department of General Services, GS SMart State Financial Marketplace. Buyers may contact the GS SMart Unit via e-mail at SFM@dgs.ca.gov for further information.

**9. Leasing**

The State reserves the right to select the form of payment for all procurements, whether it is an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS SMart and/or Lease SMart). If payment is via the financial marketplace, the CMAS contractor will invoice the State and the State will approve the invoice. The selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State. Buyers may contact the GS SMart Unit via e-mail at SFM@dgs.ca.gov for further information.

## OBTAINING COPY OF CMAS

A copy of this CMAS can be obtained at Cal eProcure. Links to the CMAS Special Provisions conditions and base schedule are available on the front page of this CMAS agreement.

It is important for the agency to confirm that the required products, services, and prices are included in the CMAS and are at or below base schedule rates. To streamline verification that the needed items are in the base schedule, the agencies should ask the CMAS contractor to identify the specific location in the base schedule that include the required products, services, and prices. Once verified, agencies should save the information for their file documentation.

## FEDERAL DEBARMENT

When federal funds are expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the CMAS contractor before the purchase order is issued. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

## CONTRACTOR TRAVEL

The Travel provision is not applicable to this CMAS.

## AMERICANS WITH DISABILITY ACT

To view the DGS Accessibility Policy, please visit the DGS website.

**Education Products & Services**
Contractor's License # 975748
DIR Registration # 1000002579



"Making Schools a Better Place"

February 17, 2026

Jerome Cygan Jr.
Facilities Co-Ordinator
Norwalk La Mirada USD
12820 Pioneer Blvd.
Norwalk, CA 90650

**Quotation for Boys & Girls Main Locker Room @ John Glenn HS**

Following is a quote for the installation of new **121 Frames Single Tiered & 472 Frames of 3-Tiered lockers** in the Boy's Locker Room at John Glenn HS. Existing lockers will be removed and disposed of.

**New Main Locker Room Lockers to consist of:**

Art Metal Magnum Lockers **472 Frames each 3-Tiered Lockers** with 1,416 Openings in 3-Tiered 72" High Frames, 12" wide x 15" deep x 3 - 24" High Doors.

Art Metal/Hallowell Lockers **121 Frames each Single-Tiered Lockers** with 121 Openings in Single High 72" High Frames, 12" wide x 15" deep x 72" High Doors.

Slope Tops on lockers with finished end panels. Fillers included as needed.

Single Point Hasps will be installed on all Locker Room Lockers.

Locker Color for Boys and Girls Lockers to be **Royal Blue.**

Lockers will be approved per existing approved Layouts/Plans.

| | | |
|---|---|---|
| Materials | $ 214,090.55 | |
| Sales Tax | $ 22,479.51 | 10.50% |
| Freight | $ 16,000.00 | No Markup on Freight |
| Installation | $ 94,558.78 | |
| Bonds | $ 17,356.44 | Payment & Performance |
| Total Cost | $ 364,485.24 | |

**Girls Locker Room – 85 Single Tiered Lockers / 208 3-Tiered Lockers**
Note that 5 Single Tiered Locker to be installed in Coaches Office

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*Contractor's License # 975748*
*DIR Registration # 1000002579*



*"Making Schools a Better Place"*

**Boys Locker Room – 36 Single Tiered Lockers / 264 3-Tiered Lockers**
Note that 11 Single Tiered Locker to be installed in Coaches Office & Shower Room

Magnum Lockers consist of:

| | |
|---|---|
| 24-gauge body construction. | Hinges to be 16-gauge continuous piano type |
| 14-gauge door construction | 2 Single hooks and 1 double hook is standard |
| 16-gauge Frame construction | 1 Double hook only for 3-Tiered Lockers |

Recessed Handle with Single Point Lock Latch Hasp / **Pad Locks not included**

**Scope of Work**

Demolition and removal to authorized dump site for old lockers. Installation of new lockers as per industry standards.

Lockers to be installed per approved plan/layout.

CMAS contract available for above pricing. LA County Piggyback Bid available.

Pricing contingent upon site visit before final ordering.

Allow 12 weeks for demolishing existing lockers and installing new lockers.

Terms: Net 30 days with District Purchase Order – 10.50% Sales Tax on Materials Only

Please call with any questions. I will follow up with you as well.

Sincerely,

Sam Donaldson

Sam Donaldson
Education Products & Services
714-519-5177
Sam@edproservices.com

**Education Products & Services**
Contractor's License # 975748
DIR Registration # 1000002579



"Making Schools a Better Place"

February 5, 2026

Jerome Cygan Jr.
Facilities Co-Ordinator
Norwalk La Mirada USD
12820 Pioneer Blvd.
Norwalk, CA 90650

**Quotation for Boys & Girls Team Locker Room @ John Glenn HS**

Following is a quote for the installation of new **112 Frames Double Tiered lockers** in the Boy's and Girl's Team Locker Room at John Glenn HS. Existing lockers will be removed and disposed of.

**New Team Room Lockers to consist of:**

Art Metal Magnum Lockers **112 Frames each 2-Tiered Lockers** with 224 Openings in 2-Tiered 72" High Frames, 12" wide x 18" deep x 2 - 36" High Doors. Overall, Locker Height is 72".

59 Franes in Boys Locker Room. 53 Frames in Girls Locker Room.

Recessed Handles with Lift Latches and Built in Combination Locks.

Slope Tops on lockers with finished end panels. Fillers included as needed.

Locker Color for Boys and Girls Lockers to be **Black**

Lockers will be approved per existing approved Layouts/Plans.

| | | | |
|---|---|---|---|
| Materials | $ | 41,755.89 | |
| Sales Tax | $ | 4,384.37 | 10.50% |
| Freight | $ | 3,993.00 | No Markup on Freight |
| Installation | $ | 13,965.60 | |
| Bonds | $ | 3,024.94 | Payment & Performance |
| Total Cost | $ | 67,303.80 | |

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Magnum Lockers consist of:

| | |
|---|---|
| 24-gauge body construction. | Hinges to be 16-gauge continuous piano type |
| 14-gauge door construction | 2 Single hooks and 1 double hook is standard |
| 16-gauge Frame construction | 1 Double hook only for 3-Tiered Lockers |

Recessed Handle with Single Point Lock Latch Hasp / **Pad Locks not included**

**Scope of Work**

Demolition and removal to authorized dump site for old lockers. Installation of new lockers as per industry standards.

Lockers to be installed per approved plan/layout.

CMAS contract available for above pricing. LA County Piggyback Bid available.

Pricing contingent upon site visit before final ordering.

Allow 12 weeks for demolishing existing lockers and installing new lockers.

Terms: Net 30 days with District Purchase Order – 10.50% Sales Tax on Materials Only

Please call with any questions. I will follow up with you as well.

Sincerely,

Sam Donaldson

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Contractor's License # 975748
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"Making Schools a Better Place"

February 5, 2026

Jerome Cygan Jr.
Facilities Co-Ordinator
Norwalk La Mirada USD
12820 Pioneer Blvd.
Norwalk, CA 90650

**Quotation for Lockers /Installation Outdoor Corridor Lockers John Glenn HS**

Following is a quote for the installation of new **Single Tiered**, **2-Tiered & 3-Tiered lockers** in the Boy's Locker Room at John Glenn HS. Existing lockers will be removed and disposed of.

**New Outdoor Corridor Lockers to consist of:**

Art Metal Magnum Lockers 346 Frames each 3-Tiered Lockers with 1,038 Openings in 3Tiered 72" High Frames, 12" wide x 15" deep x 3 - 24" High Doors.

Art Metal/Hallowell Lockers 20 Frames each 2-Tiered Lockers with 40 Openings in 2 High 72" High Frames, 12" wide x 15" deep x 36" High Doors.

Art Metal/Hallowell Lockers 77 Frames each Single-Tiered Lockers with 77 Openings in Single High 72" High Frames, 12" wide x 15" deep x 72" High Doors.

Slope Tops on lockers with finished end panels. Fillers included as needed.

Single Point Hasps will be installed on all Outdoor Corridor Lockers. Galvanneal component to be used for Outdoor Corridor Lockers.

Locker Color for Buildings **A, D, F, G and L**, to be **Royal Blue.**

Locker Color for Buildings **J and K** to be **Black.**

| | | |
|---|---|---|
| Materials | $ 171,657.88 | |
| Sales Tax | $ 18,024.08 | 10.50% |
| Freight | $ 8,000.00 | No Markup on Freight |
| Installation | $ 94,558.78 | |
| Bonds | $ 14,612.04 | Payment & Performance |
| Total Cost | $ 306,852.74 | |

**Education Products & Services**
Contractor's License # 975748
DIR Registration # 1000002579



"Making Schools a Better Place"

Magnum Lockers consist of:

24-gauge body construction. Hinges to be 16-gauge continuous piano type
14-gauge door construction 2 Single hooks and 1 double hook is standard
16-gauge Frame construction 1 Double hook only for 3-Tiered Lockers
Recessed Handle with Single Point Lock Latch Hasp / **Pad Locks not included**

**Scope of Work**

Demolition and removal to authorized dump site for old lockers. Installation of new lockers as per industry standards.

Lockers to be installed per approved plan/layout.

CMAS contract available for above pricing. LA County Piggyback Bid available.

Pricing contingent upon site visit before final ordering.

Allow 12 weeks for demolishing existing lockers and installing new lockers.

Terms: Net 30 days with District Purchase Order – 10.50% Sales Tax on Materials Only

Please call with any questions. I will follow up with you as well.

Sincerely,

Sam Donaldson

Sam Donaldson
Education Products & Services
714-519-5177
Sam@edproservices.com

Docusign Envelope ID: 2F77532F-D068-89B4-80B9-C89132AE0E97





# INSPECTOR SERVICES AGREEMENT

(Non-DSA Project Inspection Services)

This AGREEMENT is made and entered into this **28th day of April, 2026**, by and between the Norwalk- La Mirada Unified School District ("DISTRICT"), and **TYR Inspection Services** ("INSPECTOR"). The DISTRICT and the INSPECTOR are sometimes referred to herein singularly as a "PARTY" and collectively as the "PARTIES". The INSPECTOR and the DISTRICT do hereby contract and agree as follows:

(A) The INSPECTOR shall at all times be qualified and approved by the Division of the State Architect ("DSA"), Department of General Services, State of California, and shall at all times maintain proper qualifications, to perform the duties of and act as General Building Inspector on school building construction projects and modification of the type for which he/she agrees to perform inspection services. The INSPECTOR shall be properly registered with the Department of Industrial Relations and qualified to perform public works in accordance with Labor Code sections 1725.5 and 1771.1 at all times during the term of this AGREEMENT.

(B) Services to be Provided by the INSPECTOR. The INSPECTOR shall provide to the DISTRICT on the terms set forth herein all the services articulated in Section (C) of this AGREEMENT and as set forth in the INSPECTOR's Proposal which shall be attached hereto and incorporated herein as EXHIBIT "A" (the "INSPECTOR's PROPOSAL"). The PARTIES agree that the terms of this AGREEMENT shall be controlling over any of the terms contained within the INSPECTOR's PROPOSAL.

(C) The INSPECTOR agrees to discharge the duties of an inspector as specified in California Education Code Sections 17309 and 17311 and Sections 4-333 and 4-342 of Title 24 of the California Code of Regulations. These duties include, but are not limited to, the following:

(1) **General**. The INSPECTOR shall act under the direction of the architect and registered engineer. The Inspector shall attend all planning, pre-construction conferences, project meetings, and/or meetings as required by the DISTRICT.

(2) **Duties**. The general duties of the INSPECTOR in fulfilling his/her responsibilities are as follows:

(a) Continuous Inspection Requirement. The INSPECTOR must have actual personal knowledge, which is obtained by his or her personal and continuous inspection of the work of construction in all stages of its progress, as set forth in California Education Code Section 17309, that the requirements of the approved plans and specifications are being completely executed.

Continuous inspection means complete inspection of every part of the work. Work, such as concrete work or brick work which can be inspected only as it is placed, shall require the constant presence of the INSPECTOR. Other types of work which can be completely inspected after the work is installed may be carried on while the INSPECTOR is not present. In any case, the INSPECTOR must personally inspect every part of the work. In no case shall the INSPECTOR have or assume any duties which will prevent him/her from providing continuous inspection.

(b) Relations with Architect and Engineer. The INSPECTOR shall work under the general direction of the architect or registered engineer. All inconsistencies or seeming errors in

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the plans and specifications shall be reported promptly to the architect or registered engineer for his interpretation and instructions. In no case, however, shall the instruction of the architect or registered engineer be construed to cause work to be done which is not in conformity with approved plans, specifications, and change orders. Interpretations received by the INSPECTOR which cause deviations from the approved drawings and specifications shall be referred to the responsible architect for preparation of change orders to cover the required work.

(c) Job File.

(i) The INSPECTOR shall keep a Job File on the PROJECT jobsite at all times in an organized manner (along with a back-up of the files on some other media such as a hard drive or back-up electronic file service). The INSPECTOR's Job File shall be readily accessible to the DSA, the DISTRICT, Project Architect/Engineer upon site visits and upon request. The INSPECTOR's Job File shall include all documents required to be maintained on a school construction site in accordance with Title 24 including, but not limited to, the following:

(A) ~~Form DSA 152 – Project Inspection Card(s)~~
(B) ~~DSA~~ approved plans and specifications;
(C) ~~DSA approved Form DSA 103~~ – Statement of Structural Tests and Special Inspections
(D) Deferred submittals as required by the ~~DSA~~ approved plans;
(E) ~~DSA~~ approved addenda and revisions;
(F) ~~DSA~~ approved Construction Change Documents;
(G) Contractor submittals (construction schedule, shop drawings, material certificates, products labels, concrete trip tickets, etc.) as required by the ~~DSA~~ approved Construction Documents;
(H) Communication log; all communications and project related meeting minutes/notes;
(I) Deviation Notices ~~(Form DSA 154)~~, as delivered to the ~~DSA~~, Project Architect/Engineer and Contractor with log listing all notices with resolution status;
(J) Notices of Deviations/Resolution of Deviations ~~(Form DSA 154)~~;
(K) Inspector Daily Reports;
(L) Laboratory tests and inspection reports ~~(Form DSA 291)~~;
(M) Special inspection reports (~~Form DSA 292~~);
(N) Geotechnical reports (~~Form DSA 293~~);
(O) Records of concrete placing operations;
(P) Records of welding operations;
(Q) Records of pile driving operations;
(R) Verified reports from all parties required to file verified reports;
(S) Completed semi-monthly reports;
(T) ~~DSA Field Trip Notes~~;
(U) Project Inspector Notifications (~~Form DSA 151~~;
(V) Contractor Notification to Project Inspector Commencement/Completion of Work (~~Form DSA 156~~);
(W) Certificate of Compliance – Approved Bleacher/Grandstand Fabricator ~~(Form DSA 130)~~;
(X) Applicable codes and referenced standards;
(Y) Any other documents required to provide a complete record of

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construction.

The INSPECTOR shall notify the DISTRICT immediately when the Architect, Engineer, Contractor, Laboratory of Record, Special Inspector, or any other party involved in the construction of the PROJECT, has failed to timely prepare and submit any of the above documents to the DSA and/or the INSPECTOR as required by Title 24 and PR 13-01. Any references to the DSA requirements, DSA forms, documents, manuals applicable to the PROJECT shall be deemed to include and incorporate any revisions or updates thereto.

(ii) The INSPECTOR shall provide the DISTRICT with a copy of the entire Job File with the exception of the building codes and standards at the completion of the PROJECT.

(iii) Notwithstanding any other requirements in this AGREEMENT or Title 24, the INSPECTOR shall ensure that copies of the following documents are submitted to the DSA from the INSPECTOR's Job File which shall hereinafter be collectively referred to as the "DSA Document Submittal": (NOT APPLICABLE)

(A) All completed Form DSA 152 documents required for the completion of the PROJECT;
(B) All completed Form DSA 6PI documents including interim and final verified reports;
(C) All completed Form DSA 6AE documents including interim and final verified reports;
(D) The completed Form DSA 6C documents from each contractor having a contract with the SCHOOL;
(E) All completed Form DSA 292 documents including interim and final reports prepared by the Special Inspectors;
(F) All completed Form DSA 291 documents including interim and final reports prepared by the Engineering Manager of the Laboratory of Record;
(G) All completed Form DSA 293 documents including interim and final reports prepared by the Geotechnical Engineer;
(H) The completed Form DSA 130 Certificate of Compliance for Bleachers and Grandstand Fabricator as applicable.

(iv) The documents making up the DSA Document Submittal shall be submitted to the DSA upon any of the following events:

(A) The services of the INSPECTOR are terminated for any reason prior to the completion of the PROJECT;
(B) The PROJECT is substantially complete in accordance with DSA requirements;
(C) The work on the PROJECT is suspended for a period of more than one (1) year; or
(D) Upon the request of the DSA.

(v) The INSPECTOR shall immediately return any unapproved documents to the Architect for proper action and notify the DSA if the Contractor proceeds with construction activities in accordance with such unapproved documents.

(vi) All documents required to be submitted to the DSA by the INSPECTOR in accordance with Title 24, PR 13-01 and this AGREEMENT shall also be submitted

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electronically in accordance with the DSA's approved procedures for the submittal of such documents.

(d) Project Inspection Cards. (NOT APPLICABLE)

(i) The INSPECTOR shall obtain the Project Inspection Cards ("PIC") (Form DSA 152) necessary for the inspection of the PROJECT from the Project Architect/Engineer for the INSPECTOR's use in approving and signing off work as it is completed on the PROJECT. The Inspector shall notify the DSA Regional Office with the construction oversight authority over the PROJECT, by phone and electronically, if construction commences without the INSPECTOR having received the PIC's necessary for the inspection and completion of the PROJECT.

(ii) The INSPECTOR shall complete each PIC as the work progresses pursuant to Title 24, the DSA 152 Manual, PR 13-01 and this AGREEMENT. The INSPECTOR shall not approve and sign off a block or section on a PIC unless the INSPECTOR has verified that: (1) the identified work is in compliance with the DSA approved Construction Documents; (2) all required testing and special inspections have been completed; (3) any and all deviations from the DSA approved Construction Documents have been resolved; (4) all DSA field trip note issues have been resolved; and (5) all required documentation has been received by the INSPECTOR.

(iii) The INSPECTOR shall post all PIC's in the INSPECTOR's Project File and shall electronically post the PIC's with the DSA as work is being completed on the PROJECT. Electronic posting of the PIC's shall be performed by emailing the PIC's to the DSA Regional Office with the construction oversight authority over the PROJECT. The INSPECTOR shall consistently update the PIC's as work on the PROJECT is being completed. Each time the INSPECTOR updates the PIC's in the INSPECTOR's Project File, the INSPECTOR shall simultaneously update the corresponding PIC posted electronically with the DSA to ensure the PIC's in the INSPECTOR's Project File are current and consistent with the PIC's that are posted electronically with the DSA. The INSPECTOR shall allow any party involved in the construction of the PROJECT to review any PIC at the INSPECTOR's office upon request. The INSPECTOR shall provide a current copy of any PIC to the DSA, the DISTRICT, Project Architect/Engineer or any other state agency upon request.

(iv) The INSPECTOR shall collect copies of the Interim Verified Reports prepared by the Project Architect/Engineer (Form DSA 6-AE) prior to the INSPECTOR's approval and sign off of the following sections of the PIC's as applicable:

(A) Initial Site Work;
(B) Foundation;
(C) Vertical Framing;
(D) Horizontal Framing;
(E) Appurtenances;
(F) Non-Building Site Structures;
(G) Finish Site Work;
(H) Other Work; or
(I) Final.

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If the Project Architect/Engineer has delegated responsibility for any portion of the PROJECT's design to other engineers, the INSPECTOR shall likewise obtain copies of the Interim Verified Reports prepared by such engineers (Form DSA 6-AE) prior to the INSPECTOR's approval and sign off of the above sections of the PIC's as they relate to the portions of the PROJECT that were delegated to the other engineers. In the case of a Geotechnical engineer, the INSPECTOR shall collect a copy of the Interim Verified Report (Form DSA 293) prepared by such Geotechnical engineer as applicable before the INSPECTOR can approve and sign off any of the above sections that relate to the portions of the PROJECT that were delegated to the Geotechnical engineer.

(v) The INSPECTOR shall collect a copy of the necessary Interim Verified Reports (Form DSA 291) prepared by the Laboratory of Record prior to the INSPECTOR approving and signing off any sections of the PIC's which require testing or special inspections by the employees of the Laboratory of Record as required by the DSA approved Construction Documents including, but not limited to, the following sections:

(A) Initial Site Work;
(B) Foundation;
(C) Vertical Framing;
(D) Horizontal Framing;
(E) Appurtenances;
(F) Non-Building Site Structures;
(G) Finish Site Work;
(H) Other Work; or
(I) Final.

(vi) The INSPECTOR shall collect a copy of the necessary Interim Verified Reports (Form DSA 292) prepared by any Special Inspector not employed by the Laboratory of Record prior to the INSPECTOR approving and signing off any sections of the PIC's which require special inspections by such Special Inspectors as required by the DSA approved Construction Documents including, but not limited to, the following sections:

(A) Initial Site Work;
(B) Foundation;
(C) Vertical Framing;
(D) Horizontal Framing;
(E) Appurtenances;
(F) Non-Building Site Structures;
(G) Finish Site Work;
(H) Other Work; or
(I) Final.

(vii) The INSPECTOR shall obtain the original PIC's for the in-plant construction of any relocatable building being placed on the PROJECT site as part of the PROJECT at the time such relocatable building is delivered to the PROJECT site. The INSPECTOR shall post such PIC's in the INSPECTOR's Project File and with the DSA. The INSPECTOR shall also provide the DISTRICT and the Project Architect/Engineer with copies of the PIC's from the in-plant construction of the relocatable buildings that were prepared by the in-plant project inspector.

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(viii) The INSPECTOR shall immediately notify the DSA Regional Office with construction oversight authority over the PROJECT, by phone and electronically, if applicable blocks/sections of any PIC have not been signed off by the INSPECTOR and the Contractor on the PROJECT is proceeding with construction activities that are covering the unapproved work.

(e) Testing and Special Inspections.

(i) The INSPECTOR shall obtain a copy of the DSA approved Statement of Structural Tests and Special Inspections (Form DSA 103) from the Project Architect/Engineer prior to the commencement of construction and maintain a copy of the approved DSA 103 form in the INSPECTOR's Project File for the duration of the PROJECT. The INSPECTOR shall thoroughly review and evaluate the approved Form DSA 103 for the PROJECT and be familiar with the required testing and special inspections program required by the DSA approved Construction Documents.

(ii) The INSPECTOR shall met with the Project Architect/Engineer, DISTRICT and Contractor as needed throughout the completion of the PROJECT to verify, acknowledge and coordinate the testing and special inspection program required by the DSA approved Construction Documents.

(iii) The INSPECTOR shall meet with the Laboratory of Record and all Special Inspectors that are not employed by the Laboratory of Record to verify, acknowledge and coordinate the testing and special inspection program required by the DSA approved Construction Documents. The INSPECTOR shall ensure that the Laboratory of Record and all Special Inspectors obtain copies of the DSA approved Construction Documents and a copy of the approved Statement of Structural Tests and Special Inspections (Form DSA 103) prior to the commencement of construction on the PROJECT.

(iv) The INSPECTOR shall verify that each laboratory providing materials/structural testing is approved by the DSA to provide the services being performed by such laboratory in connection with the completion of the PROJECT. The INSPECTOR shall verify that all Special Inspectors employed by the Laboratory of Record are performing under the supervision of the Engineering Manager of the Laboratory of Record. The INSPECTOR shall verify the current certification of all Special Inspectors working on the PROJECT who are not employed by the Laboratory of Record prior to the commencement of any construction work that requires special inspection as required by the DSA approved Construction Documents.

(v) INSPECTOR shall monitor the work of the Laboratory of Record and all Special Inspectors who are not employed by the Laboratory of Record to ensure that all testing and special inspections required for the completion of the PROJECT are performed timely and satisfactorily. The INSPECTOR shall verify that all necessary tests and special inspections are completed and that all necessary reports are collected by the INSPECTOR and posted in the INSPECTOR's Project File and posted electronically with the DSA prior to the start of the construction work requiring such test and/or special inspections and prior to the INSPECTOR signing off or otherwise approving any block/section of a PIC that requires testing and/or special inspection according to the DSA approved Construction Documents.

(vi) Copies of all daily inspection reports, special daily inspection reports, Interim Verified Reports, Verified Reports and any other reports related to the testing and special

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inspections performed on the PROJECT, pursuant to the DSA approved Construction Documents, shall be maintained and posted in the INSPECTOR's Project File throughout the duration of the PROJECT. All testing and special inspection related reports obtained by the INSPECTOR pursuant to this Section (C)(2)(e) shall also be posted electronically with the DSA.

(f) Inspector's Semimonthly Reports. The INSPECTOR shall keep the architect or registered engineer thoroughly informed as to the progress of the work by making semimonthly reports in writing as required in Section 4-342 of Title 24 of the California Code of Regulations. See also sample of semimonthly report in Appendix of Title 24 of the California Code of Regulations.

(g) Inspector's Daily Report to District. The INSPECTOR shall keep the DISTRICT thoroughly informed as to the progress of the work by submitting daily reports in writing to the DISTRICT. Such reports shall include, but not be limited to, the following information:

(i) Activities performed by the Contractors, and areas where work is performed with relation to the plans and specifications.

(ii) Manpower assigned to the Contractor and subcontractor(s), including the number of individuals in each trade and the type of work being performed.

(iii) Weather conditions.

(iv) Equipment and materials delivered to the site.

(v) Construction equipment and vehicles utilized and duration on PROJECT.

(vi) Nature and location of the work being performed (starting and completion dates for various portions of the work).

(vii) Verbal communication and clarifications of the work given to the Contractor awarded the PROJECT.

(viii) Inspection by representatives of regulatory agencies.

(ix) Occurrences or conditions that might affect Contract Sum or Contract Time.

(x) Visitors to the site, titles, and employers of visitors, and reasons for visit.

(xi) INSPECTOR's record journal to include "Pertinent Calls" relating to conflicting issues regarding changes to documents, i.e., plans, specifications, change orders and job conditions affecting the interests of the DISTRICT.

(xii) Any work or material in place that does not correspond with the codes, drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.

(xiii) Times of day INSPECTOR was present on site.

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(h) Notifications to Division of the State Architect. The INSPECTOR shall notify the Division of the State Architect: (NOT APPLICABLE)

(i) When work is started on the PROJECT.

(ii) At least 48 hours in advance of the time when foundation trenches will be complete, ready for footing forms.

(iii) At least 48 hours in advance of the first pour of concrete.

(iv) When work is suspended for a period of more than two weeks.

(i) Construction Procedure Records. The INSPECTOR shall keep a record of certain phases of construction procedure including, but not limited to, the following:

(i) Concrete pouring operations. The record shall show the time and date of placing concrete and the time and date of removal of forms in each portion of the structure.

(ii) Welding operations. The record shall include identification marks of welders, lists of defective welds, manner of correction of defects, etc.

(iii) Penetration under the last ten (10) blows for each pile when piles are driven for foundations.

All records of construction procedure shall be kept on the job until the completion of the work. All records kept by the INSPECTOR arising out of or in any way connected with the PROJECT shall be and remain the property of the DISTRICT. At the end of each individual PROJECT, the INSPECTOR shall provide to the DISTRICT with all PROJECT documentation in a professional format, both in binders and on a computer CD.

A complete and accurate copy of all records kept or created by the INSPECTOR arising under or connected in any way to the PROJECT shall be furnished by the INSPECTOR to the DISTRICT immediately upon written demand by the DISTRICT.

(j) Deviations. The INSPECTOR shall notify the contractor, in writing, of any deviations from the approved plans and specifications which are not immediately corrected by the contractor when brought to his/her attention. Copies of such notice shall be forwarded immediately to the architect or registered engineer, and to the Division of the State Architect.

Failure on the part of the INSPECTOR to notify the contractor of deviations from the approved plans and specifications shall in no way relieve the contractor of any responsibility to complete the work covered by his/her contract in accordance with the approved plans and specifications and all laws and regulations.

(k) Verified Reports. The INSPECTOR shall make and submit to the Division of the State Architect verified reports pursuant to Section 3-342 of Title 24 of the California Code of Regulations. The INSPECTOR shall prepare and deliver to the Division of the State Architect detailed statements of fact regarding materials, operations, etc., when requested.

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(l) Violations. Failure, refusal, or neglect on the part of the INSPECTOR to notify the contractor of any work which does not comply with the requirements of the approved plans and specifications, or failure, refusal, or neglect to report immediately, in writing, any such violation to the architect or registered engineer, to the school board, and to the Division of the State Architect shall constitute a violation of the Field Act and shall be cause for the Division of the State Architect to take action.

(D) Insurance. The INSPECTOR shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect the INSPECTOR and DISTRICT from claims which may arise out of or result from the INSPECTOR's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(1) Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, in no event shall such policy limit be less than $1,000,000.00.

(2) Comprehensive general liability insurance with limits of not less than TWO MILLION DOLLARS ($2,000,000.00) and automobile liability insurance with limits not less than ONE MILLION DOLLARS ($1,000,000.00) for bodily injury and property damage liability per occurrence, including:

a. Owned, non-owned and hired vehicles at cash value;
b. Blanket contractual;
c. Broad form property damage;
d. Products/completed operations; and
e. Personal injury.

(3) Professional liability insurance, including contractual liability, with limits of One Million Dollars ($1,000,000), per occurrence. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that INSPECTOR subcontracts any portion of INSPECTOR's duties, INSPECTOR shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

(4) Each policy of insurance required in Section D(2) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of the INSPECTOR hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. The INSPECTOR shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the INSPECTOR shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the INSPECTOR fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of the INSPECTOR, and in such event, the INSPECTOR shall reimburse DISTRICT upon demand for the cost thereof.

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(E) The DISTRICT agrees to pay the INSPECTOR in accordance with the rate and price schedule information set forth in EXHIBIT "A". This AGREEMENT is based on estimated Time and Material expense. In no event shall the total payment to INSPECTOR under this AGREEMENT exceed the Estimated Project Inspection Cost ("INSPECTION COST") of **TWELVE THOUSAND TWO HUNDRED AND FORTY DOLLARS AND ZERO CENTS ($12,240.00)**, inclusive of all reimbursable expenses, for all services performed and expenses incurred pursuant to this AGREEMENT.

(1) The INSPECTOR shall submit one (1) invoice monthly to the DISTRICT for the fees incurred during the billing period and reimbursable expenses (if any). Invoices for fees must reflect the date of the service, identify the individual performing the service, state the hours worked and rate charged, and describe the service performed. Invoices requesting payment for reimbursable expenses incurred during the billing period must clearly list items for which reimbursement is being requested and be accompanied by proper documentation (e.g. receipts, invoices) including a copy of the DISTRICT's authorization notice for invoiced item(s). Invoices requesting payment for overtime must reflect straight time and overtime hours being charged, and must include a copy of the DISTRICT's written authorization to incur additional overtime expense. No payments will be made by the DISTRICT to the INSPECTOR for monthly invoices requesting reimbursable expenses or overtime absent the prior written authorization of the DISTRICT.

(F) The INSPECTOR agrees to discharge the duties as set out in this contract in a manner satisfactory to the Division of the State Architect and the Architect retained by the DISTRICT. The INSPECTOR shall devote each working day to the inspection of **Ramona Windows and Flooring Replacement Project** (hereinafter referred to as the "PROJECT(S)".

(G) Termination. This AGREEMENT may be terminated by either PARTY upon fourteen (14) days written notice to the other PARTY in the event of a substantial failure of performance by such other PARTY, including insolvency of the INSPECTOR; or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

(1) In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the INSPECTOR for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and other documents whether delivered to the DISTRICT or in the possession of the INSPECTOR. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased inspection and replacement inspector costs shall be deducted from payments to the INSPECTOR.

(2) In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph (G)(3) below, and INSPECTOR shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by INSPECTOR.

(3) This AGREEMENT may be terminated without cause by DISTRICT upon fourteen (14) days written notice to INSPECTOR. In the event of a termination without cause, the DISTRICT shall pay INSPECTOR for all services performed and all expenses incurred under this

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AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the INSPECTOR for Board approved extra services.

(4) In the event the INSPECTOR is terminated, with or without cause, the INSPECTOR shall personally provide all the original PIC's prepared or obtained by the INSPECTOR in connection with the PROJECT to the assuming DSA inspector or the DSA as directed by the DISTRICT. All original PIC's must be provided to the DSA assuming inspector or the DSA, as applicable, within 48 hours of the effective date of the INSPECTOR's termination. Under no circumstances shall the INSPECTOR withhold any original PIC's related to the PROJECT upon the INSPECTOR's termination. The INSPECTOR shall be responsible for any delays on the PROJECT that arise out of the INSPECTOR's failure to provide the original PIC's to the assuming DSA inspector or the DSA as directed by the DISTRICT in accordance with this section. Upon the effective date of the INSPECTOR's termination, the INSPECTOR shall provide copies of all current PIC's in the INSPECTOR's Project File to the DISTRICT along with all other documents detailed in Section (C)(2)(c) of this AGREEMENT.

(5) In the event of a dispute between the PARTIES as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the PARTIES shall attempt to resolve the dispute. Pending resolution of this dispute, the INSPECTOR agrees to continue the work diligently to completion. If the dispute is not resolved, the INSPECTOR agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but the INSPECTOR's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the PROJECT has been completed, and not before.

(6) THE DISTRICT AND INSPECTOR UNDERSTAND AND AGREE THAT SECTION (G) OF THIS AGREEMENT SHALL GOVERN ALL TERMINATION RIGHTS AND PROCEDURES BETWEEN THE PARTIES. ANY TERMINATION PROVISION THAT IS ATTACHED TO THIS AGREEMENT AS AN EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

(H) Hold Harmless. To the fullest extent permitted by law, the INSPECTOR agrees to indemnify, defend and hold the DISTRICT entirely harmless from all liability arising out of:

(1) Workers' Compensation and Employers' Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to the INSPECTOR's employees or the INSPECTOR's subcontractor's employees arising out of INSPECTOR's work under this AGREEMENT; and

(2) General Liability. Liability for damages for (a) death or bodily injury to person; (b) injury to, loss or theft of property; (c) any failure or alleged failure to comply with any provision of law or (d) any other loss, damage or expense arising under either (a), (b), or (c) herein this paragraph, sustained by the INSPECTOR or any person, firm or corporation employed by the INSPECTOR related to, founded upon or in connection with this AGREEMENT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent consultants who are directly employed by the DISTRICT;

(3) Professional Liability. Any loss, injury to or death of persons or damage to property caused by any act, neglect, default or omission of the INSPECTOR, or any person, firm or corporation

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employed by the INSPECTOR, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by the sole or active negligence, or willful misconduct of the DISTRICT.

(4) Business Automobile Liability. Liability for bodily injury or property damage claims arising out of the use of owned, hired, or non-owned automobiles operated by the INSPECTOR, its officers, agents, employees or anyone employed by the INSPECTOR, in connection with work performed under this AGREEMENT.

(5) INSPECTOR, at INSPECTOR's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its officers, agents or employees on account of or founded upon any of the causes, damages or injuries identified herein Section (H) and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

(6) THE PARTIES UNDERSTAND AND AGREE THAT SECTION (H) OF THIS AGREEMENT SHALL BE THE SOLE INDEMNITY, AS DEFINED BY CALIFORNIA CIVIL CODE § 2772, GOVERNING THIS AGREEMENT. ANY OTHER INDEMNITY THAT MAY BE ATTACHED TO THIS AGREEMENT AS AN EXHIBIT OR OTHERWISE INCLUDED IN THE CONSULTANT'S TERMS AND CONDITIONS SHALL BE VOID AND UNENFORCEABLE BETWEEN THE PARTIES.

(7) ANY ATTEMPT TO LIMIT THE INSPECTOR'S LIABILITY TO THE DISTRICT IN AN ATTACHED EXHIBIT SHALL BE VOID AND UNENFORCEABLE BETWEEN THE DISTRICT AND THE INSPECTOR.

(I) Independent Contractor. INSPECTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. The INSPECTOR understands and agrees that INSPECTOR and all of INSPECTOR's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The INSPECTOR assumes the full responsibility for the acts and/or omissions of the INSPECTOR's employees or agents as they relate to the services to be provided under this AGREEMENT. The INSPECTOR shall assume full responsibility for payment of all prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective INSPECTOR's employees. INSPECTOR shall fully defend and indemnify the DISTRICT from any claims, damages or any liability arising from or related to DISTRICT or its subcontractors' failure to comply with any applicable prevailing wage laws and requirements.

(J) Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or the INSPECTOR.

(K) The DISTRICT and the INSPECTOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other PARTY to this AGREEMENT with respect to the terms of this AGREEMENT. The INSPECTOR shall not assign this AGREEMENT.

(L) This AGREEMENT shall be governed by the laws of the State of California.

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(M) Each of the PARTIES have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this AGREEMENT. Each of the PARTIES agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this AGREEMENT. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and INSPECTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the INSPECTOR.

(N) THIS AGREEMENT SHALL NOT INCLUDE OR INCORPORATE THE TERMS OF ANY GENERAL CONDITIONS, CONDITIONS, MASTER AGREEMENT OR ANY OTHER BOILERPLATE TERMS OR FORM DOCUMENTS PREPARED BY THE INSPECTOR. THE ATTACHMENT OF ANY SUCH DOCUMENT TO THIS AGREEMENT AS EXHIBIT "A" SHALL NOT BE INTERPRETED OR CONSTRUED TO INCORPORATE SUCH TERMS INTO THIS AGREEMENT UNLESS THE DISTRICT APPROVES OF SUCH INCORPORATION IN A SEPARATE WRITING SIGNED BY THE DISTRICT. ANY REFERENCE TO SUCH BOILERPLATE TERMS AND CONDITIONS IN THE PROPOSAL OR QUOTE SUBMITTED BY THE INSPECTOR SHALL BE NULL AND VOID AND HAVE NO EFFECT UPON THIS AGREEMENT. PROPOSALS, QUOTES, STATEMENT OF QUALIFICATIONS AND OTHER SIMILAR DOCUMENTS PREPARED BY THE INSPECTOR MAY BE INCORPORATED INTO THIS AGREEMENT AS EXHIBIT "A" BUT SUCH INCORPORATION SHALL BE STRICTLY LIMITED TO THOSE PARTS DESCRIBING THE INSPECTOR'S SCOPE OF WORK, RATE AND PRICE SCHEDULE AND QUALIFICATIONS.

(O) Time is of the essence with respect to all provisions of this AGREEMENT.

(P) This AGREEMENT will be liberally construed to effectuate the intention of the PARTIES with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguities with respect to, any word, phrase or provision of this AGREEMENT, neither this AGREEMENT nor any uncertainty or ambiguity be construed or resolved against either PARTY (including the PARTY primarily responsible for drafting and preparation of this AGREEMENT), under any rule of construction or otherwise, it being expressly understood and agreed that the PARTIES have participated equally or have had equal opportunity to participate in the drafting hereof.

(Q) If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorney's fees.

(R) All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this AGREEMENT by this reference as though fully set forth in each instance in the text hereof unless otherwise excluded by this AGREEMENT.

(S) This AGREEMENT is not a valid or enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

(T) Assignment. INSPECTOR shall not assign or transfer this AGREEMENT or any interests of INSPECTOR herein without the prior written approval of the DISTRICT. Any such attempt by the INSPECTOR to assign or transfer this AGREEMENT or any of the INSPECTOR's interests set forth herein without the DISTRICT's written approval shall be void and shall be given no force or effect. No individual person assigned to provide the services hereunder for the PROJECT may be changed or substituted without the prior written consent of the DISTRICT. Such consent may be given or withheld in the DISTRICT's absolute discretion.

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(U) Administration. The INSPECTOR shall produce, or shall hire the necessary independent contractors and/or consultants needed to produce, a clerically smooth product for the DISTRICT and for the INSPECTOR's routine correspondence with the DISTRICT. These clerical services shall be provided at no additional expense to the DISTRICT.

(V) Conflict of Interest. The INSPECTOR hereby represents, warrants and covenants that: (i) at the time of execution of this AGREEMENT, the INSPECTOR has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of services under this AGREEMENT; and (ii) the INSPECTOR shall not employ in the performance of services under this AGREEMENT any person or entity having such an interest.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

| INSPECTOR: | DISTRICT: |
|---|---|
| TYR Inspection Services | Norwalk- La Mirada Unified School District |
| By: Signed by: Youssef Sobki 47C81F7771094A7... | By: _____ |
| President | _____ |
| 4/1/2026 \| 1:40 PM PDT | _____ |

APPROVED AS TO FORM:

Atkinson, Andelson, Loya, Ruud & Romo

_____
Stephen M. McLoughlin, Esq.
Attorneys for Norwalk- La Mirada Unified School District

12.0-95269-00010-85020-6200-53 - 30%
12.0-95219-00010-85020-6200-53 - 70%

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**EXHIBIT "A"**

TYR Inspection Services' proposal dated February 23, 2026.

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Inspection Services
DSA & HCAI Inspection

**February 23, 2026**
**Norwalk La Mirada USD**
**Attn**: Elizabeth Jaimes
Planning Technician

**District Name:** Norwalk La Mirada Unified School District

**Project Name:** **Ramona Pre- School Flooring and Windows Replacing Project - Non-DSA**

**Project Scope:** Removal Of Existing VCT Flooring/Carpet and Replace with (N) Carpet/LVT Flooring

Removal Of (E) Window Assemblies and Replace with New

**Cost Estimate Breakdown**

The following is for a part time inspection services Estimate is based on a duration of 56 Calendar days at an hourly rate of *$102/hour.

| Project Name | Calendar Days | Working Hours | Project Estimates |
|---|---|---|---|
| **Ramona Pre- School Flooring and Windows Replacing Project** | *56 Calendar Days | *120 Working Hours | $12,240.00 |

***Please Note:** *Any changes or modifications to the project information provided at the time of proposal submission including alterations to the project scope, timeline, inspector classification, or inspectors needed may result in a price adjustment. This cost estimate is based on day shift rates and excludes any overtime, off-hours, and legal holidays and is based on a single IOR covering both projects concurrently and contingent on getting awarded both projects (DSA and Non-DSA portions)*

**Billing Practice:**
TYR's billing practice consists of monthly invoices based on the hours of inspection services provided throughout that month at the hourly rate provided. Lump sums are not employed unless requested.

**Overtime Rates:**
Monday through Friday is billed at the regular rate. Any work conducted on Weekends, Holidays, and over 8 hours per day is billed at 1.5x of any given hourly rate.

**Minimum Number of Hours:**
4-hour minimum for 1-4 hours of inspection. 6-hour minimum for 4-6 hours of inspection. 8-hour minimum for over 6-8 hours of inspection.

**Please Note:** The start/end times logged on to the inspector timecard may not reflect the actual duration spent on site. The billing time encompasses various components, including but not limited to on-site travel time, organization with project teams, coordination of TLOR services, preparation of daily and semi-monthly reports, etc. That is in addition to other administrative and inspection related duties outlined in IRA-8.

Best Regards

Youssef Sobhi, President and Senior Inspector

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# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated April 28, 2026, by and between Mover Services, Inc., hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   Provide materials, equipment, and labor to relocate staff furniture and office belongings from Ramona Head Start to Excelsior HS and back, and to provide storage for items not needed during the project

   as outlined in the attached proposal dated March 16, 2026. ____
2. The Contractor will commence providing services under this AGREEMENT on April 28, 2026 and will diligently perform, as required, and complete performance by December 31, 2026. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. ____
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $37,756.96 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. ____
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

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8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | DocuSigned by: Konner Moses 7C007AE9BB2E435... | Signature | |
| Title | Operations Manager | | |
| Name | Konner Moses | | Norwalk-La Mirada USD |
| Address | 721 E. Compton Blvd.<br>Rancho Dominguez, CA 90220 | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | (310) 868-5143 | | (562) 210-2000 |
| | | Date Approved | |

**FOR INTERNAL USE**

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

12.0-95269-00010-85020-6200-53 - 30%
12.0-95219-00010-85020-6200-53 - 70%

***Please complete the following if using Categorical funding sources.***

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☐ Yes ☒ No

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# MOVER SERVICES, INC.

*Agent for Wheaton Van Lines*

Relocation Plan, Cost Estimate, and more Important Information regarding your upcoming move.

John Moses
JohnMoses@MSIRelocation.com

Docusign Envelope ID: 4C356D4A-F744-87EF-8111-FD9E0784CBB8

Mover Services Inc. | Agent for Wheaton Van Lines
721 E. Compton Blvd, Rancho Dominguez, CA 90220
www.msirelocation.com
(O): (310) 868-5143

Monday, March 16, 2026

Elizabeth Jaimes | Facilities Planning Technician
Facilities Planning & Construction
**Norwalk - La Mirada Unified School District**
15711 Pioneer Boulevard, Bldg. G
Norwalk, CA 90650-2894
(D) 562.210.4042

RE: Ramona Preschool on Premise Move and (8) staff person move to Excelsior

On behalf of the entire staff at Mover Services, Inc. (MSI), thank you for inviting us to provide a quote for your upcoming relocation.

Mover Services Inc. is a full-service mover specializing in commercial relocations. Our staff at Mover Services Inc**.** consists of experienced professionals dedicated to assisting clients with all their moving needs. We take pride in our customer service and our ability to eliminate problems associated with moving. MSI's advantages include the following:

- Our local fleet consists of over 95 vehicles and over 200 staff members ready to assist
- All Services are provided in house with minimal outside labor or services
- Our vehicles are equipped with rail-gate lifts, logistic support posts and air-ride suspension for ease of moving
- MSI provides liquidation services, including non-profit donation, recycling, refuse disposal and e-waste disposal
- MSI offers packing services, packing materials, equipment rentals, installation/assembly, crating, and full storage solutions
- MSI is partnered with Wheaton Van Lines along with hundreds of other agents to ship cargo nationwide

MSI looks forward to taking your team to new places!

Thank you,
*John Moses*
John Moses
President
Mover Services Inc.

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Mover Services Inc. | Agent for Wheaton Van Lines
721 E. Compton Blvd, Rancho Dominguez, CA 90220
www.msirelocation.com
(O): (310) 868-5143

# Relocation Estimate

## Labor Rates

**(Based on actual time plus a 1-hour drive-time with a 4-hour minimum per category per crew)**

| CLASSIFICATION | STRAIGHT TIME | OVER-TIME* |
|---|---|---|
| Class A Truck & Driver | $78.00/hour | $98.00/hour |
| Foreman | $48.00/hour | $68.00/hour |
| Installer | $48.00/hour | $68.00/hour |
| Crewman/Packer | $40.00/hour | $60.00/hour |

**Over-Time Rates Apply After 8 hours of On-Site Time | **Double-Time Rates Apply After 12 Hours of On-Site Time*

April move of furniture, contents, window blinds, Cubes & plastic wrap of existing cubes

| Move Crew: | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|
| 1 Truck & Driver x 9 hours x 4 Days | 36 Hours | $78.00 | $2,808.00 |
| 1 Foremen x 9 hours x 4 Days | 36 Hours | $48.00 | $1,728.00 |
| 2 Installers x 9 hours x 4 Days | 72 Hours | $48.00 | $3,456.00 |
| 5 Crewmen x 9 hours x 4 Days | 180 Hours | $40.00 | $7,200.00 |
| **Material allowance:** 550 Office boxes at $1.85 each, labels at no charge, plus tax and delivery. | Misc. | $1,372.96 | $1,372.96 |
| | | **Subtotal:** | **$16,564.96** |

Storage Trailers (48'-53' long)

| Storage | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|
| 2 Trailers at $750 per month each x 4 months | 4 months | $1,500.00 | **$6,000.00** |

July Putback

| Move Crew: | QUANTITY | UNIT PRICE | TOTAL |
|---|---|---|---|
| 1 Truck & Driver x 9 hours x 4 Days | 36 Hours | $78.00 | $2,808.00 |
| 1 Foremen x 9 hours x 4 Days | 36 Hours | $48.00 | $1,728.00 |
| 2 Installers x 9 hours x 4 Days | 72 Hours | $48.00 | $3,456.00 |
| 5 Crewmen x 9 hours x 4 Days | 180 Hours | $40.00 | $7,200.00 |
| | | **Subtotal:** | **$15,192.00** |

Quoted herein is a relocation of all contents on a "Estimated Time Basis"; we will only charge for the actual time needed to complete your move plus a 1-hour drive-time.

**Total Cost $37,756.96**

On behalf of the entire staff at Mover Services, we look forward to bringing your move to a smooth and successful completion.

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# Relocation/Storage Valuation Coverage

MSI offers three levels of valuation for moves and storage: Basic and Full Replacement Value (with/without deductible). Please use this form to indicate your selection. ***If you do not select, Basic Valuation will apply during your move. PLEASE SIGN/CHOOSE ONLY 1 OPTION.***

**A) Basic Valuation.** MSI's liability for lost or damaged items is limited to $0.60 per pound per item.

_____ _____

(Authorized Signature) (Date) (Print Name & Title)

*By signing in this box, I agree to receive basic valuation.*

**B) Full Replacement - $0.00 Deductible.** Specifies MSI's maximum liability in the event of a loss or damaged item. Maximum liability is dependent upon customer declared value of all items. One time cost for Relocation/Transit: $9.50 per $1,000.00 of declared value of all goods moved. Monthly cost for Storage: $2.00 per $1,000.00 of combined value of all goods stored.

Declared Value of All Contents: $_____

_____ _____

(Authorized Signature) (Date) (Print Name & Title)

*By signing in this box, I agree to receive and pay for Full Replacement Valuation with a $0.00 deductible.*

**C) Full Replacement - $500.00 Deductible.** Specifies MSI's maximum liability in the event of a loss or damaged item. Maximum liability is dependent upon customer declared value of all items. One time cost for Relocation/Transit: $6.00 per $1,000.00 of declared value of all goods. Monthly cost for Storage: $1.00 per $1,000.00 of combined value of all goods stored.

Declared Value of All Contents: $_____

_____ _____

(Authorized Signature) (Date) (Print Name & Title)

*By signing in this box, I agree to receive and pay for Full Replacement Valuation with a $500.00 deductible.*

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(O): (310) 868-5143

# Valuation Disclaimer

- Customer expressly understands that Mover will make every reasonable effort to avoid damage to his goods while in transit. Where damage occurs, Mover will repair or replace that item subject to the limitations specified in this agreement. In no event shall Mover be liable for any consequential or incidental damages that may result. Where the Customer elects to release his shipment to Mover at the minimum valuation of $0.60 per pound per article; in addition.

- Customer expressly understands that Mover will:

    - Investigate any loss and/or damage; and
    - Have Mover repair all damaged articles with the understanding that any charges for the services of others engaged for the benefit of the Customer which are over and above the amount for which Mover is liable will be at the expense of the Customer. Those charges would be in addition to all other charges provided to the Customer.
    - If damage occurs to a specific article and the repair of that item is not possible, the Mover would only be expected to provide cash settlement equal to the maximum liability requested. Any additional amount necessary to replace that item would be borne by the Customer.

- Where damage occurs, the Customer will make every effort to provide Mover with a written list of items in need of repair or replacement on Mover's standard presentation of loss or damage from within thirty (30) days after the move event is completed.

- As a condition precedent to recovery, a written claim for any loss or damage must be filed in writing with Mover within three (3) months after delivery to Customer as shown on the shipping document. Where a claim is not filed or arbitration is not instituted there from in accordance with the foregoing provisions, Mover shall not be liable and such claim shall not be paid.

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Mover Services Inc. | Agent for Wheaton Van Lines
721 E. Compton Blvd, Rancho Dominguez, CA 90220
www.msirelocation.com
(O): (310) 868-5143

## Terms, Conditions & Assumptions

- Your cost estimate is based on the expectation that MSI's service crews will be afforded reasonably unimpeded access to all affected office areas, hallways and building common areas including lobbies, loading docks, and alley, as applicable.
- The simultaneous presence of construction tradesmen such as painters, electricians, etc. and their equipment can create a significant impediment to the free flow of moving crews and equipment in and out of the premises and may result in additional time and charges. Similarly, client employees other than those needed for immediate move oversight should remain off the premises until completion of the move.
- Cost may change under the following circumstances: hostile or warlike actions, riots, civil commotion, strikes, labor disturbances or lockouts, natural disasters, or any unprecedented acts of God.
- It is the customer's responsibility to contact building management and make the necessary arrangements pertaining to your move schedule. This includes reservation of elevators, loading docks, and building access forms.
- Parking areas and/or docks must be free of vehicles or other obstructions to the extent needed to ensure clear access for moving company trucks and equipment.
- All items to be moved must be clearly tagged using color coded and removable adhesive labels. Items not tagged may not be moved.
- All workspaces at the destination offices must be posted with clear floor plans/diagrams depicting the desired placement of furniture within the space.
- MSI shall keep all matters relating to your firm, business, and production confidential.
- Costs have been calculated based on the tentative schedule outlined in the Scope of Work section. Any significant change in the planned timing or scheduling of move services may result in additional costs.
- Payment shall be due in full prior to commencement of services unless credit is requested and approved, in which case a 50% advance deposit will be required. Deposits will apply against progress billing and then against final invoice.
- Payments are due and payable no later than 30 days after date of invoice. Finance charges will accrue on all late payments at the lower of 12% per annum or the maximum legal rate permitted under applicable law.
- Cancellations must be made 48 hours in advance of the actual move day to accrue no cancellation charge. If cancellations are made less than 48 hours in advance AND it is not the day of the move, MSI reserves the right to charge 2 hours of all quoted labor for the cancelled move day. If cancellations are made the same day of the move, MSI reserves the right to charge 4 hours of all quoted labor for the cancelled move day.
- This proposal is void if not accepted within 90 days of document delivery. Other circumstances may apply to make this proposal void before 90 days.

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Mover Services Inc. | Agent for Wheaton Van Lines
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www.msirelocation.com
(O): (310) 868-5143

## Acceptance of Proposal

Signing below will initiate our engagement for your relocation project and indicates acceptance of our terms and conditions.

**Accepted by:**

*Printed Name*

*Signature*

*Title*

*Date*

**MSI Counter Signature:**

John Moses
*Printed Name*

*John Moses*
*Signature*

President
*Title*

3/16/2026
*Date*

# AGREEMENT FOR GENERAL LEGAL COUNSEL SERVICES FOR NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

This AGREEMENT FOR GENERAL LEGAL COUNSEL SERVICES (the "Agreement") is made and entered into this _____ day of _____, 2026, by and between the NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT (herein referred to as the "District") and SAREGA LAW, APC (hereinafter referred to as "Firm"). The Firm and the District may be referred to hereinafter individually and/or collectively, as the context may require, as "Party" or "Parties."

## 1. APPOINTMENT

The District hereby engages the Firm to provide general legal counsel services related to litigation, liability, personnel and any other services, as requested by the District Board of Education ("Board"). The Firm shall represent the District as General Counsel. Such services shall be provided by or under the supervision of Andrew Sarega. Notwithstanding the foregoing named person(s), the Firm may, from time to time, designate other attorneys within the Firm to provide general legal counsel services.

## 2. SCOPE OF WORK AND DUTIES

A. The Firm shall perform any and all work necessary for the provision of legal counsel, when specifically requested by the District Board, including:

(i) Attend various Board meetings as requested; and

(ii) Provide legal advice, written legal opinions, and consultation, as needed on matters affecting litigation, liability, personnel, construction, special education, and any other services, as requested; and

(iii) Be available for telephone consultation with the District Board and Client staff; and

(iv) Prepare or review necessary agreements and related documents regarding litigation, liability, personnel and any other legal services, as requested by the District Board.

B. The Firm will keep the District Board informed as to the progress and status of all pending matters in accordance with such procedures as the District Board may establish from time to time. The Firm is expected to manage, control and oversee

the delivery of legal services in a competent, professional, and cost-effective manner. All legal services shall be properly supervised and all personnel shall be qualified to handle the work assigned.

C. All legal services shall be coordinated under the direction of the District. Nothing in this Agreement shall be construed in any manner as limiting the ultimate and absolute discretion of the District, at any time, to assign or reassign matters to or from the Firm.

## 3. CLIENT DUTIES

District agrees to provide such information, assistance, cooperation, and access to books, records, and other information as is necessary for the Firm to effectively render its professional services under this Agreement. To the extent District desires services to be rendered on site, District, at District's expense, will make available sufficient office space, furniture, telephones, computers, facsimile machines, and secretarial support, as may be necessary therefor. District further agrees to abide by this Agreement, and to timely pay the Firm's bills for fees, costs, and expenses, as established by this Agreement. However, nothing in this section, or any other part of this Agreement, shall be construed in any manner as limiting the ultimate and absolute discretion of District, at any time, to assign or reassign matters to or from the Firm.

## 4. PERSONNEL

Except as provided in Section 1, above, the Firm will exercise its discretion to utilize whichever attorney(s) (and staff) it determines to be best suited to provide legal services under this Agreement, consistent with the competent and efficient rendering of legal services, and with a view toward rendering such services in an economically efficient manner.

## 5. COMPENSATION

The Firm agrees to provide all of the foregoing legal services at a flat monthly rate ("Rate") of $20,000.00 per month.

## 6. COSTS AND OTHER CHARGES

The Firm may incur various costs and expenses in rendering the legal services required by this Agreement, which, if customary and necessary for the performance of legal services hereunder, shall be reimbursable by the District. All clerical services, ordinary travel costs (e.g., from the Firm's office to court or to the District's office) are included within the rates

set forth above, and there shall be no additional charges for such expenses. The District agrees to reimburse the Firm for expenses such as expert or consultant fees, or litigation expenses such as court reporters, which shall be passed through to District at the actual costs thereof. Reimbursable costs shall not include any overhead or administrative charge by the Firm or the Firm's cost of equipment or supplies except as provided herein.

The Firm may determine it necessary or appropriate to use one or more outside investigators, consultants, or experts in rendering the legal services required (particularly if a matter goes into litigation). The District will be responsible for paying such fees and charges. The Firm will not, however, retain the services of any outside investigators, consultants, or experts without the prior agreement of the District. The Firm will select any investigators, consultants, or experts to be hired only after consultation with the District.

Extraordinary travel expenses, including transportation, meals, and lodging, when incurred on behalf of the District, shall be reimbursed by the District only with the prior agreement of the District.

Finally, periodically, when on-site, the Firm personnel may be required to make local and long-distance telephone calls, or make photocopies, or incur other expenses on behalf of the District as well as other clients. The Firm will not be charged for such expenses and, in exchange, will not charge the District for calls made from our office or other locations to the District.

## 7. STATEMENTS AND PAYMENT

The Firm shall render to the District a statement for fees, costs, and expenses incurred on a periodic basis (generally monthly). Such statement(s) shall indicate the basis of the fees. Reimbursable costs shall be separately itemized.

Payments shall be made by the District within thirty (30) days of receipt of the statement, except for those specific items on an invoice which are contested or questioned and are returned by the District with a written explanation of the question or contest, within thirty (30) days of receipt of the invoice. Payments made more than thirty (30) days after the due date shall draw interest at the legal rate.

## 8. INDEPENDENT CONTRACTOR

The Firm shall perform all legal services required under this Agreement as an independent contractor of the District, and shall remain, at all times as to the District, a wholly independent contractor with only such obligations as are required under this Agreement.

Neither the District, nor any of its employees, shall have any control over the manner, mode, or means by which the Firm, its agents or employees, render the legal services required under this Agreement, except as otherwise set forth. The District shall have no voice in the selection, discharge, supervision or control of the Firm's employees, servants, representatives, or agents, or in fixing their number, compensation, or hours of service.

## 9. INSURANCE

The Firm shall maintain professional liability insurance during the term of this Agreement and any extensions thereof.

## 10. INDEMNIFICATION

The Firm agrees to indemnify, defend and hold harmless the District, its officers, employees and agents, against any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the work, operations or activities of the Firm, its agents, employees, subcontractors, or invitees, provided for herein or arising from the acts or omissions of the Firm hereunder, or arising from the Firm's performance of or failure to perform any term, provision, covenant or condition of this Agreement, except to the extent such claims or liabilities arise from the negligence or willful misconduct of the District, its officers, agents or employees.

## 11. NOTICES

Notices required pursuant to this Agreement shall be given by personal service upon the Party to be notified, or by delivery of same into the custody of the United States Postal Service, or its lawful successor; postage prepaid and addressed as follows:

CLIENT: Norwalk-La Mirada Unified School District
12820 Pioneer Blvd
Norwalk, CA 90650
(562) 210-2082
tmagana@nlmusd.k12.ca.us
Attention: Tania Magaña

FIRM: Sarega Law, APC
2211 E Orangewood Ave Unit 488
Anaheim, CA 92806

(213) 744-0099
andrew@saregalaw.com
Attention: Andrew Sarega

Service of a notice by personal service shall be deemed to have been given as of the date of such personal service. Notice given by deposit with the United States Postal Service shall be deemed to have been given two (2) consecutive business days following the deposit of the same in the custody of said Postal Service. Either Party hereto may, from time to time, by written notice to the other, designate a different address or person which shall be substituted for that specified above.

## 12. NON-DISCRIMINATION

In connection with the execution of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, marital status, color, sex, handicap, sexual persuasion, or national origin. The Firm shall take affirmative action to ensure that applicants are employed, and that employees are treated fairly during their employment, without regard to their race, religion, color, sex, marital status, handicap, sexual persuasion, or national origin. Such actions shall include, but not be limited to the following: employment, promotion, demotion, transfer, duties assignment; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

## 13. TERM, DISCHARGE AND WITHDRAWAL

This Agreement shall commence on the date it is executed by the District, and shall remain in full force and effect until terminated by either Party hereto or expiration of the term of this Agreement. The District may discharge the Firm at any time, with or without cause, upon at least thirty (30) days' notice to the Firm. The Firm and the assigned personnel shall have no right to a hearing or notice. The Firm may withdraw from the District's representation at any time, to the extent permitted by law, and the Rules of Professional Conduct, upon at least sixty (60) days' notice to the District.

In the event of such discharge or withdrawal, the District will pay the Firm's professional fees and costs, in accordance with this Agreement, for all work done (and costs incurred) through the date of cessation of legal representation. The District agrees to execute, upon request, a stipulation in such form as to permit the Firm to withdraw as the District's attorneys of record in any legal action then pending. The Firm shall deliver all documents and records of the District to the District, or to counsel designated by the District, and assist to the fullest extent possible in the orderly transition of all pending matters to the District's

new counsel.

## 14. CONFLICTS

The Firm has no present or contemplated employment which is adverse to the District. The Firm agrees it shall not represent clients in matters either involving litigation or non-litigation against the District. However, the Firm may have past and present clients or may have future clients, which, from time to time, may have interests adverse to the District, and the Firm reserves the right to represent such clients in matters not connected with its representation of the District.

If a potential conflict of interest arises in the Firm's representation of two clients, if such conflict is only speculative or minor, then the Firm shall seek waivers from each client with regard to such representation. However, if real conflicts exist, then the Firm would withdraw from representing either client in the matter, and assist them in obtaining outside special counsel.

## 15. INTERPRETATION OF AGREEMENT AND FORUM

This Agreement shall be construed and interpreted both as to validity and performance of the Parties in accordance with the laws of the State of California. In the event of any dispute hereunder, forum shall be the Superior Court, Los Angeles County.

## 16. INTEGRATED AGREEMENT; AMENDMENT

This Agreement contains all of the agreement of the Parties and cannot be amended or modified except by written agreement. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in this Agreement. This Agreement may be amended at any time by the mutual consent of the Parties by an instrument in writing. The foregoing notwithstanding, any written amendment limited only to a change in the business name of FIRM or any change in FIRM's business structure may be approved and executed administratively by the District Board, provided Andrew Sarega remain as principal, partner, shareholder and/or employee of FIRM.

## 17. AUTHORITY

The persons executing this Agreement on behalf of the Parties hereto warrant they are duly authorized to execute this Agreement on behalf of said Parties and that in so executing this Agreement the Parties hereto are formally bound to the provisions of this Agreement.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the date of execution by the District.

Date: _____, 2026

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**

By: _____

Tania Magaña
Interim Superintendent

Date: _____, 2026

**SAREGA LAW, APC**

By: _____

Andrew Sarega
President

Docusign Envelope ID: 27F26FEE-690E-8AF3-82B4-B5A109335FB8

# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated FEBRUARY 26, 2026, by and between Janine Y. Ezaki, hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:
   COACHING PRINCIPALS, ATTENDING DISTRICT MEETINGS, AND SUPPORTING AND PLANNING PROFESSIONAL DEVELOPMENT FOR NLMUSD ADMIN AND EDUCATORS.

   as outlined in the attached PROPOSAL dated 2/26/2026. JEE
2. The Contractor will commence providing services under this AGREEMENT on 7/1/2026 and will diligently perform, as required, and complete performance by 6/30/~~2026~~ 2027. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. JEE
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $ 49,000 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. JEE
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

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8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | DocuSigned by: Janine Y. Ezaki, Ed.D. 381C57B0E99249F... | Signature | |
| Title | Consultant | | |
| Name | Janine Y. Ezaki, Ed.D. | | Norwalk-La Mirada USD |
| Address | 16256 Campo Nuevo Drive<br>Whittier, CA 90603 | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | 5625878237 | | (562) 210-2000 |
| | | Date Approved | |

FOR INTERNAL USE

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

TITLE II: 01.0-4035.0-1110-2110-5850-68-00-00-0000

*Please complete the following if using Categorical funding sources.*

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☐ Yes ☒ No

Revised March 2024

Docusign Envelope ID: 27F26FEE-690E-8AF3-82B4-B5A109335FB8

Janine Y. Ezaki, Ed.D.

16256 Campo Nuevo Drive
Whittier, CA 90603
Email: jyeaki@gmail.com
562-587-8237

February 26, 2026,

Dr. Kristine Cvar
Assistant Superintendent
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd.
Norwalk, CA 90650

Dear Dr. Cvar,

I am honored to continue the important work of supporting principals in leading their schools. The scope of the work for principal coaching for the 2026-27 academic year is described below:

- Provide one-on-one and collective leadership coaching for specific principals as identified by district leadership to:
  - Develop professional leadership and excellence, as defined in the California Professional Standards for Educational Leaders and the Wallace Report 2021 on principal effectiveness
  - Focus on the professional growth of each principal to effectively drive school culture that embraces positive change efforts to support the success of all students and stakeholders
  - Develop each principal's leadership capacity in implementing efficient systems, structures and processes through reflection and continuous improvement
- Collaborate with district leadership and attend district meetings and professional development to support system-coherence with district goals and initiatives.
- Support the work of principal cohorts that promote peer and vertical articulation, shared capacity building and collaborative problem-solving
- Assist principals in creating professional development which supports increasing high academic achievement for all students

This contract is for coaching principals, along with attendance at district meetings/trainings, and supporting and planning professional development for up to and not exceeding 500 hours. The number of principals and the number of hours per principal may vary and will be determined by district leadership. At a per hour rate of $98.00 for up to 500 hours, this is a total of $49,000 for the 2026-27contract year beginning July 1, 2026 and ending June 30, 2027.

Please let me know if there are any questions regarding this proposal. I am deeply grateful for the opportunity to continue supporting principals in leading their sites.

Sincerely,

Janine Y. Ezaki, Ed.D.

# AMENDMENT NUMBER ONE
# TO
# SCHOOL SUPPLEMENTAL LAW ENFORCEMENT SERVICES AGREEMENT
# FOR SPECIAL EVENTS
# BY AND BETWEEN
# COUNTY OF LOS ANGELES
# AND
# NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT

This Amendment Number One to School Supplemental Law Enforcement Services Agreement for Special Events ("Agreement") is entered into this ____ day of _____, 20___, by and between the County of Los Angeles ("County") and NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT ("School"), effective upon execution by both parties.

## RECITALS

(a) Whereas, on July 1, 2024, the County and the School entered into the Agreement for the provision of school supplemental law enforcements services by the Los Angeles County Sheriff's Department for Special Event services; and

(b) Whereas, the Agreement has a term from July 1, 2024 through June 30, 2026 with one (1) additional 12-month extension option, subject to prior approval by the County Board of Supervisors; and

(c) Whereas, the Agreement expires on June 30, 2026; and

(d) Whereas, the County and the School agree to extend the term of the Agreement for the one (1) 12-month extension option from July 1, 2026 through June 30, 2027.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties mutually agree as follows:

1. Section 6.0, Term of Agreement, of the Agreement is deleted in its entirety and replaced as follows to extend the term of the Agreement for a one (1) additional 12-month extension option from July 1, 2026 through June 30, 2027:

### 6.0 TERM OF AGREEMENT

6.1 The term of this Agreement shall commence July 1, 2024 and shall remain in effect through June 30, 2027, unless sooner terminated or extended in whole or in part as provided for herein.

2. Except as expressly provided in this Amendment Number One, all other terms, covenants, and conditions of the Agreement will remain the same and in full force and effect.

3. The School represents and warrants the person executing this Amendment Number One for the School is an authorized agent who has actual authority to bind the School to each and every term, condition, and obligation of this Amendment Number One and that all requirements of the School have been fulfilled to provide such authority.

**AMENDMENT NUMBER ONE**
**TO**
**SCHOOL SUPPLEMENTAL LAW ENFORCEMENT SERVICES AGREEMENT**
**FOR SPECIAL EVENTS**
**BY AND BETWEEN**
**COUNTY OF LOS ANGELES**
**AND**
**NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT**

IN WITNESS WHEREOF, the Los Angeles County Board of Supervisors has caused this Amendment to be executed by the Sheriff of Los Angeles County, and the School has caused this Agreement to be executed on its behalf by its authorized representative, on the dates written below.

**COUNTY OF LOS ANGELES**

By _____
Robert G. Luna, Sheriff

Date _____

**NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT**

By _____ CHIEF OF SCHOOL SAFETY
ADRIAN VALDEZ
Authorized designee name and title

Date 4/9/26

APPROVED AS TO FORM:
DAWYN R. HARRISON
County Counsel

By Michele Jackson
**Michele Jackson**
**Principal Deputy County Counsel**

Exhibit A

# LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

**SCHOOL SUPPLEMENTAL LAW ENFORCEMENT SERVICES**
**FOR SPECIAL EVENTS**
**FORM SH- AD 575**

**SCHOOL:** NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT

**FISCAL YEAR:** 2026- 2027 **EFFECTIVE DATE:** July 1, 2026

| Classification | Hourly Rate |
|---|---|
| Sergeant | $161.45 |
| Deputy Bonus 1 | $133.20 |
| Deputy | $122.95 |

**Rates include 3% Liability**

---

**PREPARED BY:** Sergeant Mina Cho **DATE:** 4/7/2026

**PRINT NAME:** ADRIAN VALDEZ - CHIEF OF SCHOOL SAFETY
PRINT NAME OF SCHOOL REPRESENTATIVE

**SIGNATURE:** _____ **DATE:** 4/9/2026
SCHOOL REPRESENTATIVE: "I certify that I am authorized to sign on behalf of the SCHOOL."

# SCHOOL SUPPLEMENTAL
# LAW ENFORCEMENT SERVICES AGREEMENT
# FOR SPECIAL EVENTS
# BY AND BETWEEN
# COUNTY OF LOS ANGELES
# AND
# NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT

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**SCHOOL SUPPLEMENTAL**
**LAW ENFORCEMENT SERVICES AGREEMENT**
**FOR SPECIAL EVENTS**
**BY AND BETWEEN**
**COUNTY OF LOS ANGELES**
**AND**
**NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT**

This School Supplemental Law Enforcement Services Agreement, hereinafter referred to as "Agreement," is entered into this 1ST day of JULY, 2024 by and between the COUNTY OF LOS ANGELES, hereinafter referred to as "County," and the NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT, hereinafter referred to as "School."

**RECITALS**

(a) Whereas, the School is desirous of contracting with the County for the performance of supplemental law enforcement services by the Los Angeles County Sheriff's Department, hereinafter referred to as "Sheriff's Department," to assist in providing safety, security, and order on or near school sites at regular or extracurricular school functions commensurate with the substantial problems and unusual needs presented by each function, including inter-scholastic athletic events, dances, and other school activities; and

(b) Whereas, for the purpose of preserving public safety, the County is agreeable to rendering such services to the School, in excess of the basic level of services customarily provided by the Sheriff's Department, if any, on the terms and conditions set forth in this Agreement; and

(c) Whereas, this Agreement is authorized by Section 56 3/4 of the Charter of the County of Los Angeles, California Government Code section 53060, 53069.8 and California Education Code section 35160.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties hereby agree as follows:

## 1.0 SCOPE OF SERVICES

1.1 The County agrees, through the Sheriff of the County of Los Angeles, to provide supplemental law enforcement services to the School during regular and extracurricular school functions on or near the school sites to the extent and in the manner set forth in this Agreement and according to plans for safety and security developed and approved by the Sheriff of the County of Los Angeles or his authorized representative(s), and the school principal(s) or other authorized representative(s) of the School requesting such supplemental law enforcement services.

1.2 To request for supplemental law enforcement services under this Agreement, School shall contact the local Sheriff's station Operations personnel, or such other personnel designated by the Sheriff's Department.

1.3 In response to a request for supplemental law enforcement services by the School, the parties shall develop an agreed upon plan for safety and security which shall include, but shall not be limited to, date(s) of service, hours of operation, number of personnel to be provided by County for a particular school function, classification of personnel, and specific duties of personnel, if any. All such plans for safety and security shall be incorporated herein by this reference.

1.4 Except as otherwise specifically set forth in this Agreement, such supplemental law enforcement services shall only encompass duties and functions of the type coming within the jurisdiction of, and customarily rendered by, the Sheriff of the County of Los Angeles under the Charter of the County and the statutes of the State of California.

1.5 The supplemental law enforcement services contemplated herein shall not reduce the normal and regular ongoing law enforcement services, if any, that the County would otherwise provide to School under a School Law Enforcement Services Agreement.

## 2.0 ADMINISTRATION OF PERSONNEL

2.1 The rendition of the services performed by the Sheriff's Department, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of personnel so employed shall remain with the County.

2.2 In the event of a dispute between the parties to this Agreement as to the extent of the duties and functions to be rendered hereunder, or the minimum level or manner of performance of such service, the School shall be consulted and a mutual determination thereof shall be made by both the Sheriff's Department and the School.

2.3 With regard to sections 2.1 and 2.2 above, the Sheriff, in an unresolved dispute, shall have final and conclusive determination as between the parties hereto.

2.4 Notwithstanding any other provision of this Agreement, the Sheriff may, at any time, cancel the provision of supplemental law enforcement services for any school function if the Sheriff concludes that the Sheriff has insufficient available personnel to perform both the supplemental law enforcement services requested by the School and the Sheriff's other duties as required by law. In such cases, the Department shall provide notice to the School as soon as reasonably practical.

2.5 All School employees who work in conjunction with the Sheriff's Department pursuant to this Agreement shall remain employees of the School and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. No School employees shall become employees of the County.

2.6 The School shall not be called upon to assume any liability for the direct payment of any Sheriff's Department salaries, wages, or other compensation to any County personnel performing services hereunder for said School. Except as herein otherwise specified, the School shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment as a contract employee of the School.

2.7 As part of its compliance with all applicable laws and regulations relating to employee hiring, the County agrees that the County Civil Service Rules to which it is subject and which prohibit discrimination on the basis of non-merit factors, shall for purposes of this Agreement be read and understood to prohibit discrimination on the basis of sexual orientation.

## 3.0 DEPLOYMENT OF PERSONNEL

3.1 As requested by the School, supplemental law enforcement services under this Agreement may be performed by deputy personnel and/or supervisory personnel.

3.2 As requested by the School, the Sheriff's Department shall provide personnel, if available, to perform services under this Agreement as set forth in the agreed upon plan for safety and security per Section 1.3 of this Agreement.

## 4.0 PERFORMANCE OF AGREEMENT

4.1 For the purpose of performing the requested supplemental law enforcement services, County shall furnish and supply all labor, supervision, equipment, communication facilities, and supplies necessary to maintain the agreed level of supplemental law enforcement services to be rendered under this Agreement.

4.2 Notwithstanding the foregoing, the School may provide additional resources for the County to utilize in performance of the supplemental law enforcement services.

4.3 When and if both parties to this Agreement mutually as to the necessity of maintaining a law enforcement headquarters or Sheriff's Department substation within the School or at School schools which would not normally be provided by the Sheriff, the School shall furnish at its own cost and expense all necessary office space, furniture and furnishings, office supplies, janitor service, telephone, electricity, water, and other utilities.

4.4 It is expressly further understood that in the event a local office or building is maintained in said School, such local office or building may be used by the Sheriff of the County of Los Angeles in connection with the performance of his duties in territory outside of the School, provided, however, that the performance of such outside duties shall not be at any additional cost to the School.

4.5 It is mutually agreed that in all instances where special supplies, stationery, notices, forms, and the like must be issued in the name of said School, the same shall be supplied by the School at its own cost and expense.

## 5.0 INDEMNIFICATION

5.1 The School shall indemnify, defend, and hold harmless the County, its Special Schools, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the School's acts and/or omissions arising from and/or relating to this Agreement.

5.2 The County shall indemnify, defend, and hold harmless the School, its Special Schools, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the County's acts and/or omissions arising from and/or relating to this Agreement.

5.3 Without limiting the School's indemnification of the County, the County shall provide and maintain a program of liability insurance, which includes comprehensive general liability and comprehensive auto liability coverage, a program of self-insurance, or any combination thereof, at County's sole option and discretion, to satisfy its indemnity obligations under this Agreement.

## 6.0 TERM OF AGREEMENT

The term of this Agreement shall commence July 1, 2024, or upon execution by the Sheriff, whichever is later, and shall terminate June 30, 2026, unless sooner terminated or extended in whole or in part as provided for herein. The term of this Agreement may be extended for one (1) additional 12-month period, subject to prior approval by the County Board of Supervisors.

## 7.0 RIGHT OF TERMINATION

7.1 This Agreement may be terminated by either party at any time, with or without cause, by providing ten (10) days advance written notice to the other party.

7.2 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination, and each party shall be released from all obligations, which would otherwise accrue subsequent to the date of termination.

## 8.0 BILLING RATES

8.1 For and in consideration of the rendition of the supplemental law enforcement services to be performed by the County for the School under this Agreement, the School shall pay the County for said services provided by County under the terms of this Agreement at the appropriate and prevailing overtime hourly billing rates set forth on Exhibit A, School Supplemental Law Enforcement Services Form SH-AD 575, as established by the County Auditor-Controller.

8.2 The overtime hourly billing rates set forth on Exhibit A, School Supplemental Law Enforcement Services Form SH-AD 575, shall be readjusted annually by the County Auditor-Controller effective July 1 of each year to reflect the cost of such service. The overtime hourly billing rates set forth on Exhibit A, School Supplemental Law Enforcement Services Form SH-AD 575 (congruent with the fiscal year in which the agreement is signed with the school or district) shall be attached to this agreement. Those hourly rates reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the County Board of Supervisors. Prior to providing service, if necessary, an updated Exhibit A, School Supplemental Law Enforcement Services Form SH-AD 575 shall be provided to the school or district, acknowledging the prevailing hourly rate for the fiscal year in which service will be provided.

8.3 The overtime hourly billing rates for classifications of personnel requested by the School and not otherwise set forth on Exhibit A, School Supplemental Law Enforcement Form SH-AD 575, shall be determined by the County Auditor-Controller in accordance with its policies and procedures.

## 9.0 PAYMENT PROCEDURES

9.1 The County, through the Sheriff's Department, shall render to the School a summarized invoice which covers all services performed during said month, and

the School shall pay County for all undisputed amounts within sixty (60) calendar days after date of said invoice.

9.2 If such payment is not delivered to the County office, which is described on said invoice, within sixty (60) calendar days after the date of the invoice, the County is entitled to recover interest thereon.

9.3 In the event of any disputed amounts, the School shall provide the County with written notice of the dispute including the invoice date, amount, and reasons for dispute within ten (10) calendar days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not received within sixty (60) calendar days after the dispute resolution is memorialized.

9.4 Said interest shall be at a rate of ten percent (10%) per annum or any portion thereof, calculated from the date payment was due pursuant to Section 9.2 and Section 9.3 above.

9.5 Notwithstanding the provisions of California Government Code section 907, if payment is not delivered to the County office which is described on said invoice within sixty (60) calendar days after date of the invoice or the date of memorialized resolution, then the County may satisfy such indebtedness, including interest thereon, from any funds of the School on deposit with the County without giving further notice to the School of the County's intention to do so.

**10.0 AMENDMENTS**

All changes, modifications, or amendments to this Agreement must be in the form of a written Amendment duly executed by authorized personnel of the County Board of Supervisors and the School. Notwithstanding, the Sheriff or his designee shall be authorized to execute, on behalf of the County, all plans for safety and security and those Amendments and/or supplemental agreements referenced in Sections 8.2 and 9.3 of this Agreement.

**11.0 ASSIGNMENT, DELEGATION, AND SUBCONTRACTING**

A party shall not assign its rights and/or subcontract, or otherwise delegate, its duties under this Agreement, either in whole or in part, without the prior written consent of the other

party, and any attempted assignment or delegation without such consent shall be null and void.

**12.0 AUTHORIZATION WARRANTY**

The School represents and warrants that the person executing this Agreement for the School is an authorized agent who has actual authority to bind the School to each and every term, condition, and obligation of this Agreement and that all requirements of the School have been fulfilled to provide such actual authority.

**13.0 GOVERNING LAW, JURISDICTION, AND VENUE**

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California. The parties agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agree and consent that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

**14.0 NOTICES**

Unless otherwise specified herein, all notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties at the following addresses and to the attention of the person named. Addresses and persons to be notified may be changed by either party by giving ten (10) calendar days prior written notice thereof to the other party.

Notices to the County shall be addressed as follows:

Los Angeles County Sheriff's Department
Contract Law Enforcement Bureau
Attn: Unit Commander
211 W. Temple St.
Los Angeles, California 90012

Notices to the School shall be addressed as follows:

Norwalk-La Mirada USD
12820 Pioneer Blvd.
Norwalk CA 90650
**ATTN:** Jesse Toscano, Chief of Security

## 15.0 VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

## 16.0 WAIVER

No waiver by the parties of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the parties to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

## 17.0 ENTIRE AGREEMENT

This Agreement, including Exhibit A, and any Amendments hereto or thereto, constitute the complete and exclusive statement of understanding of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter of this Agreement. No change to this Agreement shall be valid unless prepared pursuant to Section 10.0, Amendments, of this Agreement and signed by both parties.

**SCHOOL SUPPLEMENTAL**
**LAW ENFORCEMENT SERVICES AGREEMENT**
**FOR SPECIAL EVENTS**
**BY AND BETWEEN**
**COUNTY OF LOS ANGELES**
**AND**
**NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT**

IN WITNESS WHEREOF, the Los Angeles County Board of Supervisors has caused this Agreement to be executed on its behalf by the Sheriff of Los Angeles County, and the School has caused this Agreement to be executed on its behalf by its duly authorized officer, on the dates written below.

COUNTY OF LOS ANGELES

By R. Luna
Robert G. Luna, Sheriff

Date 12.20.24

**NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT**

By _____
Name and Title Estuardo Santillan Interim Superintendent

Date 08/19/2024

APPROVED AS TO FORM:
DAWYN R. HARRISON
County Counsel

By APPROVAL ON FILE
Principal Deputy County Counsel

**Exhibit A**

# LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

**SCHOOL SUPPLEMENTAL LAW ENFORCEMENT SERVICES**
**FOR SPECIAL EVENTS**
**FORM SH- AD 575**

**SCHOOL: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT**

**FISCAL YEAR: 2024- 2025** **EFFECTIVE DATE: July 1, 2024**

| Classification | Hourly Rate |
|---|---|
| Sergeant | $154.34 |
| Deputy Bonus 1 | $127.34 |
| Deputy | $117.17 |

**Rates include 3% Liability**

---

PREPARED BY: Sgt. Rudy Sanchez DATE: 7/1/2024

PRINT NAME: Estuardo Santillan
PRINT NAME OF SCHOOL REPRESENTATIVE

SIGNATURE: _____ DATE: 08/19/2024
SCHOOL REPRESENTATIVE: "I certify that I am authorized to sign on behalf of the SCHOOL."

NORWALK LAMIRADA USD

Good afternoon Sir/Ma'am,

My name is Sergeant Rudy Sanchez. I work for the Los Angeles County Sheriff's Department, assigned to the Contract Law Enforcement Bureau.

I have enclosed the School Supplemental Law Enforcement Services Agreement for Special Events. This Board of Supervisors approved contract allows the Sheriff's Department to enter a contract with your school district to provide services for special events such as high school sporting events, dances and graduations. Your current contract on file expired June 30, 2024. The enclosed contract is a two-year term valid through June 30, 2026, with one (1) 12-month extension option.

There are two originals enclosed for signature by your authorized district representative. **The following pages require your attention on BOTH contracts:**

**Page 9 – Section 14.0 Notices (Please complete this section)**

**Page 11 – Signature and Date (Please PRINT Name and Title beneath signature)**

**Page 12 – Signature and Date**

**Once signatures have been obtained on both originals, please return both signed originals to the Sheriff's Department.** The sheriff will sign both originals as well. After the originals have all signatures, I will process the Agreement. I will then return a fully executed original to your district for its records. If only one original is returned to Contract Law, we will maintain the original and a copy will be provided to the district.

**Please return both signed originals to Norwalk Station. You can reach Norwalk Operations staff at (562) 863-8711. They will have someone pick up the signed contracts.**

Please feel free to contact me if I can be of any assistance.

Respectfully,

Rudy Sanchez, Sergeant

Contract Law Enforcement Bureau

Office: 213-229-1634

Email: rpsanche@lasd.org

## Agenda Item Details

| | |
|---|---|
| Meeting | Aug 19, 2024 - Board of Education Study Session |
| Category | 16. CONTRACTS/AGREEMENTS $4,000.00 & OVER |
| Subject | P. County of Los Angeles |
| Access | Public |
| Type | Action (Consent) |
| Budget Source | 01.0-00000.0-00000-83000-5810-7900000, Security |
| Recommended Action | Approve/ratify and authorize execution of Agreement |

## Public Content

Agreement with the County of Los Angeles to provide, through the Los Angeles County Sheriff's Department, safety, security, and order on or near school sites at regular or extracurricular school functions including inter-scholastic athletic events, dance, and other school activities. This Agreement is effective July 1, 2024 through June 30, 2026 and may be extended for one (1) additional 12-month period. Services will be provided for rates ranging from $117.17 - $154.34 per hour, which includes 3% liability; for an estimated amount of $35,000.00 per year.

Submitted by Jesse Toscano, Chief of Security, School Safety
Submitted to the Board of Education by Estuardo Santillan, Interim Superintendent

20240808143806947.pdf (1,150 KB)

## Administrative Content

**Requisition Date:**
**Due Date:**
**Issued By:** Jennifer G Sun
**Requested By:** Jesse J Toscano
**Suggested Vendor:** 0000277138
COUNTY OF LOS ANGELES

# Requisition Form

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT

**Requisition No:**
250000001670-7000000-1
**Phase:** Draft
**Function:** New

**Internal Header Comments:**

**Shipping Location:** NLM777

NLMUSD (WAREHOUSE)
12820 PIONEER BLVD
NORWALK, CA 90650

| CL No | COMM Code | Commodity Line Description | Qty | UOM | Unit Price | Tax Amt | Total Line Amt |
|---|---|---|---|---|---|---|---|
| 1 | 64130000 | CONTRACT | 0.00 | | 0.00 | 0.00 | $70,000.00 |

**Additional Commodity Information:**
PER CONTRACT: TO PROVIDE, THROUGH THE LOS ANGELES COUNTY SHERIFF'S DEPARMENT, SAFETY, SECURITY, AND ORDER ON OR NEAR SCHOOL SITES AT REGULAR OR EXTRACURRICULAR SCHOOL FUNCTIONS INCLUDING INTER-SCHOLASTIC ATHLETIC EVENTS, DANCE, AND OTHER SCHOOL ACTIVITIES.
EFFECTIVE 7/1/24 - 6/30/26 AND MAY BE EXTENDED FOR 1 ADDITIONAL 12-MONTH PERIOD.

| | |
|---|---|
| **Subtotal:** | $70,000.00 |
| **Freight:** | $0.00 |
| **Tax:** | $0.00 |
| **Total Amount:** | $70,000.00 |

01.0-00000.0-00000-83000-5810-7900000 - $70,000.00

BUSINESS SERVICES
2025 JAN 10 AM 9:37

# Please deliver this fully executed original Special Event Agreement to Norwalk La Mirada USD for their records.

Thank you,

Rudy Sanchez, Sergeant

Contract Law Enforcement Bureau

213-229-1634

Docusign Envelope ID: 556521ED-FDF3-8901-8199-7300EEE63FD8



# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated March 31, 2026, by and between California Association for Bilingual Education (cabe), hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   Coaching and professional development to improve Dual Immersion academic achievement and systems.

   as outlined in the attached MOU dated 3/31/26. DS MV
2. The Contractor will commence providing services under this AGREEMENT on 5/1/26 and will diligently perform, as required, and complete performance by 6/30/26. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. DS MV
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $5,500 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. DS MV
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: 556521ED-FDF3-8901-8199-7300EEE63FD8

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | DocuSigned by: Maria Villa 0DF4BEABB04849E | Signature | |
| Title | CABE Deputy Director | | |
| Name | Maria Villa | | Norwalk-La Mirada USD |
| Address | 20888 Amar Rd<br>Walnut, CA 91789 | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | 626814-4441 | | (562) 210-2000 |
| | | Date Approved | |

**FOR INTERNAL USE**

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

LCAP 2.14: 01.0-0072.0-47600-21100-5220-600000

***Please complete the following if using Categorical funding sources.***

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☐ Yes ☒ No

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# MEMORANDUM of UNDERSTANDING (MOU)

Between **Norwalk La-Mirada Unified School District (NLMUSD)**
and **California Association for Bilingual Education (CABE**)
for 2025-2026
Contract # NLM2526059

This agreement is entered into by and between the California Association for Bilingual Education (CABE) and Norwalk-La Mirada Unified School District (NLMUSD) and serves to outline the details and responsibilities of CABE and NLMUSD respectively, in regard to CABE providing an expert consultant to present **one (1) day,** not to exceed 6 hours each day, of customized professional learning (hereafter: PL) in support of the **DL Program** for a **total cost of $5,500,** which are also outlined in the approved proposal, Appendix A.

**Responsibilities of NLMUSD**

- To schedule the PL in collaboration with CABE L.E.A.D. department within 3 weeks of the approval of the contract.
- To notify CABE's L.E.A.D team of date/time changes for the PL in a timely manner:
    - Once NLMUSD and the CABE L.E.A.D. department have mutually agreed upon the date/time for the PL, CABE's L.E.A.D Educational Solutions team must be notified of any change in date/time at least ten (10) business days prior to the originally scheduled day and time of the PL.
    - If notice is received less than ten (10) business days prior to the originally scheduled day and time of the PL, NLMUSD will be liable for any additional travel and consultant costs related to the date/time change(s), if applicable.
- To provide an appropriate location for the PL at no cost to CABE;
- To provide logistical information to CABE no later than two weeks prior to the scheduled session (location, agenda, audience, number of participants, etc.)
- To provide the audiovisual equipment for the presentations, requested by CABE in advance;
- To provide technical support during delivery of virtual PL, if using a district sponsored meeting platform.
- To meet and accommodate the needs of any of their participants as needed, including interpretation.
- To cover the cost of and prepare materials/handouts for the PL, including translation, if necessary;
- Provide administrative support (sign-in sheets, name badges, name tents, materials boxes for participants, chart paper, markers, etc.);
- Arrange for and cover cost of food participants for the PL (if any); and
- Limit the number of participants to a maximum of 40 for the C/PL.

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  - Participants are defined as those who attend the C/PL, even for only a portion of the day, whether they are formally registered/paid or not (provided however, such term shall not include those staff individuals present who provide audiovisual equipment, materials/handouts or administrative support to the C/PL).
- If the number of participants exceeds 40, CABE must be notified at least 2 weeks in advance, an additional consultant may be assigned to the presentation to support participant engagement and additional materials may need to be prepared.
- If CABE receives notice at least two weeks in advance that the number of participants will exceed 40, then the cost per participant beyond 40 and up to 50 will be $175 each and added to the total cost of the MOU; and
- If CABE receives notice at least two weeks in advance that the number of participants will exceed 50, the cost of a second presenter will need to be invoiced at the daily rate.
- If CABE does not receive notice at least two weeks in advance that the number of participants will exceed 40, then the cost per participant beyond 40 and up to 50 will be $225 each and added to the total cost of the MOU.
- If CABE does not receive notice at least two weeks in advance that the number of participants will exceed 50, the cost of a second presenter will be invoiced at the daily rate plus an additional $1,000 late notice fee.

**Responsibilities of CABE**

- To provide an expert consultant to present the PL; and
- Provide all travel costs for said consultant.
- When delivering virtual PL, CABE may provide the virtual meeting platform or may request to use a platform provided by the District.

**Virtual Delivery**

- If in-person professional learning is not an option due to the Covid-19 pandemic or other reasons out of CABE's control, CABE will coordinate with the district to provide the professional learning through a virtual platform, with modifications as needed (time, materials, etc.).
- If professional learning is provided via a virtual platform, the professional learning session will be delivered in divided times over agreed upon days equivalent to in-person delivery or in an adjusted full day session appropriate for virtual facilitation.
- CABE will provide the Zoom Virtual Platform and all necessary links and set up unless NLMUSD selects to use and set up a different platform. District is responsible for providing technical support to CABE consultants for training, managing, setting up, and monitoring the session.
- Sessions will not be recorded unless explicit permission is provided by district and attendees to be used by CABE for internal purposes.
- Digital handouts and materials for each professional learning session are to be used by participants only and not to be distributed unless permission is granted by CABE.

**Budgeting**

At contract signing, a non-refundable deposit of 25% of the total costs will be due. This deposit will cover the initial costs incurred by CABE and the consultant to begin preparing the PL. Should the need arise to reschedule or cancel the PL, the deposit will be applied toward the rescheduled date or any future PL provided by CABE. CABE'S L.E.A.D. Educational Solutions department will invoice NLMUSD for the remaining amounts due after each day of PL is presented. NLMUSD will be invoiced for all

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scheduled services through June 30th by April 30th of the contract year. When PL is provided through a virtual platform, delivery of the services will be billed as follows:

- PL lasting 1-3 hours of online delivery in a single session will be billed for half the daily rate
- PL lasting more than 3 hours and up to 6 hours in a single session will be billed the full daily rate

**Intellectual Property**

CABE retains all intellectual property rights to the content of the PL presentations.
CABE retains the right to record virtual and in-person PL for internal quality control purposes. Only CABE may record its PL presentations and any recordings are the sole property of CABE.

**CABE Media Release**

CABE may take photos of trainers and collaborative work during trainings, for use on social media and in promotional materials. By signing this contract, NLMUSD agree as follows:

- All recordings and photographs of participants by CABE or its contractors may be used by CABE for promotional or other purposes at its discretion.
- I acknowledge and agree that any photographs, audio, or video recordings taken of participants by CABE, or its contractors are the sole property of CABE. I understand and agree that there will not be any compensation in connection with the use of these materials.
- I hereby release, waive, and discharge any claims of any kind or nature arising out of or relating to the use of the statements, photography, audio, or video recording by any person or firm authorized by CABE to publish said material ("Publishers"). This release, waiver, and discharge should also extend to all affiliated companies, directors, staff, and board members of said Publishers.
- This release shall be binding upon participants and respective successors, heirs, assigns, executors, administrators, spouses, and next of kin.

**Insurance**

CABE shall provide to NLMUSD a current certificate of policy evidencing its comprehensive and general liability insurance coverage in a sum not less than $3,000,000 aggregate and $1,000,000 per occurrence. CABE will provide evidence of Workers' Compensation insurance coverage for all CABE's L.E.A.D. consultants upon request.

**Indemnification**

A. Insofar as permitted by law, NLMUSD shall assume the defense and hold harmless CABE and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of the sole fault or negligence of NLMUSD, its officers, agents or employees.
B. Insofar as permitted by law, CABE shall assume the defense and hold harmless NLMUSD and/or any of its officers, agents or employees from any liability, damages, costs, or expenses of any kind whatsoever, including attorneys' fees, which may arise by reason of any harm to person(s) or property received or suffered by reason of the sole fault or negligence of CABE its officers, agents or employees.
C. It is the intent of NLMUSD and CABE that where negligence or responsibility for any harm to person(s) or property is determined to have been shared, the principles of comparative

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negligence shall be followed and each party shall bear the proportionate cost of any liability, damages, costs, or expenses attributable to that party.

D. NLMUSD and CABE agree to notify the other party of any claims, administrative actions, or civil actions determined to be within the scope of this Agreement within ten (10) calendar days of such determination. NLMUSD and CABE further agree to cooperate in the defense of any such actions. Nothing in this Agreement shall establish a standard of care for or create any legal right for any person not a party to this Agreement.

**Termination**

Either party may terminate this MOU without cause upon (30) days prior written notice to the other party. If terminated by the District, the District will be responsible for costs incurred up to the date of termination. If in-person professional learning is not an option at any point during the school year due to the Covid-19 pandemic or other cause outside the control of the parties, CABE will provide the PL through a virtual platform, with modifications as needed, or the parties will reschedule the PL to a mutually agreeable date.

**Notices**

Any notice required to be given by the terms of this MOU shall be deemed to have been given when the same is personally delivered or sent by first class mail, postage prepaid, addressed to the respective parties as follows:

To NLMUSD: Norwalk La-Mirada Unified School District
12820 Pioneer Blvd.
Norwalk, CA 90650

To CABE: California Association for Bilingual Education
20888 Amar Road
Walnut, CA 91789

**Integration**

This MOU represents the entire and integrated agreement between NLMUSD and CABE for the services described above, and supersedes all prior negotiations, representations, or agreements, either written or oral. This MOU may be amended only by a written instrument signed by the duly authorized representatives of NLMUSD and CABE.

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**Representation of Authority**

The undersigned hereby represent and warrant that they are authorized by the respective parties to execute this MOU.

IN WITNESS WHEREOF, NLMUSD and CABE have executed this MOU as of the date first above written.

| | |
|---|---|
| _____<br>Authorized Representative<br>Norwalk La-Mirada Unified School District<br>12820 Pioneer Blvd.<br>Norwalk, CA 90650<br>(562) 210- 2000<br>Date: |  <br>_____<br>Dr. Edgar Lampkin, CABE CEO<br>California Association for Bilingual Education<br>20888 Amar Road<br>Walnut, CA 91789<br>(626) 814-4441<br>Date: 3.27.2026 |

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***Proposal from CABE Professional Learning Services to Norwalk La-Mirada Unified School District for Support of the Dual Language Program***

**To:** Tania Magaña, Interim Superintendent, Norwalk La-Mirada Unified School District

Dr. Estela Salas-Sarmiento, Principal, Norwalk La-Mirada Unified School District

**From:** Rubí Flores, Director of L.E.A.D. Educational Solutions, CABE

**CC:** Dr. Edgar Lampkin, CEO, California Association for Bilingual Education (CABE)

**Date:** 3.27.2026

**Re:** CABE's L.E.A.D. Educational Solutions Proposal for consulting and professional learning in support of the DL program

---

**Introduction**

CABE is the pioneering professional association with over 40 years of experience with educational programs for language learners and has developed tools and techniques for planning, implementing, and enhancing language programs, including Dual Language (DL) programs. We bring this deep knowledge of and expertise with DL to our collaboration with districts in support of their planning, implementation, and enhancement of their programs.

The following professional learning is proposed as a way to support the vision of the district under the knowledgeable leadership of the Dr. Estela Salas-Sarmiento, Principal, NMLUSD, to guide the district in support of a strong, successful, and sustainable DL program in Norwalk La-Mirada Unified School District.

**Proposed Collaboration for March 1, 2026 through June 30, 2026**

The process of enhancing the DL program takes careful analysis and strategic planning for implementation. This proposal spans the 2026-2027 academic year and provides consulting and professional learning support for enhancing the Dual Language program. CABE's L.E.A.D. Educational Solutions department will work with district representatives to identify and cluster the critical topics to explore, conversations that will need to be conducted, and decisions that need to be made in analyzing and planning for and the implementation of the enhanced DL program. The recommended consulting and professional learning is listed below and is offered for your consideration. This proposal can be customized to your budget, specific goals, and level of support needed.

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***Proposal from CABE Professional Learning Services to Norwalk La-Mirada Unified School District for***
***Support of the Dual Language Program***

\

**Proposed support for the 2025-2026 academic year:**

| **Goal 1. Provide Customized Consulting and Coaching for Refining a Dual Language (DL)** | **By Whom** | **# of Days** |
|---|---|---|
| In collaboration with site and district leadership, provide differentiated consulting and coaching to assess, strengthen, and refine the Dual Language (DL) program, including:<br>***Description of services provided may include:***<br>● Conduct classroom walkthroughs to observe biliteracy instruction and student engagement<br>● Conduct schoolwide walkthroughs to assess the multilingual ecology, including how languages are represented, valued, and used across the school environment<br>● Collaboratively analyze walkthrough data to identify instructional strengths and areas for growth aligned to Guiding Principles of Dual Language Education<br>● Support the creation of a Dual Language Leadership Team (DLLT)<br>● Review existing systems (e.g., DL master plan, language allocation, enrollment, staffing) to assess program coherence<br>● Identify opportunities in refining systems that support DL implementation, including a Master Dual Language Plan<br>● Develop a strategic plan and consulting roadmap for 2026–2027 | District staff and L.E.A.D. Consultant | 1 day |

Docusign Envelope ID: 556521ED-FDF3-8901-8199-7300EEE63FD8



***Proposal from CABE Professional Learning Services to Norwalk La-Mirada Unified School District for***
***Support of the Dual Language Program***

| Summary of Professional Learning Services | Cost: |
|---|---|
| **Proposed for 2025-2026:** | |
| **Goal 1: Provide Customized Consulting and Coaching for Refining a Dual Language (DL)** | **$5,500** |
| **Total Proposed Cost for 2025-2026:** | **$5,500** |

**Responsibilities of NLMUSD**

- To schedule the PL in collaboration with CABE L.E.A.D. department within 3 weeks of the approval of the contract.
- To notify CABE's L.E.A.D. Educational Solutions department of date/time changes for the PL in a timely manner:
    - Once NLMUSD and CABE's L.E.A.D. team have mutually agreed upon the date/time for the PL, CABE L.E.A.D. department must be notified of any change in date/time at least ten (10) business days prior to the originally scheduled day and time of the PL.
    - If notice is received less than ten (10) business days prior to the originally scheduled day and time of the PL, NLMUSD will be liable for any additional travel and consultant costs related to the date/time change(s), if applicable.
- To provide an appropriate location for the PL at no cost to CABE ;
- To provide logistical information to CABE no later than two weeks prior to the scheduled session (location, agenda, audience, number of participants, etc.)
- To provide the audiovisual equipment for the presentations, requested by CABE in advance;
- To provide technical support during delivery of virtual PL, if using a District sponsored meeting platform.
- To meet and accommodate the needs of any of their participants as needed, including interpretation.
- To cover the cost of and prepare materials/handouts for the PL, including translation, if necessary;
- Provide administrative support (sign-in sheets, name badges, name tents, materials boxes for participants, chart paper, markers, etc.);
- Arrange for and cover cost of food participants for the PL (if any); and
- Limit the number of participants to a maximum of 40 for the C/PL.
    - Participants are defined as those who attend the C/PL, even for only a portion of the day, whether they are formally registered/paid or not (provided however, such term shall not include those staff individuals present who provide audiovisual equipment, materials/handouts or administrative support to the C/PL).
- If the number of participants exceeds 40, CABE must be notified at least 2 weeks in advance, an additional consultant may be assigned to the presentation to support participant engagement and additional materials may need to be prepared.
- If CABE receives notice at least two weeks in advance that the number of participants will exceed 40, then the cost per participant beyond 40 and up to 50 will be $175 each and added to the total cost of the MOU; and

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***Proposal from CABE Professional Learning Services to Norwalk La-Mirada Unified School District for***
***Support of the Dual Language Program***

- If CABE receives notice at least two weeks in advance that the number of participants will exceed 50, the cost of a second presenter will need to be invoiced at the daily rate.
- If CABE does not receive notice at least two weeks in advance that the number of participants will exceed 40, then the cost per participant beyond 40 and up to 50 will be $225 each and added to the total cost of the MOU.
- If CABE does not receive notice at least two weeks in advance that the number of participants will exceed 50, the cost of a second presenter will be invoiced at the rate of $5,500.

**Responsibilities of CABE**

- To provide an expert consultant to present the PL; and
- Provide all travel costs for said consultant.
- When delivering virtual PL, CABE may provide the virtual meeting platform or may request to use a platform provided by the District.

**Virtual Delivery**

- If in-person professional learning is not an option due to the Covid-19 pandemic or other reasons out of CABE's control, CABE will coordinate with the district to provide the professional learning through a virtual platform, with modifications as needed (time, materials, etc.).
- If professional learning is provided via a virtual platform, the professional learning session will be delivered in divided times over agreed upon days equivalent to in-person delivery or in an adjusted full day session appropriate for virtual facilitation.
- CABE will provide the Zoom Virtual Platform and all necessary links and set up unless NLMUSD selects to use and set up a different platform. The district is responsible for providing technical support to CABE consultants for training, managing, setting up, and monitoring the session.
- Sessions will not be recorded unless explicit permission is provided by district and attendees to be used by CABE for internal purposes.
- Digital handouts and materials for each professional learning session are to be used by participants only and not to be distributed unless permission is granted by CABE.

**Budgeting**

At contract signing, a non-refundable deposit of 25% of the total costs will be due. This deposit will cover the initial costs incurred by CABE and the consultant to begin preparing the PL. Should the need arise to reschedule or cancel the PL, the deposit will be applied toward the rescheduled date or any future PL provided by CABE. CABE's L.E.A.D. department ill invoice NLMUSD for the remaining amounts due after each day of PL is presented. NLMUSD will be invoiced for all scheduled services through June 30th by April 30th of the contract year. When PL is provided through a virtual platform, delivery of the services will be billed as follows:

- PL lasting 1-3 hours of online delivery in a single session will be billed for half the daily rate
- PL lasting more than 3 hours and up to 6 hours in a single session will be billed the full daily rate

**Intellectual Property**

Docusign Envelope ID: 556521ED-FDF3-8901-8199-7300EEE63FD8



***Proposal from CABE Professional Learning Services to Norwalk La-Mirada Unified School District for***
***Support of the Dual Language Program***

CABE retains all intellectual property rights to the content of the PL presentations.
CABE retains the right to record virtual and in-person PL for internal quality control purposes. Only CABE may record its PL presentations and any recordings are the sole property of CABE.

**CABE Media Release**

CABE may take photos of trainers and collaborative work during trainings, for use on social media and in promotional materials. By signing this contract, NLMUSD agree as follows:

- All recordings and photographs of participants by CABE or its contractors may be used by CABE for promotional or other purposes at its discretion.
- I acknowledge and agree that any photographs, audio, or video recordings taken of participants by CABE, or its contractors are the sole property of CABE. I understand and agree that there will not be any compensation in connection with the use of these materials.
- I hereby release, waive, and discharge any claims of any kind or nature arising out of or relating to the use of the statements, photography, audio, or video recording by any person or firm authorized by CABE to publish said material ("Publishers"). This release, waiver, and discharge should also extend to all affiliated companies, directors, staff, and board members of said Publishers.
- This release shall be binding upon participants and respective successors, heirs, assigns, executors, administrators, spouses, and next of kin.

# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated March 31, 2026, by and between Solution Tree, INC, hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   Interactive Web Conferences (3 sessions) and PLC at Work Customized Workshops for 300 attendees on June 23rd and 24th. This includes 300 Learning by Doing, 4th Edition books. Due to the large scale of the event, the sessions will be held at the Double Tree in Whittier. See also the Solution Tree Purchase Agreement attached and incorporated in its entirety.

   as outlined in the attached Purchase Agreement dated 3/31/26. _____
2. The Contractor will commence providing services under this AGREEMENT on June 2, 2026 and will diligently perform, as required, and complete performance by June 24, 2026. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. _____
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $58,111.76 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. _____
5. The District may at any time, for any reason terminate this AGREEMENT upon 30 days' written notice and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: C64CA85E-EEF9-45C8-9B8D-7330D05F0FCD

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | DocuSigned by: Ali Cummins ACSA8CA77B4C495... | Signature | |
| Title | Sr. Director of PD Operations | | |
| Name | Ali Cummins | | Norwalk-La Mirada USD |
| Address | 555 N Morton St., Bloomington, IN 47404 | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | (800) 733-6786 | | (562) 210-2000 |
| | | Date Approved | |

FOR INTERNAL USE

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

EEBG: 01.0-62660-11100-21100-5810-600000

*Please complete the following if using Categorical funding sources.*

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☐ Yes ☒ No

Revised March 2024

Docusign Envelope ID: C64CA85E-EEF9-45C8-9B8D-7330D05F0FCD

Solution Tree

# Solution Tree
# Purchase Agreement

Effective as of the last date of signature below, Solution Tree Inc. ("Solution Tree"), located at 555 N. Morton St., Bloomington, IN 47404, and Norwalk-La Mirada Unified School District ("Customer"), located at 12820 Pioneer Blvd., Norwalk, CA 90650, agree as follows:

1. **Purchase Summary:** Customer will purchase and Solution Tree will provide the products and services described below. Customer will provide Solution Tree with a purchase order for the full amount due under this Agreement, including any applicable taxes. All payments will be due net 30 days from actual date of invoice with all past due invoices subject to monthly finance charges as allowed by law.

| Description | Payment | Expected Invoice Date |
|---|---|---|
| Professional Development Services (Non-refundable 20% Deposit) | $9,420.00 | Upon execution of Agreement |
| Professional Development Services (Remainder) | $37,680.00 | Incrementally after each date |
| Resources, including shipping and handling | $11,011.76 | Upon execution of Agreement |
| **Total** | $58,111.76 | |

2. **Professional Development Services:** Solution Tree will provide a presenter to perform the professional development services described in Exhibit A. Except for any pre-printed binders or other materials Solution Tree provides, Customer will reproduce any handouts and other print materials related to the services. Customer will provide a venue, audio/video equipment, and technical support capable of receiving and displaying all onsite or virtual sessions.

3. **Resources:** Solution Tree will ship resources only after an invoice has been generated and will not ship any resources without a purchase order or full payment.

| Title | Quantity | Price | Total |
|---|---|---|---|
| *Learning by Doing,* 4th Edition | 300 | $52.95 | $ 9,531.00* |
| Shipping and Handling | -- | -- | $ 480.00 |
| Tax Amount | -- | -- | $ 1,000.76 |
| **Price reflects 40% quantity discount.* | | **Resources Total** | $11,011.76 |

4. **General Terms**

4.1. **Intellectual Property:** Customer acknowledges that all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement are pre-existing and that no materials will be developed specifically for Customer. All previously owned rights will be retained, and Customer may not reproduce any materials not designated reproducible without express written permission. All audio, video, and digital recording of the services by Customer is prohibited.

Docusign Envelope ID: C64CA85E-EEF9-45C8-9B8D-7330D05F0FCD



**4.2. Authorization:** Customer warrants that it has gone through all required approval and procurement processes related to a purchase of this size and that Customer's signatory has the authority to bind Customer to the terms of this Agreement.

**4.3. Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable by preventing services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products. If performance is prevented entirely, neither party will have any further liability to the other party for the prevented performance. All unaffected obligations will remain in place.

**4.4. Termination:** Solution Tree may terminate this Agreement if Customer does not provide a purchase order at least 30 days before the first scheduled date. If Customer seeks to cancel any services within 90 days of the scheduled date for any reason but Force Majeure and Solution Tree agrees to such cancellation, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit.

**4.5. Entire Agreement:** This Agreement, any purchase orders issued pursuant to this Agreement, any RFP in place between the parties, any other written agreement executed by the parties for the same services included in this Agreement, and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

By: _____ Date

Name:

Title:

Entity: Norwalk-La Mirada Unified School District

By: Signed by: Sarah Thompson AC5A0CA77B4C488... 3/31/2026

Sarah Thompson Date

VP of Solution Design and Contract Management

Solution Tree, Inc

Docusign Envelope ID: C64CA85E-EEF9-45C8-9B8D-7330D05F0FCD

Solution Tree

## Exhibit A

## Description of Professional Development Services

**SERVICE 1: Interactive Web Conferences** (3 sessions)

**Date(s):** June 2, 2026

**Proposed Associate(s):** Amy Moore, Karen Johnson, Edward Velez

**Estimated Number of Participants:** Varies

**Participant Demographics:** Varies

**Workshop Location:** Virtual

**Cost of Service:** $4,500.00 ($1,500.00 per session)

**Description of Service:**
These customized 75-minute sessions will focus on specific PLC at Work content while providing an opportunity for participants to ask questions and receive feedback and suggestions for next steps to implement PLC at Work. Sessions will be targeted to the needs of participants and build on and support additional onsite professional development sessions.

**SERVICE 2: PLC at Work® Customized Workshops**

**Date(s):** June 23-24, 2026

**Proposed Associate(s):** Amy Moore, Karen Johnson, Edward Velez

**Estimated Number of Participants:** Varies

**Participant Demographics:** Varies

**Proposed Start Time:** 8:00 AM

**Proposed End Time:** 3:00 PM

**Workshop Location:** District site

**Cost of Service:** $42,600.00 ($7,100.00 per associate per day)

**Description of Service:**
The PLC at Work associates will work with district leadership to customize these sessions based on the participants' current PLC at Work reality. The sessions will focus on deepening participants' understanding of the PLC at Work processes and addressing critical next steps to further their PLC at Work implementation. Each day will build on previous trainings and strategies provided.

*Services may be delivered virtually if necessary. Virtual days are up to 6 hours of support. Virtual pricing will apply to services delivered virtually.*

Docusign Envelope ID: C64CA85E-EEF9-45C8-9B8D-7330D05F0FCD

# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated March 31, 2026, by and between Solution Tree, Inc., hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   Professional Development Services; Customized Leading PLCs at Work Districtwide Workshops and Leading PLCs at Work Districtwide IWC, including Resources. See also the Solution Tree Purchase Agreement attached and incorporated in its entirey. AC

   as outlined in the attached Purchase Agreement dated 3/31/2026.
2. The Contractor will commence providing services under this AGREEMENT on April 28, 2026 and will diligently perform, as required, and complete performance by ~~May 28, 2026~~ 6/11/2026. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. AC
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $ 18,267.61 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. AC upon 30 days' written notice
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: C64CA85E-EEF9-45C8-9B8D-7330D05F0FCD

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | DocuSigned by: Ali Cummins AC5A6CA77B4C485... | Signature | |
| Title | Sr. Director of PD Operations | | |
| Name | Ali Cummins | | Norwalk-La Mirada USD |
| Address | 555 N Morton St., Bloomington, IN 47404 | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | (800) 733-6786 | | (562) 210-2000 |
| | | Date Approved | |

FOR INTERNAL USE

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

EEBG: 01.0-62660-11100-21100-5810-600000

*Please complete the following if using Categorical funding sources.*

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☐ Yes ☒ No

Revised March 2024

Docusign Envelope ID: C64CA85E-EEF9-45C8-9B8D-7330D05F0FCD

Solution Tree

# Solution Tree
# Purchase Agreement

Effective as of the last date of signature below, Solution Tree Inc. ("Solution Tree"), located at 555 N. Morton St., Bloomington, IN 47404, and Norwalk-La Mirada Unified School District ("Customer"), located at 12820 Pioneer Blvd., Norwalk, CA 90650, agree as follows:

1. **Purchase Summary:** Customer will purchase and Solution Tree will provide the products and services described below. Customer will provide Solution Tree with a purchase order for the full amount due under this Agreement, including any applicable taxes. All payments will be due net 30 days from actual date of invoice with all past due invoices subject to monthly finance charges as allowed by law.

| Description | Payment | Expected Invoice Date |
|---|---|---|
| Professional Development Services (Non-refundable 20% Deposit) | $3,140.00 | Upon execution of Agreement |
| Professional Development Services (Remainder) | $12,560.00 | Incrementally after each date |
| Resources, including shipping and handling | $2,567.61 | Upon execution of Agreement |
| **Total** | $18,267.61 | |

2. **Professional Development Services:** Solution Tree will provide a presenter to perform the professional development services described in Exhibit A. Except for any pre-printed binders or other materials Solution Tree provides, Customer will reproduce any handouts and other print materials related to the services. Customer will provide a venue, audio/video equipment, and technical support capable of receiving and displaying all onsite or virtual sessions.

3. **Resources:** Solution Tree will ship resources only after an invoice has been generated and will not ship any resources without a purchase order or full payment.

| Title | Quantity | Price | Total |
|---|---|---|---|
| *Leading PLCs at Work® Districtwide* | 25 | $40.95 | $ 716.63* |
| *Powerful Guiding Coalitions* | 50 | $40.95 | $ 1,433.25* |
| Shipping and Handling | -- | -- | $ 173.75 |
| Tax Amount | -- | -- | $ 243.98 |
| **Price reflects 30% quantity discount.* | | **Resources Total** | $ 2,567.61 |

4. **General Terms**

**4.1. Intellectual Property:** Customer acknowledges that all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement are pre-existing and that no materials will be developed specifically for Customer. All previously owned rights will be retained, and Customer may not reproduce any materials not designated reproducible without express written permission. All audio, video, and digital recording of the services by Customer is prohibited.

Solution Tree

**4.2. Authorization:** Customer warrants that it has gone through all required approval and procurement processes related to a purchase of this size and that Customer's signatory has the authority to bind Customer to the terms of this Agreement.

**4.3. Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable by preventing services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products. If performance is prevented entirely, neither party will have any further liability to the other party for the prevented performance. All unaffected obligations will remain in place.

**4.4. Termination:** Solution Tree may terminate this Agreement if Customer does not provide a purchase order at least 30 days before the first scheduled date. If Customer seeks to cancel any services within 90 days of the scheduled date for any reason but Force Majeure and Solution Tree agrees to such cancellation, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit.

**4.5. Entire Agreement:** This Agreement, any purchase orders issued pursuant to this Agreement, any RFP in place between the parties, any other written agreement executed by the parties for the same services included in this Agreement, and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

By: _____ Date
Name:
Title:
Entity: Norwalk-La Mirada Unified School District

By: Signed by: Sarah Thompson 3/31/2026
AC5A8CA77B4C485...
Sarah Thompson Date
VP of Solution Design and Contract Management
Solution Tree, Inc

Docusign Envelope ID: C64CA85E-EEF9-45C8-9B8D-7330D05F0FCD

Solution Tree

## Exhibit A

## Description of Professional Development Services

**SERVICE 1: Customized *Leading PLCs at Work® Districtwide* Workshops** (2 days)

**Date(s):** April 28, 2026; June 11, 2026

**Proposed Associate(s):** Phillip Page

**Estimated Number of Participants:** Varies

**Participant Demographics:** Varies

**Proposed Start Time:** 8:00 AM

**Proposed End Time:** 3:00 PM

**Workshop Location:** District site

**Cost of Service:** $14,200.00 ($7,100.00 per day)

**Description of Service:**
The associate will work with district leadership to customize these sessions based on the participants' current reality. The sessions will focus on *Leading PLCs at Work® Districtwide*. Each day will build on previous trainings and strategies provided.

**SERVICE 2: Leading PLCs at Work® Districtwide IWC**

**Date(s):** May 28, 2026

**Proposed Associate(s):** Phillip Page

**Estimated Number of Participants:** Varies

**Participant Demographics:** Varies

**Workshop Location:** Virtual

**Cost of Service:** $1,500.00

**Description of Service:**
This customized 75-minute session is an opportunity for participants to engage in discussion of current progress with the implementation of Leading PLCs at Work® Districtwide, including examining district artifacts and/or data to identify areas for celebration or to identify schools and/or teams in need of support. The session will be targeted to the needs of participants and build on and support additional onsite professional development sessions.

*Services may be delivered virtually if necessary. Virtual days are up to 6 hours of support. Virtual pricing will apply to services delivered virtually.*

Docusign Envelope ID: 6989C8AE-38FE-8419-8187-822B180AE6DB



DOUBLETREE by Hilton
WHITTIER LOS ANGELES

# DoubleTree by Hilton Whittier Los Angeles

7320 Greenleaf Avenue, Whittier, CA 90602
Phone: (562) 945-8518

## Banquet Event Order

**BEO #: 3351**
Page 1 of 2
Date Printed: 4/02/2026

**Local Catering**

| | | | |
|---|---|---|---|
| **Post As:** | **Norwalk-La Mirada Unified School District** | **Event Date:** | **Tuesday, June 23, 2026** |
| **Account:** | Norwalk-La Mirada Unified School District | **Contact:** | Yolanda Macias |
| **Address:** | 12820 Pioneer Blvd<br>Norwalk, CA 90650 | **Phone:**<br>**Email:**<br>**Onsite Contact:**<br>**Onsite Phone:** | (562) 210-2101<br>yomacias@nlmusd.org<br>Yolanda Macias |
| | | **Catering Manager:**<br>**Phone:**<br>**Email:** | Trese Childs<br>(562) 945-8518<br>trese.childs@dtwhittier.com |

| Event Time | Event Name | Room | Setup | Agr | Gtd | Set | Rental |
|---|---|---|---|---|---|---|---|
| 7:30 AM - 9:00 AM | Continental Breakfast | Mar Vista Ballroom | Classroom | 150 | | | $ .00 |
| 8:00 AM - 3:00 PM | Norwalk-La Mirada Unified School District | Mar Vista Ballroom | Classroom | 150 | | | $ .00 |
| 9:00 AM - 3:00 PM | # 1 - Greenleaf | Greenleaf Boardroom | Classroom | 50 | | | $ .00 |
| 9:00 AM - 3:00 PM | # 2 - Mar Vista A | Mar Vista Ballroom A | Classroom | 50 | | | $ .00 |
| 9:00 AM - 3:00 PM | # 3 - General Session for breakout | Mar Vista Ballroom B & C | Classroom | 50 | | | $ .00 |

## Menu

**Continental Breakfast | Mar Vista Ballroom | 7:30 AM - 9:00 AM**

**CONTINENTAL BREAKFAST BUFFET**
*Serve Time: 7:30 AM to 9:00 AM*

Sliced Fresh Fruit

Assorted Breakfast Pastries, Croissants and Muffins

Chilled Fresh Juices
Freshly Brewed Coffee
Selection of Hot Teas

**150 @ $ 22.00 Per Person**

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

No outside food or beverage is permitted to be brought in. No food & beverage can be taken to-go

## Additional

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

Gold or Diamond Hilton Honors # tbd
DEPOSIT / PAYMENT INFORMATION A non-refundable and non-transferable PURCHASE ORDER in full is due upon booking along with the signed banquet event order and invoice. Until the requested items are received the event will be held on a tentative basis subject to cancellation.

## Beverage

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

No Private Bar Service Required

## Setup

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

CLASSROOM SETUP
- Registration table w/ 2 chairs
- 6 foot x 18 inch "Schoolie" tables
- 3 chairs per table
- Pen and pad at each setting
- Candy dish at each table
- Pitcher of water & glasses at each table
- Captain's choice linen

**Breakout/Syndicate | Greenleaf Boardroom | 9:00 AM - 3:00 PM**

Classroom STYLE SET UP
- 
- Candy Dish at water station
- Water Station
- Captain's choice linen

** Mar Vista B & C General Session room will be used for 3rd breakout room

## Audio Visual

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

No Dance Floor

1 Meeting Room Rental - Waive $50 meeting room rental with each $100 plus tax & service charge in contracted catering food & non-alcoholic beverages served in the meeting room.
$ 2,250 General Session (Breakout # 3)
$ 1,200 # 1 Greenleaf Breakout
$ 750 # 2 Mar Vista A Breakout
$ 4,200 total before discount

Organization Authorized Signature Date

DoubleTree by Hilton Whittier Los Angeles Approval Date

**BEO #: 3351**
Page 1 of 2
Date Printed: 4/02/2026

Docusign Envelope ID: 6989C8AE-38FE-8419-8187-822B180AE6DB



| | |
|---|---|
| | @ $ 2,550.00 per<br>2 LCD & Sound Package<br>1- LCD Projector (Host to provide a laptop with VGA or HDMI port)<br>1- 10ft Screen with Black Dress Kit<br>1- 4 Channel Mixer<br>1- Sound Patch / Splitter<br>2- Speakers<br>2- Microphones<br>@ $ 525.00 Per Package<br>**Breakout/Syndicate \| Greenleaf Boardroom \| 9:00 AM - 3:00 PM**<br>2 LCD & Sound Package (2 Breakout Rooms)<br>1- LCD Projector (Host to provide a laptop with VGA or HDMI port)<br>1- 8ft Screen<br>1- Sound Patch<br>2- Speakers<br>1- Microphones<br>@ $ 525.00 Per Package |

Confirmation is required 5 business days in advance of event or the expected attendance (set) above will become the guarantee. DoubleTree by Hilton Whittier Los Angeles requires this contract be signed by an authorized representative of your organization and returned by. Should this not occur, the hotel reserves the right of cancelling the contract upon notice to the organization. The hotel reserves the right to reassign meeting rooms based upon final guaranteed numbers, to a room suitable of accommodating the group and requirements. Food, beverage, and all charges are subject to Service Charge and Sales Tax.

Organization Authorized Signature Date

DoubleTree by Hilton Whittier Los Angeles Approval Date

Docusign Envelope ID: 6989C8AE-38FE-8419-8187-822B180AE6DB

DOUBLETREE by Hilton™ WHITTIER LOS ANGELES

## DoubleTree by Hilton Whittier Los Angeles

7320 Greenleaf Avenue, Whittier, CA 90602
Phone: (562) 945-8518

**BEO/Check #: 3351**

Date Printed: 4/02/2026

## Estimate of Charges

| | | | |
|---|---|---|---|
| **Post As:** | **Norwalk-La Mirada Unified School District** | **Event Date:** | **Tuesday, June 23, 2026** |
| **Account:** | Norwalk-La Mirada Unified School District | **Contact:** | Yolanda Macias |
| **Address:** | 12820 Pioneer Blvd<br>Norwalk, CA 90650 | **Phone:** | (562) 210-2101 |
| | | **Email:** | yomacias@nlmusd.org |
| | | **Onsite Contact:** | Yolanda Macias |
| | | **Onsite Phone:** | |
| | | **Catering Manager:** | Trese Childs |
| | | **Booked By:** | Trese Childs |

| Event Time | Event Name | Room | Agr | Gtd |
|---|---|---|---|---|
| 7:30 AM - 9:00 AM | Continental Breakfast | Mar Vista Ballroom | 150 | |
| 8:00 AM - 3:00 PM | Norwalk-La Mirada Unified School District | Mar Vista Ballroom | 150 | |
| 9:00 AM - 3:00 PM | # 1 - Greenleaf | Greenleaf Boardroom | 50 | |
| 9:00 AM - 3:00 PM | # 2 - Mar Vista A | Mar Vista Ballroom A | 50 | |
| 9:00 AM - 3:00 PM | # 3 - General Session for breakout | Mar Vista Ballroom B & C | 50 | |

**Food**

| Quantity | Item | Price | Amount |
|---|---|---|---|
| 150 | CONTINENTAL BREAKFAST BUFFET | $ 22.00 | $ 3,300.00 |
| | | **Subtotal:** | **$ 3,300.00** |
| | | **Service Charge:** | $ 759.00 |
| | | **Sales Tax 10.50%:** | $ 426.20 |
| | | **CTTC Tax .10%:** | $ 3.96 |
| | | **Food Total:** | **$ 4,489.16** |

**Audio Visual**

| Quantity | Item | Price | Amount |
|---|---|---|---|
| 1 | Meeting Room Rental - | $ 2,550.00 | $ 2,550.00 |
| 2 | LCD & Sound Package | $ 525.00 | $ 1,050.00 |
| 2 | LCD & Sound Package (2 Breakout Rooms) | $ 525.00 | $ 1,050.00 |
| | | **Subtotal:** | **$ 4,650.00** |
| | | **Service Charge:** | $ 1,069.50 |
| | | **Sales Tax 10.50%:** | $ 600.55 |
| | | **CTTC Tax .10%:** | $ 5.58 |
| | | **Audio Visual Total:** | **$ 6,325.63** |

**Additional Items**

| Quantity | Item | Price | Amount |
|---|---|---|---|
| 0 | Gold or Diamond Hilton Honors # tbd | $ .00 | $ .00 |
| | | **Subtotal:** | **$ .00** |
| | | **Service Charge:** | $ .00 |
| | | **Sales Tax 10.50%:** | $ .00 |
| | | **CTTC Tax .10%:** | $ .00 |
| | | **Additional Items Total:** | **$ .00** |

| | |
|---|---|
| **Check Subtotal** | **$ 7,950.00** |
| ***Total Service Charges*** | $ 1,828.50 |
| **Total Taxes** | $ 1,036.29 |
| **Check Grand Total** | **$ 10,814.79** |
| **Deposit Paid** | $ .00 |
| **Balance Due** | **$ 10,814.79** |

Organization Authorized Signature Date

Docusign Envelope ID: 6989C8AE-38FE-8419-8187-822B180AE6DB

DOUBLETREE by Hilton WHITTIER LOS ANGELES

# DoubleTree by Hilton Whittier Los Angeles

7320 Greenleaf Avenue, Whittier, CA 90602
Phone: (562) 945-8518

## Banquet Event Order



**Local Catering**

| | | | |
|---|---|---|---|
| **Post As:** | **Norwalk-La Mirada Unified School District** | **Event Date:** | **Wednesday, June 24, 2026** |
| **Account:** | Norwalk-La Mirada Unified School District | **Contact:** | Yolanda Macias |
| **Address:** | 12820 Pioneer Blvd<br>Norwalk, CA 90650 | **Phone:**<br>**Email:**<br>**Onsite Contact:**<br>**Onsite Phone:** | (562) 210-2101<br>yomacias@nlmusd.org<br>Yolanda Macias |
| | | **Catering Manager:** | Trese Childs |
| | | **Phone:** | (562) 945-8518 |
| | | **Email:** | trese.childs@dtwhittier.com |

| Event Time | Event Name | Room | Setup | Agr | Gtd | Set | Rental |
|---|---|---|---|---|---|---|---|
| 7:30 AM - 9:00 AM | Continental Breakfast | Mar Vista Ballroom | Classroom | 150 | | | $ .00 |
| 8:00 AM - 3:00 PM | Norwalk-La Mirada Unified School District | Mar Vista Ballroom | Classroom | 150 | | | $ .00 |
| 9:00 AM - 3:00 PM | # 1 - Greenleaf | Greenleaf Boardroom | Classroom | 50 | | | $ .00 |
| 9:00 AM - 3:00 PM | # 2 - Mar Vista A | Mar Vista Ballroom A | Classroom | 50 | | | $ .00 |
| 9:00 AM - 3:00 PM | # 3 - General Session for breakout | Mar Vista Ballroom B & C | Classroom | 50 | | | $ .00 |

## Menu

**Continental Breakfast | Mar Vista Ballroom | 7:30 AM - 9:00 AM**

**CONTINENTAL BREAKFAST BUFFET**
*Serve Time: 7:30 AM to 9:00 AM*

Sliced Fresh Fruit

Assorted Breakfast Pastries, Croissants and Muffins

Chilled Fresh Juices
Freshly Brewed Coffee
Selection of Hot Teas

**150 @ $ 22.00 Per Person**

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

No outside food or beverage is permitted to be brought in. No food & beverage can be taken to-go

## Additional

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

Gold or Diamond Hilton Honors # tbd
DEPOSIT / PAYMENT INFORMATION A non-refundable and non-transferable PURCHASE ORDER in full is due upon booking along with the signed banquet event order and invoice. Until the requested items are received the event will be held on a tentative basis subject to cancellation.

## Beverage

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

No Private Bar Service Required

## Setup

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

CLASSROOM SETUP
- Registration table w/ 2 chairs
- 6 foot x 18 inch "Schoolie" tables
- 3 chairs per table
- Pen and pad at each setting
- Candy dish at each table
- Pitcher of water & glasses at each table
- Captain's choice linen

**Breakout/Syndicate | Greenleaf Boardroom | 9:00 AM - 3:00 PM**

Classroom STYLE SET UP
-
- Candy Dish at water station
- Water Station
- Captain's choice linen

** Mar Vista B & C General Session room will be used for 3rd breakout room

## Audio Visual

**Meeting | Mar Vista Ballroom | 8:00 AM - 3:00 PM**

No Dance Floor

1 Meeting Room Rental - Waive $50 meeting room rental with each $100 plus tax & service charge in contracted catering food & non-alcoholic beverages served in the meeting room.
$ 2,250 General Session (Breakout # 3)
$ 1,200 # 1 Greenleaf Breakout
$ 750 # 2 Mar Vista A Breakout
$ 4,200 total before discount

Organization Authorized Signature Date

DoubleTree by Hilton Whittier Los Angeles Approval Date

Docusign Envelope ID: 6989C8AE-38FE-8419-8187-822B180AE6DB



| | |
|---|---|
| | @ $ 2,550.00 per<br>2 LCD & Sound Package<br>1- LCD Projector (Host to provide a laptop with VGA or HDMI port)<br>1- 10ft Screen with Black Dress Kit<br>1- 4 Channel Mixer<br>1- Sound Patch / Splitter<br>2- Speakers<br>2- Microphones<br>@ $ 525.00 Per Package<br>**Breakout/Syndicate \| Greenleaf Boardroom \| 9:00 AM - 3:00 PM**<br>2 LCD & Sound Package (2 Breakout Rooms)<br>1- LCD Projector (Host to provide a laptop with VGA or HDMI port)<br>1- 8ft Screen<br>1- Sound Patch<br>2- Speakers<br>1- Microphones<br>@ $ 525.00 Per Package |

Confirmation is required 5 business days in advance of event or the expected attendance (set) above will become the guarantee. DoubleTree by Hilton Whittier Los Angeles requires this contract be signed by an authorized representative of your organization and returned by. Should this not occur, the hotel reserves the right of cancelling the contract upon notice to the organization. The hotel reserves the right to reassign meeting rooms based upon final guaranteed numbers, to a room suitable of accommodating the group and requirements. Food, beverage, and all charges are subject to Service Charge and Sales Tax.

Organization Authorized Signature Date

DoubleTree by Hilton Whittier Los Angeles Approval Date

Docusign Envelope ID: 6989C8AE-38FE-8419-8187-822B180AE6DB

DOUBLETREE by Hilton WHITTIER LOS ANGELES

# DoubleTree by Hilton Whittier Los Angeles

7320 Greenleaf Avenue, Whittier, CA 90602
Phone: (562) 945-8518

**BEO/Check #: 3382**

Date Printed: 4/02/2026

## Estimate of Charges

| | | | |
|---|---|---|---|
| **Post As:** | **Norwalk-La Mirada Unified School District** | **Event Date:** | **Wednesday, June 24, 2026** |
| **Account:** | Norwalk-La Mirada Unified School District | **Contact:** | Yolanda Macias |
| **Address:** | 12820 Pioneer Blvd<br>Norwalk, CA 90650 | **Phone:** | (562) 210-2101 |
| | | **Email:** | yomacias@nlmusd.org |
| | | **Onsite Contact:** | Yolanda Macias |
| | | **Onsite Phone:** | |
| | | **Catering Manager:** | Trese Childs |
| | | **Booked By:** | Trese Childs |

| Event Time | Event Name | Room | Agr | Gtd |
|---|---|---|---|---|
| 7:30 AM - 9:00 AM | Continental Breakfast | Mar Vista Ballroom | 150 | |
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**Food**

| Quantity | Item | Price | Amount |
|---|---|---|---|
| 150 | CONTINENTAL BREAKFAST BUFFET | $ 22.00 | $ 3,300.00 |
| | | **Subtotal:** | **$ 3,300.00** |
| | | **Service Charge:** | $ 759.00 |
| | | **Sales Tax 10.50%:** | $ 426.20 |
| | | **CTTC Tax .10%:** | $ 3.96 |
| | | **Food Total:** | **$ 4,489.16** |

**Audio Visual**

| Quantity | Item | Price | Amount |
|---|---|---|---|
| 1 | Meeting Room Rental - | $ 2,550.00 | $ 2,550.00 |
| 2 | LCD & Sound Package | $ 525.00 | $ 1,050.00 |
| 2 | LCD & Sound Package (2 Breakout Rooms) | $ 525.00 | $ 1,050.00 |
| | | **Subtotal:** | **$ 4,650.00** |
| | | **Service Charge:** | $ 1,069.50 |
| | | **Sales Tax 10.50%:** | $ 600.55 |
| | | **CTTC Tax .10%:** | $ 5.58 |
| | | **Audio Visual Total:** | **$ 6,325.63** |

**Additional Items**

| Quantity | Item | Price | Amount |
|---|---|---|---|
| 0 | Gold or Diamond Hilton Honors # tbd | $ .00 | $ .00 |
| | | **Subtotal:** | **$ .00** |
| | | **Service Charge:** | $ .00 |
| | | **Sales Tax 10.50%:** | $ .00 |
| | | **CTTC Tax .10%:** | $ .00 |
| | | **Additional Items Total:** | **$ .00** |

| | |
|---|---|
| **Check Subtotal** | **$ 7,950.00** |
| ***Total Service Charges*** | $ 1,828.50 |
| **Total Taxes** | $ 1,036.29 |
| **Check Grand Total** | **$ 10,814.79** |
| **Deposit Paid** | $ .00 |
| **Balance Due** | **$ 10,814.79** |

Organization Authorized Signature Date

Docusign Envelope ID: 6989C8AE-38FE-8419-8187-822B180AE6DB

C-23439-A17:23:26
REVISED

LOS ANGELES COUNTY OFFICE OF EDUCATION

AMENDMENT NO. 17
TO

HEAD START/ EARLY HEAD START/INFANT-TODDLER GENERAL CHILDCARE (CCTR) PROGRAMS/ STATE PRESCHOOL (CSPP)
HEAD START AND EARLY LEARNING DIVISION

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT, whose address is 14616 Dinard Avenue, Norwalk, CA 90650, hereinafter referred to as "Subrecipient", mutually agree to amend Contract C-23439 and amendments thereto as follows:

1. Revised Exhibit B2-16 is hereby issued and incorporated herein to reduce the contract amount by Two Million One Hundred Forty-Eight Thousand Five Hundred Sixty-Five Dollars ($2,148,565.00) to recapture funds, in accordance with the fully approved Budget Adjustment Requests (BAR #45-170, BAR #45-175, BAR #45-176, BAR #45-217, and BAR #45-230). These BARs are attached hereto, incorporated herein and made a part of this contract. The new total amount of the contract shall not exceed Fourteen Million Three Hundred Twenty-Six Thousand Ninety-Six Dollars ($14,326,096.00).

This Amendment is effective upon execution. Any dates set forth in the original Contract and/or prior Amendment(s) shall be deemed updated/revised, if necessary, to be compatible with this Amendment. All other terms and conditions of the original Contract and/or prior Amendment(s) shall remain the same.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
David D. Hart
Chief Financial Officer

Date _____

NORWALK-LA MIRADA UNIFIED
SCHOOL DISTRICT

By _____

_____
Typed or Printed Name

Title _____

Date _____

lm 4-7
ROC N/A

# REVISED EXHIBIT B2-16

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT | Program: HEAD START (52100) | Date Prepared: March 16, 2026

C-23439

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HS Basic Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | #513 | $ 4,184,803 | $ 2,849,355 | $ - | $ - | $ 261,682 | $ - | $ - | $ 371,459 | $ - | $ 7,667,299 | $ 1,916,825 |
| COLA & QI | | | 125,000 | | | 311,307 | | | 174,381 | | 610,688 | 152,672 |
| BAR#43-189, 14, 9/11/23 | | | | | 47,288 | | | | 698,957 | | 746,245 | 186,561 |
| BAR#43-468, 30, 4/26/24 | | 348,250 | | | | | | | | | 348,250 | 87,063 |
| BAR#43-249, 18, 11/20/23 | | 23,258 | 14,211 | | | (37,469) | | | | | - | - |
| RAA#43-606, 37, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-529, 34, 7/30/24 | | 60,000 | | | | (220,000) | | | 160,000 | | - | - |
| BAR#44-233, 11, 10/31/24 | | | | | | 322,651 | | | 199,000 | | 521,651 | - |
| BAR#44-371, 17, 3/28/25 | | | | | | 65,000 | | | (65,000) | | - | - |
| RAA#44-548, 28, 9/5/25 | | | | | | | | | | | - | - |
| BAR#45-170, 9, 1/6/26 | | (99,977) | (929,570) | | (4,026) | (162,690) | | | (866,661) | | (2,062,924) | - |
| BAR#45-170, 9, 1/6/26 reverse | | 99,977 | 929,570 | | 4,026 | 162,690 | | | 866,661 | | 2,062,924 | - |
| BAR#45-170, 9, 1/6/26 revised | | (99,977) | (929,570) | | (4,026) | (162,690) | | 481,479 | (866,661) | | (1,581,445) | - |
| **Total HS Basic Funds** | | $ 4,516,334 | $ 2,058,996 | $ - | $ 43,262 | $ 540,481 | $ - | $ 481,479 | $ 672,136 | $ - | $ 8,312,688 | $ 2,343,121 |
| **Training & Technical Assistance:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ 2,100 | $ - | $ - | $ 13,290 | | $ 15,390 | $ 3,847 |
| RAA#43-607, 38, 8/19/24 | | | | | | | | | | | - | - |
| RAA#44-550, 29, 9/5/25 | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total T&TA Funds** | | $ - | $ - | $ - | $ - | $ 2,100 | $ - | $ - | $ 13,290 | $ - | $ 15,390 | $ 3,847 |

Lesley Jiang (Mar 16, 2026 11:16:16 PDT)

Lesley Jiang, Interim Director

03/16/2026

Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT  Program: EARLY HEAD START (52120)  Date Prepared: March 16, 2026

C-23439

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **EHS Basic Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | #204 | $ 2,581,971 | $ 1,412,825 | $ 3,500 | $ 33,138 | $ 231,960 | $ - | $ - | $ 278,666 | $ - | $ 4,542,060 | $ 1,135,515 |
| COLA & QI | | | 73,000 | | | 180,558 | | | 100,388 | | 353,946 | 88,487 |
| BAR#43-190, 15, 9/11/23 | | | | | | | | | 55,000 | | 55,000 | 13,750 |
| RAA#43-609, 40, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-466, 28, 4/26/24 | | | | | | | | | | | - | (866,000) |
| BAR#44-288, 14, 1/3/25 | | | | | | | | | 7,500 | | 7,500 | - |
| RAA#44-553, 31, 9/5/25 | | | | | | | | | | | - | - |
| BAR#45-176, 11, 1/9/26 | | (97,405) | (141,881) | (3,500) | (33,138) | (148,423) | | | (238,890) | | (663,237) | - |
| BAR#45-176, 11, 1/9/26 reverse | | 97,405 | 141,881 | 3,500 | 33,138 | 148,423 | | | 238,890 | | 663,237 | - |
| BAR#45-176, 11, 1/9/26 revised | | (97,405) | (141,881) | (3,500) | (33,138) | (148,423) | | 202,728 | (238,890) | | (460,509) | - |
| **Total EHS Basic Funds** | | $ 2,484,566 | $ 1,343,944 | $ - | $ - | $ 264,095 | $ - | $ 202,728 | $ 202,664 | $ - | $ 4,497,997 | $ 371,752 |

Lesley Jiang (Mar 16, 2026 12:31:39 PDT)

Lesley Jiang, Interim Director

03/16/2026

Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 Program: Head Start Basic Carryover I (52101) Date Prepared: January 16, 2026

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Head Start Basic Carryover I:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#43-304, 22, 1/11/24 | | | | | 87,263 | | | | 147,769 | | 235,032 | - |
| RAA#43-613, 44, 8/20/24 | | | | | | | | | | | - | - |
| BAR#44-232, 10, 10/30/24 | | 44,000 | 6,000 | | | | | | | | 50,000 | - |
| BAR#44-290, 16, 1/3/25 | | | | | | 4,500 | 45,000 | | 30,500 | | 80,000 | - |
| RAA#44-555, 32, 9/5/25 | | | | | | | | | | | - | - |
| BAR#45-175, 10, 1/9/26 | | (44,000) | (6,000) | | (5,407) | (3,581) | (24,500) | | (98,363) | | (181,851) | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total Head Start Basic Carryover I Funds** | | $ - | $ - | $ - | $ 81,856 | $ 919 | $ 20,500 | $ - | $ 79,906 | $ - | $ 183,181 | $ - |

Elizabeth Boston

Elizabeth Boston, Executive Director

01/16/2026

Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: SB120 Plus Rate CSPP (78174) | Date Prepared: March 25, 2026

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **SB120 Plus Rate CSPP :** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#45-217, 13, 2/10/26 | | | | | | 67,032 | | | | | 67,032 |
| BAR#45-275, 17, 3/23/26 | | | | | | 13,247 | | | | | 13,247 |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total SB120 Plus Rate CSPP Funds** | | $ - | $ - | $ - | $ - | $ 80,279 | $ - | $ - | $ - | $ - | $ 80,279 |

Lesley Jiang (Mar 25, 2026 16:19:12 PDT)

Lesley Jiang, Interim Director

03/25/2026

Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT
C-23439

Program: SB151 CSPP Cost of Care Plus Rate (78175)

Date Prepared: March 9, 2026

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **SB151 CSPP Cost of Care Plus Rate:** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#45-230, 14, 2/10/26 | | | | | | 8,208 | | | | | 8,208 |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total SB151 CSPP Cost of Care Plus Rate Funds** | | $ - | $ - | $ - | $ - | $ 8,208 | $ - | $ - | $ - | $ - | $ 8,208 |

Lesley Jiang (Mar 9, 2026 13:05:04 PDT)

Lesley Jiang, Interim Director

03/09/2026

Date

Docusign Envelope ID: 1E0044F1-BC9A-4E5D-BB91-C78C913D321F

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2024

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT
C-23439

Program: STATE PRESCHOOL MG (61050.9)

Date Prepared: July 5, 2023

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **State Preschool Mini Grant :** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ 71,400 | $ - | $ - | $ - | $ - | $ 71,400 |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total State Preschool Mini Grant Funds** | | $ - | $ - | $ - | $ - | $ 71,400 | $ - | $ - | $ - | $ - | $ 71,400 |

Terri Lyttaker (Jul 6, 2023 17:10 PDT)

Terri Lyttaker, Controller

Jul 6, 2023
Date

LJ Jul 6, 2023

Jul 6, 2023

Docusign Envelope ID: 1E0044F1-BC9A-4E5D-BB91-C78C913D321F

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2024

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT
C-23439

Program: STATE PRESCHOOL (61050)

Date Prepared: July 5, 2023

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **State Preschool :** | 6238 | | | | | | | | | | |
| Approved Application | #24 | $ 80,711 | $ 42,500 | $ - | $ - | $ 14,000 | $ - | $ - | $ 1,389 | $ - | $ 138,600 |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total State Preschool Funds** | | $ 80,711 | $ 42,500 | $ - | $ - | $ 14,000 | $ - | $ - | $ 1,389 | $ - | $ 138,600 |

Terri Lyttaker (Jul 6, 2023 17:10 PDT)

Terri Lyttaker, Controller

Jul 6, 2023
Date

LJ Jul 6, 2023

Jul 6, 2023

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: HS DURATION (52150) | Date Prepared: September 17, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HS Duration Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ 287,651 | $ 115,915 | $ - | $ - | $ 8,354 | $ - | $ - | $ 1,000 | | $ 412,920 | $ 103,230 |
| COLA | | | | | | 18,112 | | | 5,000 | | 23,112 | 5,778 |
| RAA#43-608, 39, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-467, 29, 4/26/24 | | | | | | | | | | | - | (103,000) |
| BAR#43-531, 36, 7/30/24 | | 6,000 | | | | | | | (6,000) | | - | - |
| RAA#44-552, 30, 9/5/25 | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total HS Duration Funding Funds** | | $ 293,651 | $ 115,915 | $ - | $ - | $ 26,466 | $ - | $ - | $ - | $ - | $ 436,032 | $ 6,008 |

09/17/2025

Lesley Jiang, AIC for Terri Lyttaker, Controller — Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: AB110 ARPA CSPP Round 2 (78170) | Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB110 ARPA CSPP Round 2:** | 6238 | | | | | | | | | | |
| BAR#43-258, 21, 12/1/23 | | $ 188,000 | $ 59,852 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 247,852 |
| BAR#43-322, 24, 1/29/24 | | | | | | 105,772 | | | | | 105,772 |
| RAA#43-610, 41, 8/19/24 | | | | | | | | | | | - |
| RAA#44-557, 33, 9/5/25 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total AB110 ARPA CSPP Round 2 Funds** | | $ 188,000 | $ 59,852 | $ - | $ - | $ 105,772 | $ - | $ - | $ - | $ - | $ 353,624 |



Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT  Program: AB131 CSPP (50590)  Date Prepared: September 24, 2025

C-23439

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB131 CSPP:** | 6238 | | | | | | | | | | |
| BAR#43-256, 19, 12/1/23 | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 42,929 | $ - | $ 42,929 |
| RAA#43-611, 42, 8/20/24 | | | | | | | | | | | - |
| RAA#44-559, 34, 9/5/25 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total AB131 CSPP Funds** | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 42,929 | $ - | $ 42,929 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: AB185 ARPA CSPP (50660) | Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB185 ARPA CSPP :** | 6238 | | | | | | | | | | |
| BAR#43-257, 20, 12/1/23 | | $ - | $ - | $ 12,500 | $ - | $ 68,500 | $ - | $ - | $ 75,802 | $ - | $ 156,802 |
| RAA#43-612, 43, 8/20/24 | | | | | | | | | | | - |
| RAA#44-560, 35, 9/5/25 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total AB185 ARPA CSPP Funds** | | $ - | $ - | $ 12,500 | $ - | $ 68,500 | $ - | $ - | $ 75,802 | $ - | $ 156,802 |



Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: CSPP SB140 One Time for Centers (78173) | Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **CSPP SB140 One Time for Centers:** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#44-256, 13, 12/09/24 | | | | | | | 11,553 | | | | 11,553 |
| RAA#44-562, 36, 9/5/25 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total CSPP SB140 One Time for Centers Funds** | | $ - | $ - | $ - | $ - | $ - | $ 11,553 | $ - | $ - | $ - | $ 11,553 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: SB140 Plus Rate CSPP (78172) | Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **SB140 Plus Rate CSPP:** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#44-255, 12, 12/6/24 | | 15,000 | 10,000 | | | 5,660 | | | | | 30,660 |
| RAA#44-564, 37, 9/5/25 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total SB140 Plus Rate CSPP Funds** | | $ 15,000 | $ 10,000 | $ - | $ - | $ 5,660 | $ - | $ - | $ - | $ - | $ 30,660 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year 2023-26 ~~2025~~ | Date of Request | Effective Date |
|---|---|---|---|---|
| **Norwalk-La Mirada Unified School District** | | | **01/06/2026** | **07/01/2025** |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| **HS Basic LCE** | **One-Time** | **9** | **45-170** | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

Grantee initiated recapture of HS Basic LCE (~~$2,062,924~~) 1,581,445 VA

a1. Program Managers & content Area Experts $8,581
a2. Teachers/Infant Toddler Teachers $81,599
a5. Teacher Aides & Other Education Personnel ($47,113)
a6. Health/Mental Health Services Personnel $16,120
a7. Disabilities Services Personnel ($10,906)
a8. Nutrition Services Personnel ($9,536)
a9. Other Child Services Personnel $4,277
a10. Program Managers & content Area Experts ($40,634)
a11. Other Family & community Partnerships Personnel ($98,994)
a13. Head Start/Early Head Start Director $2,746
a14. Managers ($8,864)
a16. Clerical Personnel $10,818
a17. Fiscal Personnel $8,007
a18. Other Administrative Personnel $14,546
a19. Maintenance Personnel $14,376
a20. Transportation Personnel ($9,293)
a21. Other Personnel ($35,707)
b1. Social Security (FICA), State Disability, UI ($184,431)
b2. Health/Dental/Life Insurance ($424,533)
b3. Retirement ($305,606)
b4. Other Fringe ($15,000)
d2. Classroom/Outdoor ($4,026)
e1. Office Supplies ~~($40,334)~~ ~~($25,354)~~ (40,334)
e2. Child & Family Svc Supplies ~~($37,253)~~ ($102,253)
e3. Food Service Supplies $16,073
e4. Other Supplies ~~($36,176)~~ ~~($51,156)~~ (36,176)
h4. Utilities, Telephone ($37,782) VA
h5. Building & Child Liability ($683)
g2. Major Renovation: #481,479

| **APPROVALS** | Grantee Program Office and Date Signed |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed |

h6. Building Maint & Rep ~~($263,060)~~ ~~($202,183)~~ ( 198,060 ) VA
h7. Alteration/Renovation ($513,603)
h8. Local Travel ($11,209)
h9. Nutrition Services ($30,000)
h10. Child Services Consultants ($114,435)
h13. Parent Services ($5,130)
h15. Publications/Ads/Printing
~~$10,855~~ ~~$14,978~~ 10,855 VA
h16. Training or Staff Develop $9,625
h17. Other $23,761

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   Yes.

3. What alternative(s) were considered before proposing the changes?

   N/A

4. How will the alternative chosen improve the delivery of services to children and families?

   N/A

5. Describe how the proposed changes conform to Federal and/or State regulations.

   N/A

Grantee Generated

Maria Villarosa

Lovell Alford

| APPROVALS | |
|---|---|
| | Grantee Program Office and Date Signed 01/12/2026 |
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed 03/16/2026 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed 03/16/2026 |

CA 03/16/2026 ERC

**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year | Date of Request | Effective Date |
|---|---|---|---|---|
| **Norwalk-La Mirada Unified School District** | | 2023-~~2025~~-26 | **01/09/2026** | **07/01/2025** |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| **EHS Basic LCE** | **One-Time** | **11** | **45-176** | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

Grantee initiated recapture of Early Head Start LCE (~~$663,237~~ (460,509)) ✓

VA
VA

a1. Program Managers & content Area Experts $285
a2. Teachers/Infant Toddler Teachers ($6,744)
a4. Home Visitors ($43,961)
a5. Teacher Aides & Other Education Personnel $10,660
a6. Health/Mental Health Services Personnel $5,630
a7. Disabilities Services Personnel ($922)
a8. Nutrition Services Personnel ($814)
a9. Other Child Services Personnel $364
a10. Program Managers & content Area Experts ($3,546)
a11. Other Family & community Partnerships Personnel $4,170
a13. Head Start/Early Head Start Director $305
a14. Managers ($18,162)
a16. Clerical Personnel $1,513
a17. Fiscal Personnel $366
a18. Other Administrative Personnel ($1,048)
a19. Maintenance Personnel ($43,528) ✓
a21. Other Personnel ($1,973)
b1. Social Security (FICA), State Disability, UI ($92,386) ✓
b2. Health/Dental/Life Insurance $10,611
b3. Retirement ($35,106) ✓
b4. Other Fringe ($25,000) ✓
c1. Travel Costs ($3,500)
d2. Classroom/Outdoor ($33,138)
e1. Office Supplies ($51,632) ✓
e2. Child & Family Svc Supplies ($31,715)
e3. Food Service Supplies ($29,682)
e4. Other Supplies ($35,394)
h4. Utilities, Telephone ($79,463)
g2. Major Renovation 202,728 ✓

| **APPROVALS** | Grantee Program Office and Date Signed |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed |

h5. Building & Child Liability ($500)
h6. Building Maint & Rep $11,965
h7. Alteration/Renovation ($75,000)
h8. Local Travel ($2,235)
h9. Nutrition Services ($35,000)
h10. Child Services Consultants ($15,226)
h13. Parent Services ($2,040)
h15. Publications/Ads/Printing ($19,072)
h16. Training or Staff Develop ($7,888)
h17. Other ($14,431)

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   Yes.

3. What alternative(s) were considered before proposing the changes?

   N/A

4. How will the alternative chosen improve the delivery of services to children and families?

   N/A

5. Describe how the proposed changes conform to Federal and/or State regulations.

   N/A

Grantee Generated

Maria Villarosa

Lovell Alford

| APPROVALS | Grantee Program Office and Date Signed 01/12/2026 |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed Carol Tung 03/16/2026 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed Anthony Zou 03/16/2026 |

CA 03/16/2026

ERC

**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year | Date of Request | Effective Date |
|---|---|---|---|---|
| Norwalk-La Mirada Unified School District | | 2025 -26 | 01/09/2026 | 07/01/2025 |
| **Funding Source (HS Basic, HS T&TA, EHS Basic, etc.)** | **Nature of Funding** | **ASR Number** | **BAR Number (Grantee Use)** | |
| HS Basic Carryover I LCE | One-Time | 10 | 45-175 | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   Grantee initiated recapture of HS Basic CO I ($181,851)

   a19. Maintenance Personnel ($44,000)
   b1. Social Security (FICA), State Disability, UI ($5,000)
   b3. Retirement ($1,000)
   ~~d1. Office Equipment ($5,407)~~ d2. Classroom/OUtdoor/Home-based/FCC ($5,407)
   e2. Child & Family Svc Supplies ($3,581)
   f8. Other Contracts ($24,500)
   h6. Building Maint & Rep ($73,951)
   h7. Alteration/Renovation ($8,712)
   h15. Publications/Ads/Printing ($11,231)
   h17. Other ($4,469)

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   Yes.

3. What alternative(s) were considered before proposing the changes?

   N/A

4. How will the alternative chosen improve the delivery of services to children and families?

   N/A

5. Describe how the proposed changes conform to Federal and/or State regulations.

   N/A

Grantee Generated

Maria Villarosa

Lovell Alford

| APPROVALS | Grantee Program Office and Date Signed: 01/12/2026 |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed: 01/16/2026 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed: 01/16/2026 |

CA 01/16/2026 ERC

**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year | Date of Request | Effective Date |
|---|---|---|---|---|
| Norwalk-La Mirada Unified School District | | 2023-26 ~~2025~~ | 02/10/2026 | 07/01/2025 |
| **Funding Source (HS Basic, HS T&TA, EHS Basic, etc.)** | **Nature of Funding** | **ASR Number** | **BAR Number (Grantee Use)** | |
| CSPP SB120 Plus Rate | One-Time | 13 | 45-217 | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   Grant recipient initiated CSPP SB120 Plus Rate

   e4. Other Supplies $67,032 VA

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   Yes

3. What alternative(s) were considered before proposing the changes?

   N/A

4. How will the alternative chosen improve the delivery of services to children and families?

   N/A

5. Describe how the proposed changes conform to Federal and/or State regulations.

   N/A

Grantee Generated

Maria Villarosa

Lovell Alford

| APPROVALS | Grantee Program Office and Date Signed: 02/12/2026 |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed: 03/06/2026 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed: 03/06/2026 |

CA 03/06/2026 ERC

**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year | Date of Request | Effective Date |
|---|---|---|---|---|
| Norwalk-La Mirada Unified School District | | 2023-26 ~~2025~~ | 02/10/2026 | 07/01/2025 |
| **Funding Source (HS Basic, HS T&TA, EHS Basic, etc.)** | **Nature of Funding** | **ASR Number** | **BAR Number (Grantee Use)** | |
| CSPP SB151 CC Plus Rate | One-Time | 14 | 45-230 | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   Grant recipient initiated CSPP SB151 CC Plus Rate

   e4. Other Supplies $8,208 VA

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   Yes

3. What alternative(s) were considered before proposing the changes?

   N/A

4. How will the alternative chosen improve the delivery of services to children and families?

   N/A

5. Describe how the proposed changes conform to Federal and/or State regulations.

   N/A

Grantee Generated

Maria Villarosa

Lovell Alford

| APPROVALS | Grantee Program Office and Date Signed 02/12/2026 |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed 03/09/2026 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed 03/09/2026 |

CA

CA 03/09/2026

ERC

ERC

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C-23439-A17:23:26

LOS ANGELES COUNTY OFFICE OF EDUCATION

AMENDMENT NO. 17
TO

HEAD START/ EARLY HEAD START/INFANT-TODDLER GENERAL CHILDCARE (CCTR) PROGRAMS/ STATE PRESCHOOL (CSPP)
HEAD START AND EARLY LEARNING DIVISION

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT, whose address is 14616 Dinard Avenue, Norwalk, CA 90650, hereinafter referred to as "Subrecipient", mutually agree to amend Contract C-23439 and amendments thereto as follows:

1. Revised Exhibit B2-16 is hereby issued and incorporated herein to reduce the contract amount by Two Million Nine Hundred Eight Thousand Twelve Dollars ($2,908,012.00) to recapture funds in alignment with approved Budget Adjustment Requests (BAR #45-170, BAR #45-175, and BAR #45-176). The new total amount of the contract shall not exceed Thirteen Million Five Hundred Sixty-Six Thousand Six Hundred Forty-Nine Dollars ($13,566,649.00).

This Amendment is effective upon execution. Any dates set forth in the original Contract and/or prior Amendment(s) shall be deemed updated/revised, if necessary, to be compatible with this Amendment. All other terms and conditions of the original Contract and/or prior Amendment(s) shall remain the same.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
David D. Hart
Chief Financial Officer

Date _____

lm 2-4
ROC N/A

NORWALK-LA MIRADA UNIFIED
SCHOOL DISTRICT

By DocuSigned by: Estuardo Santillan 4A74716ED8DD484...

Estuardo Santillan
Typed or Printed Name

Title Assistant Superintendent, Business Services

Date 02/23/2026

Docusign Envelope ID: 0C6B7F46-5A74-4007-AFB5-2F316B884798

# REVISED EXHIBIT B2-16

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT
C-23439

Program: HEAD START (52100)

Date Prepared: January 26, 2026

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HS Basic Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | #513 | $ 4,184,803 | $ 2,849,355 | $ - | $ - | $ 261,682 | $ - | $ - | $ 371,459 | $ - | $ 7,667,299 | $ 1,916,825 |
| COLA & QI | | | 125,000 | | | 311,307 | | | 174,381 | | 610,688 | 152,672 |
| BAR#43-189, 14, 9/11/23 | | | | | 47,288 | | | | 698,957 | | 746,245 | 186,561 |
| BAR#43-468, 30, 4/26/24 | | 348,250 | | | | | | | | | 348,250 | 87,063 |
| BAR#43-249, 18, 11/20/23 | | 23,258 | 14,211 | | | (37,469) | | | | | - | - |
| RAA#43-606, 37, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-529, 34, 7/30/24 | | 60,000 | | | | (220,000) | | | 160,000 | | - | - |
| BAR#44-233, 11, 10/31/24 | | | | | | 322,651 | | | 199,000 | | 521,651 | - |
| BAR#44-371, 17, 3/28/25 | | | | | | 65,000 | | | (65,000) | | - | - |
| RAA#44-548, 28, 9/5/25 | | | | | | | | | | | - | - |
| BAR#45-170, 9, 1/6/26 | | (99,977) | (929,570) | | (4,026) | (162,690) | | | (866,661) | | (2,062,924) | - |
| **Total HS Basic Funds** | | $ 4,516,334 | $ 2,058,996 | $ - | $ 43,262 | $ 540,481 | $ - | $ - | $ 672,136 | $ - | $ 7,831,209 | $ 2,343,121 |
| **Training & Technical Assistance:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ 2,100 | $ - | $ - | $ 13,290 | | $ 15,390 | $ 3,847 |
| RAA#43-607, 38, 8/19/24 | | | | | | | | | | | - | - |
| RAA#44-550, 29, 9/5/25 | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total T&TA Funds** | | $ - | $ - | $ - | $ - | $ 2,100 | $ - | $ - | $ 13,290 | $ - | $ 15,390 | $ 3,847 |

Lesley Jiang, Interim Director

01/26/2026
Date

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: EARLY HEAD START (52120) | Date Prepared: January 14, 2026

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **EHS Basic Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | #204 | $ 2,581,971 | $ 1,412,825 | $ 3,500 | $ 33,138 | $ 231,960 | $ - | $ - | $ 278,666 | $ - | $ 4,542,060 | $ 1,135,515 |
| COLA & QI | | | 73,000 | | | 180,558 | | | 100,388 | | 353,946 | 88,487 |
| BAR#43-190, 15, 9/11/23 | | | | | | | | | 55,000 | | 55,000 | 13,750 |
| RAA#43-609, 40, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-466, 28, 4/26/24 | | | | | | | | | | | - | (866,000) |
| BAR#44-288, 14, 1/3/25 | | | | | | | | | 7,500 | | 7,500 | - |
| RAA#44-553, 31, 9/5/25 | | | | | | | | | | | - | - |
| BAR#45-176, 11, 1/9/26 | | (97,405) | (141,881) | (3,500) | (33,138) | (148,423) | | | (238,890) | | (663,237) | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total EHS Basic Funds** | | $ 2,484,566 | $ 1,343,944 | $ - | $ - | $ 264,095 | $ - | $ - | $ 202,664 | $ - | $ 4,295,269 | $ 371,752 |

Elizabeth Boston

Elizabeth Boston, Executive Director

01/15/2026

Date

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Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT  Program: Head Start Basic Carryover I (52101)  Date Prepared: January 16, 2026

C-23439

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Head Start Basic Carryover I:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#43-304, 22, 1/11/24 | | | | | 87,263 | | | | 147,769 | | 235,032 | - |
| RAA#43-613, 44, 8/20/24 | | | | | | | | | | | - | - |
| BAR#44-232, 10, 10/30/24 | | 44,000 | 6,000 | | | | | | | | 50,000 | - |
| BAR#44-290, 16, 1/3/25 | | | | | | 4,500 | 45,000 | | 30,500 | | 80,000 | - |
| RAA#44-555, 32, 9/5/25 | | | | | | | | | | | - | - |
| BAR#45-175, 10, 1/9/26 | | (44,000) | (6,000) | | (5,407) | (3,581) | (24,500) | | (98,363) | | (181,851) | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total Head Start Basic Carryover I Funds** | | $ - | $ - | $ - | $ 81,856 | $ 919 | $ 20,500 | $ - | $ 79,906 | $ - | $ 183,181 | $ - |

Elizabeth Boston

Elizabeth Boston, Executive Director

01/16/2026

Date

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Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2024

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: STATE PRESCHOOL MG (61050.9) | Date Prepared: July 5, 2023

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **State Preschool Mini Grant :** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ 71,400 | $ - | $ - | $ - | $ - | $ 71,400 |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total State Preschool Mini Grant Funds** | | $ - | $ - | $ - | $ - | $ 71,400 | $ - | $ - | $ - | $ - | $ 71,400 |

Terri Lyttaker (Jul 6, 2023 17:10 PDT)
Terri Lyttaker, Controller

Jul 6, 2023
Date

LJ Jul 6, 2023

Jul 6, 2023

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Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2024

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: STATE PRESCHOOL (61050) | Date Prepared: July 5, 2023

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **State Preschool :** | 6238 | | | | | | | | | | |
| Approved Application | #24 | $ 80,711 | $ 42,500 | $ - | $ - | $ 14,000 | $ - | $ - | $ 1,389 | $ - | $ 138,600 |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total State Preschool Funds** | | $ 80,711 | $ 42,500 | $ - | $ - | $ 14,000 | $ - | $ - | $ 1,389 | $ - | $ 138,600 |

Terri Lyttaker (Jul 6, 2023 17:10 PDT)

Terri Lyttaker, Controller

Jul 6, 2023
Date

Jul 6, 2023

Jul 6, 2023

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 Program: HS DURATION (52150) Date Prepared: September 17, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HS Duration Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ 287,651 | $ 115,915 | $ - | $ - | $ 8,354 | $ - | $ - | $ 1,000 | | $ 412,920 | $ 103,230 |
| COLA | | | | | | 18,112 | | | 5,000 | | 23,112 | 5,778 |
| RAA#43-608, 39, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-467, 29, 4/26/24 | | | | | | | | | | | - | (103,000) |
| BAR#43-531, 36, 7/30/24 | | 6,000 | | | | | | | (6,000) | | - | - |
| RAA#44-552, 30, 9/5/25 | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total HS Duration Funding Funds** | | $ 293,651 | $ 115,915 | $ - | $ - | $ 26,466 | $ - | $ - | $ - | $ - | $ 436,032 | $ 6,008 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/17/2025
Date

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Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: AB110 ARPA CSPP Round 2 (78170) | Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB110 ARPA CSPP Round 2:** | 6238 | | | | | | | | | | |
| BAR#43-258, 21, 12/1/23 | | $ 188,000 | $ 59,852 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 247,852 |
| BAR#43-322, 24, 1/29/24 | | | | | | 105,772 | | | | | 105,772 |
| RAA#43-610, 41, 8/19/24 | | | | | | | | | | | - |
| RAA#44-557, 33, 9/5/25 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total AB110 ARPA CSPP Round 2 Funds** | | $ 188,000 | $ 59,852 | $ - | $ - | $ 105,772 | $ - | $ - | $ - | $ - | $ 353,624 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

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Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: AB131 CSPP (50590) | Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB131 CSPP:** | 6238 | | | | | | | | | | |
| BAR#43-256, 19, 12/1/23 | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 42,929 | $ - | $ 42,929 |
| RAA#43-611, 42, 8/20/24 | | | | | | | | | | | - |
| RAA#44-559, 34, 9/5/25 | | | | | | | | | | | - |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total AB131 CSPP Funds** | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 42,929 | $ - | $ 42,929 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

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Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 Program: AB185 ARPA CSPP (50660) Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB185 ARPA CSPP :** | 6238 | | | | | | | | | | |
| BAR#43-257, 20, 12/1/23 | | $ - | $ - | $ 12,500 | $ - | $ 68,500 | $ - | $ - | $ 75,802 | $ - | $ 156,802 |
| RAA#43-612, 43, 8/20/24 | | | | | | | | | | | - |
| RAA#44-560, 35, 9/5/25 | | | | | | | | | | | - |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total AB185 ARPA CSPP Funds** | | $ - | $ - | $ 12,500 | $ - | $ 68,500 | $ - | $ - | $ 75,802 | $ - | $ 156,802 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

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Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: CSPP SB140 One Time for Centers (78173) | Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **CSPP SB140 One Time for Centers:** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#44-256, 13, 12/09/24 | | | | | | | 11,553 | | | | 11,553 |
| RAA#44-562, 36, 9/5/25 | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total CSPP SB140 One Time for Centers Funds** | | $ - | $ - | $ - | $ - | $ - | $ 11,553 | $ - | $ - | $ - | $ 11,553 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

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Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: SB140 Plus Rate CSPP (78172) | Date Prepared: September 24, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **SB140 Plus Rate CSPP:** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#44-255, 12, 12/6/24 | | 15,000 | 10,000 | | | 5,660 | | | | | 30,660 |
| RAA#44-564, 37, 9/5/25 | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total SB140 Plus Rate CSPP Funds** | | $ 15,000 | $ 10,000 | $ - | $ - | $ 5,660 | $ - | $ - | $ - | $ - | $ 30,660 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/24/2025
Date

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**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year | Date of Request | Effective Date |
|---|---|---|---|---|
| **Norwalk-La Mirada Unified School District** | | **2025-26** | **01/06/2026** | **07/01/2025** |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| **HS Basic LCE** | **One-Time** | **9** | **45-170** | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   Grantee initiated recapture of HS Basic LCE ($2,062,924) VA

   a1. Program Managers & content Area Experts $8,581
   a2. Teachers/Infant Toddler Teachers $81,599
   a5. Teacher Aides & Other Education Personnel ($47,113)
   a6. Health/Mental Health Services Personnel $16,120
   a7. Disabilities Services Personnel ($10,906)
   a8. Nutrition Services Personnel ($9,536)
   a9. Other Child Services Personnel $4,277
   a10. Program Managers & content Area Experts ($40,634)
   a11. Other Family & community Partnerships Personnel ($98,994)
   a13. Head Start/Early Head Start Director $2,746
   a14. Managers ($8,864)
   a16. Clerical Personnel $10,818
   a17. Fiscal Personnel $8,007
   a18. Other Administrative Personnel $14,546
   a19. Maintenance Personnel $14,376
   a20. Transportation Personnel ($9,293)
   a21. Other Personnel ($35,707)
   b1. Social Security (FICA), State Disability, UI ($184,431)
   b2. Health/Dental/Life Insurance ($424,533)
   b3. Retirement ($305,606)
   b4. Other Fringe ($15,000)
   d2. Classroom/Outdoor ($4,026)
   e1. Office Supplies ~~($40,334)~~ ($25,354)
   e2. Child & Family Svc Supplies ~~($37,253)~~ ($102,253)
   e3. Food Service Supplies $16,073
   e4. Other Supplies ~~($36,176)~~ ($51,156)
   h4. Utilities, Telephone ($37,782) VA
   h5. Building & Child Liability ($683)

| **APPROVALS** | Grantee Program Office and Date Signed |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed |

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h6. Building Maint & Rep ~~($263,060)~~ ($202,183)
h7. Alteration/Renovation ($513,603)
h8. Local Travel ($11,209) VA
h9. Nutrition Services ($30,000)
h10. Child Services Consultants ($114,435)
h13. Parent Services ($5,130)
h15. Publications/Ads/Printing
~~$10,855~~ $14,978 VA
h16. Training or Staff Develop $9,625
h17. Other $23,761

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   Yes.

3. What alternative(s) were considered before proposing the changes?

   N/A

4. How will the alternative chosen improve the delivery of services to children and families?

   N/A

5. Describe how the proposed changes conform to Federal and/or State regulations.

   N/A

Grantee Generated

Maria Villarosa

Lovell Alford

| APPROVALS | |
|---|---|
| | Grantee Program Office and Date Signed 01/12/2026 |
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed 01/26/2026 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed 01/26/2026 |

CA 01/26/2026

ERC

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**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year | Date of Request | Effective Date |
|---|---|---|---|---|
| **Norwalk-La Mirada Unified School District** | | **2025**-26 | **01/09/2026** | **07/01/2025** |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| **EHS Basic LCE** | **One-Time** | **11** | **45-176** | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   Grantee initiated recapture of Early Head Start LCE ($663,237)

   a1. Program Managers & content Area Experts $285 VA
   a2. Teachers/Infant Toddler Teachers ($6,744)
   a4. Home Visitors ($43,961)
   a5. Teacher Aides & Other Education Personnel $10,660
   a6. Health/Mental Health Services Personnel $5,630
   a7. Disabilities Services Personnel ($922)
   a8. Nutrition Services Personnel ($814)
   a9. Other Child Services Personnel $364
   a10. Program Managers & content Area Experts ($3,546)
   a11. Other Family & community Partnerships Personnel $4,170
   a13. Head Start/Early Head Start Director $305
   a14. Managers ($18,162)
   a16. Clerical Personnel $1,513
   a17. Fiscal Personnel $366
   a18. Other Administrative Personnel ($1,048)
   a19. Maintenance Personnel ($43,528)
   a21. Other Personnel ($1,973)
   b1. Social Security (FICA), State Disability, UI ($92,386)
   b2. Health/Dental/Life Insurance $10,611
   b3. Retirement ($35,106)
   b4. Other Fringe ($25,000)
   c1. Travel Costs ($3,500)
   d2. Classroom/Outdoor ($33,138)
   e1. Office Supplies ($51,632)
   e2. Child & Family Svc Supplies ($31,715)
   e3. Food Service Supplies ($29,682)
   e4. Other Supplies ($35,394)
   h4. Utilities, Telephone ($79,463)

| **APPROVALS** | Grantee Program Office and Date Signed |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed |

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h5. Building & Child Liability ($500)
h6. Building Maint & Rep $11,965
h7. Alteration/Renovation ($75,000)
h8. Local Travel ($2,235)
h9. Nutrition Services ($35,000)
h10. Child Services Consultants ($15,226)
h13. Parent Services ($2,040)
h15. Publications/Ads/Printing ($19,072)
h16. Training or Staff Develop ($7,888)
h17. Other ($14,431)

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   Yes.

3. What alternative(s) were considered before proposing the changes?

   N/A

4. How will the alternative chosen improve the delivery of services to children and families?

   N/A

5. Describe how the proposed changes conform to Federal and/or State regulations.

   N/A

Grantee Generated

Maria Villarosa

Lovell Alford

| APPROVALS | |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Grantee Program Office and Date Signed 01/12/2026 |
| Signature of Authorized Board Member and Date Signed | Controller's Office and Date Signed 01/14/2026 |
| | Controller's Office – Financial Operations Consultant and Date Signed 01/14/2026 |

CA 01/14/2026

ERC

Docusign Envelope ID: 0C6B7F46-5A74-4007-AFB5-2F316B884798



**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year | Date of Request | Effective Date |
|---|---|---|---|---|
| **Norwalk-La Mirada Unified School District** | | **2025** -26 | **01/09/2026** | **07/01/2025** |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| **HS Basic Carryover I LCE** | **One-Time** | **10** | **45-175** | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   Grantee initiated recapture of HS Basic CO I ($181,851)

   a19. Maintenance Personnel ($44,000)
   b1. Social Security (FICA), State Disability, UI ($5,000)
   b3. Retirement ($1,000)
   ~~d1. Office Equipment ($5,407)~~ d2. Classroom/OUtdoor/Home-based/FCC ($5,407)
   e2. Child & Family Svc Supplies ($3,581)
   f8. Other Contracts ($24,500)
   h6. Building Maint & Rep ($73,951)
   h7. Alteration/Renovation ($8,712)
   h15. Publications/Ads/Printing ($11,231)
   h17. Other ($4,469) VA

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   Yes.

3. What alternative(s) were considered before proposing the changes?

   N/A

4. How will the alternative chosen improve the delivery of services to children and families?

   N/A

5. Describe how the proposed changes conform to Federal and/or State regulations.

   N/A

Grantee Generated

Maria Villarosa

Lovell Alford

**APPROVALS**

| | |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Grantee Program Office and Date Signed 01/12/2026 |
| Signature of Authorized Board Member and Date Signed | Controller's Office and Date Signed 01/16/2026 |
| | Controller's Office – Financial Operations Consultant and Date Signed 01/16/2026 |

CA 01/16/2026

ERC

docusign

## Certificate Of Completion

Envelope Id: 0C6B7F46-5A74-4007-AFB5-2F316B884798
Status: Completed
Subject: LOS ANGELES COUNTY OFFICE OF EDUCATION Agreement with NLMUSD
Source Envelope:
Document Pages: 18
Signatures: 1
Envelope Originator:
Certificate Pages: 2
Initials: 0
Karina De Loza
AutoNav: Enabled
kdeloza@nlmusd.k12.ca.us
EnvelopeId Stamping: Enabled
IP Address: 209.147.23.110
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

## Record Tracking

Status: Original
2/6/2026 3:26:04 PM
Holder: Karina De Loza
kdeloza@nlmusd.k12.ca.us
Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Karina De Loza<br>kdeloza@nlmusd.k12.ca.us<br>Early Education<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | Completed<br>Using IP Address: 209.147.23.110 | Sent: 2/6/2026 4:07:38 PM<br>Viewed: 2/6/2026 4:07:53 PM<br>Signed: 2/6/2026 4:08:15 PM |
| Jennifer Sun<br>jsun@nlmusd.org<br>10/13/2025<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | Completed<br>Using IP Address: 209.147.23.14 | Sent: 2/6/2026 4:08:16 PM<br>Viewed: 2/25/2026 8:54:00 AM<br>Signed: 2/25/2026 9:18:41 AM |
| Estuardo Santillan<br>esantillan@nlmusd.org<br>Assistant Superintendent Business Services<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | DocuSigned by:<br>Estuardo Santillan<br>4A74716ED8DD484...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 209.147.23.14 | Sent: 2/25/2026 9:18:43 AM<br>Viewed: 2/25/2026 10:06:53 AM<br>Signed: 2/25/2026 10:06:59 AM |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|

| Agent Delivery Events | Status | Timestamp |
|---|---|---|

| Intermediary Delivery Events | Status | Timestamp |
|---|---|---|

| Certified Delivery Events | Status | Timestamp |
|---|---|---|

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| Los Angeles County of Education<br>mycontracts@lacoe.edu<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:** | COPIED | Sent: 2/25/2026 10:07:00 AM<br>Viewed: 2/25/2026 10:08:43 AM |

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| Not Offered via Docusign | | |
| Early Education Directors<br>Earlyeddirectors@nlmusd.k12.ca.us<br>Security Level: Email, Account Authentication (None) | COPIED | Sent: 2/25/2026 10:07:01 AM |
| **Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | | |

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 2/6/2026 4:07:38 PM |
| Envelope Updated | Security Checked | 2/25/2026 8:55:55 AM |
| Envelope Updated | Security Checked | 2/25/2026 8:55:55 AM |
| Envelope Updated | Security Checked | 2/25/2026 8:55:55 AM |
| Certified Delivered | Security Checked | 2/25/2026 10:06:53 AM |
| Signing Complete | Security Checked | 2/25/2026 10:06:59 AM |
| Completed | Security Checked | 2/25/2026 10:07:01 AM |

| Payment Events | Status | Timestamps |
|---|---|---|

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# REQUEST FOR CONTRACT APPROVAL

**School Site/Department:** NLMUSD- EARLY EDUCATION PROGRAM

**Name of Vendor:** LOS ANGELES COUNTY OFFICE OF EDUCATION (LACOE)

**Description of Services/Products to be Provided.**
**Include why they are needed and/or what they will be used for.**

Revised Exhibit B2-16 is hereby issued and incorporated herein to reduce the contract amount by Two Million Nine Hundred Eight Thousand Twelve Dollars ($2,908,012.00) to recapture funds in alignment with approved Budget Adjustment Requests (BAR #45-170, BAR #45-175, and BAR #45-176). The new total amount of the contract shall not exceed Thirteen Million Five Hundred Sixty-Six Thousand Six Hundred Forty-Nine Dollars ($13,566,649.00).

**Effective Dates of Contract:**

**First Day of Services to be Provided (Start Date):** JULY 1, 2023

**Date Services to be Completed (End Date):** JUNE 30, 2026

**Total Contract Value: $** 13,566,649.00

**Funding Source(s):**
**Must be entered in BEST format**
**Fund . Sub Fund – Resource . Project Year – Goal – Function – Object - Location**

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

**If using ASB Funds, upload ASB Minutes approving the expenditure.**

**Yes** X **No**

Rev. 8/21/2025

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

C-23439-A16:23:26

LOS ANGELES COUNTY OFFICE OF EDUCATION

AMENDMENT NO. 16
TO

HEAD START/ EARLY HEAD START/INFANT-TODDLER GENERAL CHILDCARE (CCTR) PROGRAMS/ STATE PRESCHOOL (CSPP)
HEAD START AND EARLY LEARNING DIVISION

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT, whose address is 14616 Dinard Avenue, Norwalk, CA 90650, hereinafter referred to as "Subrecipient", mutually agree to amend Contract C-23439 and amendments thereto as follows:

1. Revised Exhibit B2-15 and Revised Exhibit E are hereby issued and incorporated herein to extend the end date of the funding for HSB LCE, HS T&TA LCE, HSD LCE, EHS LCE, AND HSB CO I LCE to June 30, 2026 in accordance with the fully approved Budget Adjustment Request (BAR) #44-548, BAR #44-550, BAR #44-552, BAR #44-553, and BAR #44-555, attached hereto, incorporated herein and made a part hereof.

This Amendment is effective upon execution. Any dates set forth in the original Contract and/or prior Amendment(s) shall be deemed updated/revised, if necessary, to be compatible with this Amendment. All other terms and conditions of the original Contract and/or prior Amendment(s) shall remain the same.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
David D. Hart
Chief Financial Officer

Tevi Lyttaker

Daniel Ding

Date 03/05/2026

lm 11-17
ROC 11/19/25

NORWALK-LA MIRADA UNIFIED
SCHOOL DISTRICT

By DocuSigned by: Estuardo Santillan

Estuardo A. Santillan
Typed or Printed Name

Title Asst. Superintendent Business Services

Date 02/23/2026

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

# REVISED EXHIBIT B2-15

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: HEAD START (52100) | Date Prepared: September 17, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HS Basic Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | #513 | $ 4,184,803 | $ 2,849,355 | $ - | $ - | $ 261,682 | $ - | $ - | $ 371,459 | $ - | $ 7,667,299 | $ 1,916,825 |
| COLA & QI | | | 125,000 | | | 311,307 | | | 174,381 | | 610,688 | 152,672 |
| BAR#43-189, 14, 9/11/23 | | | | | 47,288 | | | | 698,957 | | 746,245 | 186,561 |
| BAR#43-468, 30, 4/26/24 | | 348,250 | | | | | | | | | 348,250 | 87,063 |
| BAR#43-249, 18, 11/20/23 | | 23,258 | 14,211 | | | (37,469) | | | | | - | - |
| RAA#43-606, 37, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-529, 34, 7/30/24 | | 60,000 | | | | (220,000) | | | 160,000 | | - | - |
| BAR#44-233, 11, 10/31/24 | | | | | | 322,651 | | | 199,000 | | 521,651 | - |
| BAR#44-371, 17, 3/28/25 | | | | | | 65,000 | | | (65,000) | | - | - |
| RAA#44-548, 28, 9/5/25 | | | | | | | | | | | - | - |
| **Total HS Basic Funds** | | $ 4,616,311 | $ 2,988,566 | $ - | $ 47,288 | $ 703,171 | $ - | $ - | $ 1,538,797 | $ - | $ 9,894,133 | $ 2,343,121 |
| **Training & Technical Assistance:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ 2,100 | $ - | $ - | $ 13,290 | | $ 15,390 | $ 3,847 |
| RAA#43-607, 38, 8/19/24 | | | | | | | | | | | - | - |
| RAA#44-550, 29, 9/5/25 | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total T&TA Funds** | | $ - | $ - | $ - | $ - | $ 2,100 | $ - | $ - | $ 13,290 | $ - | $ 15,390 | $ 3,847 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/17/2025
Date

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: HS DURATION (52150) | Date Prepared: September 17, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC-TUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **HS Duration Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ 287,651 | $ 115,915 | $ - | $ - | $ 8,354 | $ - | $ - | $ 1,000 | | $ 412,920 | $ 103,230 |
| COLA | | | | | | 18,112 | | | 5,000 | | 23,112 | 5,778 |
| RAA#43-608, 39, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-467, 29, 4/26/24 | | | | | | | | | | | - | (103,000) |
| BAR#43-531, 36, 7/30/24 | | 6,000 | | | | | | | (6,000) | | - | - |
| RAA#44-552, 30, 9/5/25 | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total HS Duration Funding Funds** | | $ 293,651 | $ 115,915 | $ - | $ - | $ 26,466 | $ - | $ - | $ - | $ - | $ 436,032 | $ 6,008 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/17/2025
Date

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: EARLY HEAD START (52120) | Date Prepared: September 17, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC-TUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **EHS Basic Funding:** | 6238 | | | | | | | | | | | |
| Approved Application | #204 | $ 2,581,971 | $ 1,412,825 | $ 3,500 | $ 33,138 | $ 231,960 | $ - | $ - | $ 278,666 | $ - | $ 4,542,060 | $ 1,135,515 |
| COLA & QI | | | 73,000 | | | 180,558 | | | 100,388 | | 353,946 | 88,487 |
| BAR#43-190, 15, 9/11/23 | | | | | | | | | 55,000 | | 55,000 | 13,750 |
| RAA#43-609, 40, 8/19/24 | | | | | | | | | | | - | - |
| BAR#43-466, 28, 4/26/24 | | | | | | | | | | | - | (866,000) |
| BAR#44-288, 14, 1/3/25 | | | | | | | | | 7,500 | | 7,500 | - |
| RAA#44-553, 31, 9/5/25 | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total EHS Basic Funds** | | $ 2,581,971 | $ 1,485,825 | $ 3,500 | $ 33,138 | $ 412,518 | $ - | $ - | $ 441,554 | $ - | $ 4,958,506 | $ 371,752 |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/17/2025
Date

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2026

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 Program: Head Start Basic Carryover I (52101) Date Prepared: September 17, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL | NON-FEDERAL MATCH |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Head Start Basic Carryover I:** | 6238 | | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#43-304, 22, 1/11/24 | | | | | 87,263 | | | | 147,769 | | 235,032 | - |
| RAA#43-613, 44, 8/20/24 | | | | | | | | | | | - | - |
| BAR#44-232, 10, 10/30/24 | | 44,000 | 6,000 | | | | | | | | 50,000 | - |
| BAR#44-290, 16, 1/3/25 | | | | | | 4,500 | 45,000 | | 30,500 | | 80,000 | - |
| RAA#44-555, 32, 9/5/25 | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| | | | | | | | | | | | - | - |
| **Total Head Start Basic Carryover I Funds** | | $ 44,000 | $ 6,000 | $ - | $ 87,263 | $ 4,500 | $ 45,000 | $ - | $ 178,269 | $ - | $ 365,032 | $ - |

Lesley Jiang, AIC for Terri Lyttaker, Controller

09/17/2025
Date

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2024

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT
C-23439

Program: STATE PRESCHOOL (61050)

Date Prepared: July 5, 2023

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **State Preschool :** | 6238 | | | | | | | | | | |
| **Approved Application** | #24 | $ 80,711 | $ 42,500 | $ - | $ - | $ 14,000 | $ - | $ - | $ 1,389 | $ - | $ 138,600 |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| | | | | | | | | | | | - |
| **Total State Preschool Funds** | | $ 80,711 | $ 42,500 | $ - | $ - | $ 14,000 | $ - | $ - | $ 1,389 | $ - | $ 138,600 |

Terri Lyttaker (Jul 6, 2023 17:10 PDT)

Terri Lyttaker, Controller

Jul 6, 2023
Date

LJ Jul 6, 2023

Jul 6, 2023

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/30/2024

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: STATE PRESCHOOL MG (61050.9) | Date Prepared: July 5, 2023

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **State Preschool Mini Grant :** | 6238 | | | | | | | | | | |
| **Approved Application** | | $ - | $ - | $ - | $ - | $ 71,400 | $ - | $ - | $ - | $ - | $ 71,400 |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total State Preschool Mini Grant Funds** | | $ - | $ - | $ - | $ - | $ 71,400 | $ - | $ - | $ - | $ - | $ 71,400 |

Terri Lyttaker (Jul 6, 2023 17:16 PDT)

Terri Lyttaker, Controller

Jul 6, 2023
Date

LD Jul 6, 2023

Jul 6, 2023

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/29/2025

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT
C-23439

Program: AB110 ARPA CSPP Round 2 (78170)

Date Prepared: September 3, 2024

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB110 ARPA CSPP Round 2:** | 6238 | | | | | | | | | | |
| BAR#43-258, 21, 12/1/23 | | $ 188,000 | $ 59,852 | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 247,852 |
| BAR#43-322, 24, 1/29/24 | | | | | | 105,772 | | | | | 105,772 |
| RAA#43-610, 41, 8/19/24 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total AB110 ARPA CSPP Round 2 Funds** | | $ 188,000 | $ 59,852 | $ - | $ - | $ 105,772 | $ - | $ - | $ - | $ - | $ 353,624 |

Terri Lyttaker (Sep 4, 2024 14:55 PDT)

Terri Lyttaker, Controller

Sep 4, 2024
Date

Sep 4, 2024

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/29/2025

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 Program: AB131 CSPP (50590) Date Prepared: September 3, 2024

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRAC - TUAL 6000 | CONSTRUC- TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB131 CSPP:** | 6238 | | | | | | | | | | |
| BAR#43-256, 19, 12/1/23 | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 42,929 | $ - | $ 42,929 |
| RAA#43-611, 42, 8/20/24 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total AB131 CSPP Funds** | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ 42,929 | $ - | $ 42,929 |

Terri Lyttaker (Sep 4, 2024 14:55 PDT)

Terri Lyttaker, Controller

Sep 4, 2024
Date

Sep 4, 2024

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/29/2025

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT
C-23439

Program: AB185 ARPA CSPP (50660)

Date Prepared: September 3, 2024

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **AB185 ARPA CSPP :** | 6238 | | | | | | | | | | |
| BAR#43-257, 20, 12/1/23 | | $ - | $ - | $ 12,500 | $ - | $ 68,500 | $ - | $ - | $ 75,802 | $ - | $ 156,802 |
| RAA#43-612, 43, 8/20/24 | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total AB185 ARPA CSPP Funds** | | $ - | $ - | $ 12,500 | $ - | $ 68,500 | $ - | $ - | $ 75,802 | $ - | $ 156,802 |

Terri Lyttaker (Sep 4, 2024 14:55 PDT)

Terri Lyttaker, Controller

Sep 4, 2024
Date

Sep 4, 2024

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/29/2025

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT
C-23439

Program: CSPP SB140 One Time for Centers (78173)

Date Prepared: February 18, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **CSPP SB140 One Time for Centers:** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#44-256, 13, 12/09/24 | | | | | | | 11,553 | | | | 11,553 |
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| | | | | | | | | | | | - |
| **Total CSPP SB140 One Time for Centers Funds** | | $ - | $ - | $ - | $ - | $ - | $ 11,553 | $ - | $ - | $ - | $ 11,553 |

Terri Lyttaker (Feb 18, 2025 17:21 PST)
Terri Lyttaker, Controller

Feb 18, 2025
Date

Leslie Jiang
Feb 18, 2025

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

Los Angeles County Office of Education
Head Start-State Preschool Contract Exhibit B2
7/1/2023 - 6/29/2025

Subrecipient Name: NORWALK LA MIRADA UNIFIED SCHOOL DISTRICT C-23439 | Program: SB140 Plus Rate CSPP (78172) | Date Prepared: February 19, 2025

| | | PERSONNEL 1000 | FRINGE BENEFITS 2000 | TRAVEL 3000 | EQUIPMENT 4000 | SUPPLIES 5000 | CONTRACTUAL 6000 | CONSTRUC-TION 7000 | OTHER COSTS 8000 | INDIRECT COSTS | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **SB140 Plus Rate CSPP:** | 6238 | | | | | | | | | | |
| Approved Application | | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| BAR#44-255, 12, 12/06/24 | | 15,000 | 10,000 | | | 5,660 | | | | | 30,660 |
| | | | | | | | | | | | - |
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| | | | | | | | | | | | - |
| **Total SB140 Plus Rate CSPP Funds** | | $ 15,000 | $ 10,000 | $ - | $ - | $ 5,660 | $ - | $ - | $ - | $ - | $ 30,660 |

Terri Lyttaker (Feb 19, 2025 15:40 PST)
Terri Lyttaker, Controller

Feb 19, 2025
Date

Leslie Jiang
Feb 19, 2025

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE



**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year 2023-2026 | Date of Request | Effective Date |
|---|---|---|---|---|
| Norwalk-La Mirada Unified School District | | ~~2024~~ | 09/05/2025 | 07/01/2024 |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| HS Basic LCE | One-Time | 28 | 44-548 | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   We are requesting Head Start Basic-LCE contract ending date extend to 6/30/2026 per NOA 09CH011157-05-06. There is no impact on the program operations currently in place or the organizational structure.

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   No budget changes.

3. What alternative(s) were considered before proposing the changes?

   None.

4. How will the alternative chosen improve the delivery of services to children and families?

   Not Applicable.

5. Describe how the proposed changes conform to Federal and/or State regulations.

   Not Applicable.

GRANTEE GENERATED

Maria Villarosa

Lovell Alford

| APPROVALS | |
|---|---|
| | Grantee Program Office and Date Signed 09/15/2025 |
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed Carol Tsuruoka 09/17/2025 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed Anthony Zou 09/17/2025 |

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**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year 2023-2026 ~~2024~~ | Date of Request | Effective Date |
|---|---|---|---|---|
| Norwalk-La Mirada Unified School District | | | 09/05/2025 | 07/01/2024 |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| HS T&TA LCE | One-Time | 29 | 44-550 | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   We are requesting HS T&TA-LCE contract ending date extend to 6/30/2026 per NOA 09CH011157-05-06. There is no impact on the program operations currently in place or the organizational structure.

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   No budget changes.

3. What alternative(s) were considered before proposing the changes?

   None.

4. How will the alternative chosen improve the delivery of services to children and families?

   Not Applicable.

5. Describe how the proposed changes conform to Federal and/or State regulations.

   Not Applicable.

GRANTEE GENERATED

Maria Villarosa

Loveil Alford

**APPROVALS**

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|---|---|
| | Grantee Program Office and Date Signed 09/15/2025 |
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed Carol Tsang 09/17/2025 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed Anthony Zou 09/17/2025 |

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**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year 2023-2026 | Date of Request | Effective Date |
|---|---|---|---|---|
| Norwalk-La Mirada Unified School District | | ~~2024~~ | 09/05/2025 | 07/01/2024 |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| HS Duration/Dosage LCE | One-Time | 30 | 44-552 | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   We are requesting HS Duration/Dosage-LCE contract ending date extend to 6/30/2026 per NOA 09CH011157-05-06. There is no impact on the program operations currently in place or the organizational structure.

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   No budget changes.

3. What alternative(s) were considered before proposing the changes?

   None.

4. How will the alternative chosen improve the delivery of services to children and families?

   Not Applicable.

5. Describe how the proposed changes conform to Federal and/or State regulations.

   Not Applicable.

GRANTEE GENERATED

Maria Villarosa

Lovell Alford

| APPROVALS | |
|---|---|
| | Grantee Program Office and Date Signed 09/15/2025 |
| Parent Policy Committee (Auth. Rep.) and Date Signed | Controller's Office and Date Signed Carol Tsuruoka 09/17/2025 |
| Signature of Authorized Board Member and Date Signed | Controller's Office – Financial Operations Consultant and Date Signed Anthony Zou 09/17/2025 |

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**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year 2023-2026 | Date of Request | Effective Date |
|---|---|---|---|---|
| Norwalk-La Mirada Unified School District | | 2024 | 09/05/2025 | 07/01/2024 |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| EHS Basic LCE | One-Time | 31 | 44-553 | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   We are requesting Early Head Start Basic-LCE contract ending date extend to 6/30/2026 per NOA 09CH011157-05-06. There is no impact on the program operations currently in place or the organizational structure.

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   No budget changes.

3. What alternative(s) were considered before proposing the changes?

   None.

4. How will the alternative chosen improve the delivery of services to children and families?

   Not Applicable.

5. Describe how the proposed changes conform to Federal and/or State regulations.

   Not Applicable.

GRANTEE GENERATED

Maria Villarosa

Lovell Alford

**APPROVALS**

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|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Grantee Program Office and Date Signed 09/16/2025 |
| Signature of Authorized Board Member and Date Signed | Controller's Office and Date Signed 09/17/2025 |
| | Controller's Office – Financial Operations Consultant and Date Signed 09/17/2025 |

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**Los Angeles County Office of Education**
**Budget Adjustment & Request for Advance Approvals**
**Head Start & State Preschool Delegate Agencies and School Districts**

| Name of Delegate Agency | | Fiscal Year 2023-2026 ~~2024~~ | Date of Request | Effective Date |
|---|---|---|---|---|
| Norwalk-La Mirada Unified School District | | | 09/05/2025 | 07/01/2024 |
| Funding Source (HS Basic, HS T&TA, EHS Basic, etc.) | Nature of Funding | ASR Number | BAR Number (Grantee Use) | |
| HS Basic Carryover I LCE | One-Time | 32 | 44-555 | |

**Justification of Budget Adjustment and/or Request for Advance Approvals:**

1. Describe the purpose of the proposed change(s), including:

   a) What is the impact of the proposed change on program operations currently in place?
   b) How will the change(s) impact the organizational structure in terms of the agency's ability to deliver services?

   We are requesting Head Start Basic Carryover I-LCE contract ending date extend to 6/30/2026 per NOA 09CH011157-05-06. There is no impact on the program operations currently in place or the organizational structure.

2. Do the budget changes that support the request meet fiscal accountability as they relate to (a) allowable, (b) necessary, (c) reasonable, and (d) allocable?

   No budget changes.

3. What alternative(s) were considered before proposing the changes?

   None.

4. How will the alternative chosen improve the delivery of services to children and families?

   Not Applicable.

5. Describe how the proposed changes conform to Federal and/or State regulations.

   Not Applicable.

GRANTEE GENERATED

Maria Villarosa

Lovell Alford

**APPROVALS**

| | |
|---|---|
| Parent Policy Committee (Auth. Rep.) and Date Signed | Grantee Program Office and Date Signed 09/15/2025 |
| Signature of Authorized Board Member and Date Signed | Controller's Office and Date Signed 09/17/2025 |
| | Controller's Office – Financial Operations Consultant and Date Signed 09/17/2025 |

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**REVISED EXHIBIT E -- FY 2023-2026 LOW-COST EXTENSION REQUIRED**

**REPORTS MONTHLY REPORTS**

Each report listed in this section is due monthly on or before the calendar day identified in the "DUE DATE" column.

| DUE DATE | REPORT | SUBMISSION FORMAT | SUBMIT TO | TEAM |
|---|---|---|---|---|
| 12th | Fiscal Cost Reports:<br>A. Invoice for Reimbursement<br>B. Food Program Expenditure Report (Non-Profits only)<br>C. Certificate of Compliance with Tax Regulations (Non-profits only)<br>D. Supplemental Expenditure Report Summary Page<br>E. Supplemental Expenditure Report Line Item Detail<br>F. Functional Allocation Percentages<br>G. Detailed Budget Report<br>H. Detailed Cost Report<br>I. Personnel Vacancy Report<br>J. Non Federal Match (NFM) Contribution Detail List<br>K. Attach trial balance to support data<br>L. Equipment Detail List | Electronic | HS_CostReport@lacoe.edu<br>ContlrHS_CostReport@lacoe.edu<br>cc Assigned Delegate Fiscal Lead | FCA |
| | Monthly Budget Projections | Electronic | Electronic Submission:<br>HS_CostReport@lacoe.edu<br>Assigned Delegate Fiscal Lead | |
| | Tier I Monitoring Tool | Electronic | Electronic Submission:<br>Assigned Delegate Fiscal Lead | |
| 12th | *Applicable only for sub-recipients who are currently approved for cash advance*<br>Cash Advance Requests: Whenever a Cash Advance is requested or Other Special Circumstances -- Submit A and B<br>A. Cash Projection Request<br>B. List of Estimated Expenditures for Cash Requested for the Month<br>C. Backup Documentation of Estimated Expenditures | Electronic | Electronic Submission:<br>HS_CostReport@lacoe.edu<br>ContlrHS_CostReport@lacoe.edu | FCA |

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

**SPECIFIC REPORTS**

Each report listed in this section is due on or before the calendar day identified in the "DUE DATE" column.

| DUE DATE | REPORT | SUBMISSION FORMAT | SUBMIT TO | TEAM |
|---|---|---|---|---|
| 7th calendar day of the month | Attendance:<br>Attendance Analysis Report<br>This report is only to be submitted when:<br>1. ADA falls below 85% for EHS and/or HS center-based and family childcare program options; and/or<br>2. Home visit participations fall below 85% for home-based programs | Electronic | Assigned Program Control Consultant<br><br>Subject line: Analysis of Absenteeism Report, [Agency Name] | PDS |
| Upon receipt from issuing agency and prior to commencement of Head Start services at the location. | Child Care Site Licenses (if changed or new) | Electronic | Facilities Planning Officer | FCA |
| Prior to commencement of Head Start/Early Head Start at the new location. | Agency Site Request<br>(Refer to RAA/BAR Manual) | Electronic<br>RAA/BAR System | Grantee Program Office Attention Fiscal Controls and Accountability Unit,<br>Facilities Planning Officer | FCA |
| Prior to execution. | Leases:<br>All proposed lease drafts. Submit to Grantee for review and prior approval. | Electronic | Facilities Planning Officer | FCA |
| Within 30 calendar days of signing final lease. | Leases:<br>Copies of All new/renewed executed Facility Leases. | Electronic | Division Secretary<br>Facilities Planning Officer | FCA |
| Within 30 calendar days of opening of a new child care center or family child care (FCC), and by August 30th of the start of year 1 of a 5-year grant period for all centers and FCC. | OHS<br>Health and Safety Screener with signed certification | Electronic | Facilities Planning Officer<br>Assigned Facilities Planning Specialist | FCA |
| Upon receipt from issuing agency. | Fire Inspection<br>Fire inspection report issued by local fire authority. | Electronic | Facilities Planning Officer<br>Assigned Facilities Planning Specialist | FCA |

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| DUE DATE | REPORT | SUBMISSION FORMAT | SUBMIT TO | TEAM |
|---|---|---|---|---|
| Within 45 calendar days at the start of the project period. Or at the launch of a new delegate agency within the current project period. | Governance and Leadership Capacity Screener | Electronic | Electronic Submission:<br>Head Start Enterprise System (HSES) | DLTL |
| Within 24 hours of receipt. | Fiscal:<br>Report of Funding loss Other Than Head Start | Electronic | Grantee Program Office<br>Division Secretary<br>hs_doc_submission@lacoe.edu<br>Subject line: Report of Funding Loss, [Agency Name] | FCA |
| *Prior to funding. | Original endorsement and Certificates of Insurance | Electronic | LACOE's Insurance Compliance PO Box 12010-LA, Hemet, CA 92546-8010<br>ContractsStaff@lacoe.edu<br><br>Division Secretary<br>hs_doc_submission@lacoe.edu<br><br>Subject line: Certificates of Insurance, [Agency Name] | FCA<br>LACOE |
| Within 24 hours of notification of planned termination | Insurance Termination Notice:<br>Written Insurance Termination Notice | Electronic | LACOE's Procurement Services and Operations/Administrative Services<br>ContractsStaff@lacoe.edu<br><br>Grantee Program Office<br>Division Secretary<br>hs_doc_submission@lacoe.edu<br><br>Subject line: Insurance Termination Notice, [Agency Name] | FCA<br>LACOE |
| Within 10 working days of filing of report with insurance provider | Insurance Report & Claim | Electronic | Grantee Division Secretary, FCA Unit, LACOE Risk Management Officer / Controller | FCA<br>LACOE |

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| DUE DATE | REPORT | SUBMISSION FORMAT | SUBMIT TO | TEAM |
|---|---|---|---|---|
| | | | hs_doc_submission@lacoe.edu<br><br>Subject line: Insurance Report & Claim, [Agency Name] | |
| Within 24 hours of receipt. | Lawsuits follow Steps in Exhibit M<br>(Including Legal Case Analysis, if appropriate) | Electronic | Grantee Program Office<br>Assistant Director, FCA<br><br>hs_doc_submission@lacoe.edu<br><br>Subject line: Legal Case Analysis [Agency Name] | FCA |
| Within 24 hours of receipt | Reports:<br>Other Regulatory Agencies (i.e., USDA/CACFP, CCLD, CDE, Health Dept., Fire Dept., Building and Safety, Environmental Health, etc.). | Electronic | hs_doc_submission@lacoe.edu<br><br>Subject line: [Regulatory Agency] Report, [Agency Name] | DLTL<br>FL<br>FPO |
| Within 24 hours of injury, incident or death | Death and Serious Injury:<br>Report of Unusual Incident and Injury<br>(Refer to LACOE UI GIM for details) | Electronic | DLTL on the LACOE issued Incident Report Tracking Sheet via e-mail mailto:hs_doc_submission@lacoe.edu<br>HSEL eCollaboration: Delegate Folders<br>Subject line: Unusual Incident and Injury Report, [Agency Name] | DLTL |
| Telephone call to PDE Assistant Director and electronic copy submitted within 24 hours | A designation of "Deficiency" by any Federal, State or local regulatory agency. | Electronic | hs_doc_submission@lacoe.edu<br><br>Subject line: Agency Deficiency Designation, [Agency Name] | DLTL |
| Telephone call to FCA Assistant Director and electronic copy of report submitted within 3 working days | A Sub Recipient has been determined by any Federal, State or local regulatory agency or by an independent audit to be at risk of failing to continue functioning as a going concern. | Electronic | hs_doc_submission@lacoe.edu<br><br>Subject line: Agency Going Concern Risk, [Agency Name] | FCA |

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| DUE DATE | REPORT | SUBMISSION FORMAT | SUBMIT TO | TEAM |
|---|---|---|---|---|
| Telephone call to FCA Assistant Director and electronic copy submitted within 3 working days | A Sub Recipient that files for bankruptcy | Electronic | hs_doc_submission@lacoe.edu<br><br>Subject line: Agency Bankruptcy Filing, [Agency Name] | FCA |
| Telephone call to FCA Assistant Director and electronic copy submitted within 3 working days | Sub Recipient or its subcontractors has been debarred from receiving Federal, State or local funds from any Federal, State or local agency or has been disqualified from the Child and Adult Care Food Program (CACFP), National School Lunch Program or the status of Sub Recipient certification for compliance with debarment has changed. | Electronic | hs_doc_submission@lacoe.edu<br><br>Subject line: Agency Debarment, [Agency Name] | FCA |
| Telephone call to FCA Assistant Director and electronic copy submitted within 3 working days | Suspension notification or report of funding loss of its Head Start, Early Head Start or State Preschool program by a Federal, State or local regulatory agency. | Electronic | hs_doc_submission@lacoe.edu<br><br>Subject line: Agency Funding Loss, [Agency Name] | FCA |
| Telephone call to PDE Assistant Director and electronic copy submitted within 24 hours | The placement on probation and/or the revocation of its license to operate a Head Start, Early Head Start or State Preschool center or program by a Federal, State or local regulatory agency. | Electronic | hs_doc_submission@lacoe.edu<br><br>Subject line: Agency License Probation/Revocation, [Agency Name] | DLTL |

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**REPORTS FOR SEPTEMBER 2026:**

Each report listed is due on or before the calendar day identified in the "DUE DATE" column.

| DAY | REPORT | SUBMISSION FORMAT | SUBMIT TO | TEAM |
|---|---|---|---|---|
| 30th | Fiscal<br>**Final Cost Reports for the Low-Cost Extension contract years, if applicable:<br>A. Invoice for Reimbursement<br>B. Personnel Vacancy Report<br>C. Food Program Expenditure Report (Non-Profits only)<br>D. Equipment Detail List<br>E. Supplemental Expenditure Report Summary Page<br>F. Supplemental Expenditure Report Line Item Detail<br>G. Certificate of Compliance with Tax Regulations (Non-profits only)<br>H. Functional Allocation Percentages<br>I. Detailed Budget Report<br>J. Detailed Cost Report<br>K. Non-Federal Match (NFM) Contribution Detail List<br>L. Attach Final trial balance to support data | Electronic | Electronic Submission:<br>HS_CostReport@lacoe.edu and<br>ContlrHS_CostReport@lacoe.edu<br>cc Assigned Delegate Fiscal Lead | FCA<br><br><br><br><br><br><br><br><br><br><br><br>FCA |
| | Explanation for unliquidated balance | Electronic | HS_CostReport@lacoe.edu and<br>cc Assigned Delegate Fiscal Lead | |

docusign

## Certificate Of Completion

Envelope Id: F9DF71B4-0701-4327-81CE-08EDF4781EDE
Subject: Los Angeles County of Education Agreement with NLMUSD
Source Envelope:
Document Pages: 24
Certificate Pages: 2
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Signatures: 1
Initials: 0

Status: Completed

Envelope Originator:
Karina De Loza
kdeloza@nlmusd.k12.ca.us
IP Address: 209.147.23.110

## Record Tracking

Status: Original
1/23/2026 11:24:11 AM

Holder: Karina De Loza
kdeloza@nlmusd.k12.ca.us

Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Karina De Loza<br>kdeloza@nlmusd.k12.ca.us<br>Early Education<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | Completed<br>Using IP Address: 209.147.23.110 | Sent: 1/23/2026 11:43:48 AM<br>Viewed: 1/23/2026 11:44:17 AM<br>Signed: 1/23/2026 11:44:33 AM |
| Jennifer Sun<br>jsun@nlmusd.org<br>10/13/2025<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | Completed<br>Using IP Address: 209.147.23.14 | Sent: 1/23/2026 11:44:35 AM<br>Viewed: 2/25/2026 8:53:28 AM<br>Signed: 2/25/2026 8:53:39 AM |
| Estuardo Santillan<br>esantillan@nlmusd.org<br>Assistant Superintendent Business Services<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | DocuSigned by:<br>Estuardo Santillan<br>4A74716ED8DD484...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 209.147.23.14 | Sent: 2/25/2026 8:53:41 AM<br>Viewed: 2/25/2026 9:52:22 AM<br>Signed: 2/25/2026 9:52:28 AM |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|

| Agent Delivery Events | Status | Timestamp |
|---|---|---|

| Intermediary Delivery Events | Status | Timestamp |
|---|---|---|

| Certified Delivery Events | Status | Timestamp |
|---|---|---|

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| Los Angeles County of Education<br>mycontracts@lacoe.edu<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:** | COPIED | Sent: 2/25/2026 9:52:29 AM<br>Viewed: 2/25/2026 9:53:04 AM |

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| Not Offered via Docusign | | |
| Early Education Directors<br>Earlyeddirectors@nlmusd.k12.ca.us<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | COPIED | Sent: 2/25/2026 9:52:30 AM |

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 1/23/2026 11:43:48 AM |
| Envelope Updated | Security Checked | 2/25/2026 8:57:15 AM |
| Envelope Updated | Security Checked | 2/25/2026 8:57:15 AM |
| Certified Delivered | Security Checked | 2/25/2026 9:52:22 AM |
| Signing Complete | Security Checked | 2/25/2026 9:52:28 AM |
| Completed | Security Checked | 2/25/2026 9:52:30 AM |

| Payment Events | Status | Timestamps |
|---|---|---|

Docusign Envelope ID: F9DF71B4-0701-4327-81CE-08EDF4781EDE

# REQUEST FOR CONTRACT APPROVAL

**School Site/Department:** Ramona- Early Education Program

**Name of Vendor:** Los Angeles County of Education

**Description of Services/Products to be Provided.**
**Include why they are needed and/or what they will be used for.**

Revised Exhibit B2-15 and Revised Exhibit E are hereby issued and incorporated herein to extend the end date of the funding for HSB LCE, HS T&TA LCE, HSD LCE, EHS LCE, AND HSB CO I LCE to June 30, 2026 in accordance with the fully approved Budget Adjustment Request (BAR) #44-548, BAR #44-550, BAR #44-552, BAR #44-553, and BAR #44-555, attached hereto, incorporated herein and made a part hereof.

**Effective Dates of Contract:**

**First Day of Services to be Provided (Start Date):** 07/01/2023

**Date Services to be Completed (End Date):** 6/30/2026

**Total Contract Value:** $ _____

**Funding Source(s):**
**Must be entered in BEST format**
**Fund . Sub Fund -- Resource . Project Year -- Goal -- Function -- Object - Location**

12.0 _____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

**If using ASB Funds, upload ASB Minutes approving the expenditure.**

**Yes** X **No**

**Agenda Item Details**

| | |
|---|---|
| Meeting | Feb 23, 2026 - Board of Education Meeting |
| Category | 24. CONTRACTS/AGREEMENTS $4,000.00 & OVER (CA) |
| Subject | B. Los Angeles County Office of Education |
| Access | Public |
| Type | Action (Consent) |
| Recommended Action | Approve Amendments |

**Public Content**

Amendment No. 16 to Contract with the Los Angeles County Office of Education to extend the term to June 30, 2026 for funding for the management of Head Start, Early Head Start, State Preschool, and Infant/Toddler General Child Care programs.

Amendment No. 17 to reduce the total contract amount by $2,908,012; from $16,474,661 to $13,566,649 to recapture funds in alignment with approved Budget Adjustment Requests.

All other terms and conditions to remain as approved by the Board of Education on October 27, 2025.

Submitted by Dr. Lorena Sierra, Director, Early Education
Referred to the Board of Education by Tania Magaña, Interim Superintendent

LACOE C-23439-A16-4.pdf (1,096 KB)

LACOE C-23439-A17.pdf (2,043 KB)

LOS ANGELES COUNTY OFFICE OF EDUCATION-HEAD START C-23439.pdf (62,716 KB)

**Administrative Content**

# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated March 27, 2026, by and between Boomerang Project, hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   Speaker for Link Crew Freshman Orientation at La Mirada High School
   Services will be provided for an amount not to exceed $2600. plus travel (airfare, hotel, and rental car). Receipts for expense reimbursements are required as stated in Section 4 below.

   as outlined in the attached Program Agreement dated March 25, 2026. Initial HP
2. The Contractor will commence providing services under this AGREEMENT on August 3, 2026 and will diligently perform, as required, and complete performance by August 4, 2026. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. Initial HP
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $5,000.00 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. Initial HP
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: 5326B5C6-8894-834E-8072-96CC41222BF3

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | Signed by: Heather Pacheco 057F3A5310AB419... | Signature | |
| Title | Finance | | |
| Name | Heather Pacheco | | Norwalk-La Mirada USD |
| Address | PO BOX 600 Santa Cruz, CA 95061 | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | 831-460-7040 | | (562) 210-2000 |
| | | Date Approved | |

## FOR INTERNAL USE

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

01 0 11000 11100 10000 5850 4300000

***Please complete the following if using Categorical funding sources.***

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☒ Yes ☐ No

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# Boomerang Project

P.O. Box 600
Santa Cruz, CA 95061

Phone: 831-460-7040 Fax: 831-471-9616

# Program Agreement

**Date Agreement Created:** 3/25/2026

## Sponsor Address

La Mirada High School
Juan Alvarez (Link Crew Coordinator)
Jacqueline Lucero (Principal)
13520 Adelfa Dr.
La Mirada, CA 90638

## Sponsor Contact Info:

**JAlvarez@nlmusd.k12.ca.us; JaLucero@nlmusd.k12.ca.us**

| Program | Program Date | Program Details | Rate |
|---|---|---|---|
| Kevin Ozar | | Speaker's Information:<br>Kevin Ozar:<br>E-mail: mrozar@gmail.com; ko@boomerangproject.com | |
| Link Crew Orientation | 08/04/2026 | Fee for Presenting the Link Crew Orientation Program | **2,600.00** |
| Travel Expenses | | To be billed after completion | |
| Holding Deposit | | For this contract to be valid, Boomerang Project must receive the follow items:<br>a) the signed Program Agreement<br>b) a 50% retainer or a purchase order for the total cost<br>By failing to send in either of these items, you may be forfeiting the services of the presenter. | |
| Cancellation Policy | | Cancellations must be made in writing and confirmed by the Boomerang Project at least 4 weeks prior to the presentation date. If presentation is canceled by the sponsor within 4 weeks of the event date, there will be a 50% cancellation fee, plus a comprehensive reimbursement of the presenter's travel expenses. Should the sponsor need to cancel within a week of the conference, the full cost will be payable in full and non-refundable. This is would be in addition to any reimbursable travel costs for the presenter. | |
| | | **Payment Due Dates:**<br>**50% Deposit due immediately**<br>**Balance of service fees due: 8/04/2026**<br>**Travel expenses billed after completion (net 30)** | **Total:** $2,600.00 + travel |

**For this contract to be valid, Boomerang Project must receive the follow items:**
**a) a valid e-signature on this Program Agreement**
**b) a 50% retainer for the total Speaker's Fee**
**By failing to send in either of these items, you may be forfeiting the services of the presenter.**
**Amount is payable in U.S. dollars. Please make your check payable to Boomerang Project.**
**Our Tax ID is 20-1141716**

**Additional Terms**
**•Please provide a quality sound system that will allow the audience to easily hear the presenter's presentation.**
**•Please contact presenter immediately on any change in schedule or location.**
**•If the presenter has commenced travel and the engagement is canceled due to unavoidable circumstances (airline delay, injury, etc.) then client and BP will split the cost of travel expenses, and the client will not be responsible for the remainder of presenter's fee.**
**•If presentation is cancelled by the sponsor within 4 weeks of the event date, there will be a 50% cancellation charge of presenter's fee. If, through events beyond the control of the presenter, the presenter is unable to appear, The BP will arrange a suitable and qualified presenter as a replacement, reschedule the event, or refund the deposit. If necessary, BP also reserves the right to replace the initially contracted presenter with an equally suitable and qualified presenter.**

**I accept this Agreement and attest to the validity of the attached questionnaire:**

Sponsor's Signature: _____

Docusign Envelope ID: 5326B5C6-8894-834E-8072-96CC41222BF3

# Boomerang Project Training/Orientation Speaker Request Questionnaire

Thank you for taking the time to complete this questionnaire! If you have any questions in this process, please don't hesitate to contact Heather Pacheco at heather@boomerangproject.com.

Cost Breakdown for your Reference:
Link Crew/WEB 2-day Training: $4,400.00, plus speaker's travel costs (*airfare or mileage, lodging, and rental car)
Link Crew/ WEB Orientation (per orientation): $2,600.00, plus speaker's travel costs*
Link Crew/ WEB 2-day Training + single Orientation: $7,000.00, plus speaker's travel costs*

Email *

jalvarez@nlmusd.k12.ca.us

Name of school requesting *

La Mirada High School

School mailing address *

13520 Adelfa Drive La Mirada, CA 90638

School physical address (if different from mailing address) *

NA

Docusign Envelope ID: 5326B5C6-8894-834E-8072-96CC41222BF3

Name of requesting coordinator *

Juan Alvarez

Coordinator email *

jalvarez@nlmusd.k12.ca.us

Coordinator cell phone number *

657-217-0733

Preferred summer email *

657-217-0733

If you have other coordinators that you'd like to include in the communication, please indicate their names, emails, and phone numbers here.

Jacqueline Lucero, JaLucero@nlmusd.k12.ca.us; Isabella Verdon, IVerdon@nlmusd.k12.ca.us

If there is a specific speaker you would like to request, please indicate here.

Kate Thomason, Geoff McLachlan, Kevin Ozar all have worked with us in previous years.

Number of incoming students *

400

Docusign Envelope ID: 5326B5C6-8894-834E-8072-96CC41222BF3

Number of Leaders *

60

Do you use the database to generate groups? *

- (●) Yes
- ( ) No

Do you use the database to create nametags? *

- (●) Yes
- ( ) No

Is your sound system microphone corded, wireless handheld, or headset/lavalier? *

- (●) Corded
- ( ) Wireless handheld
- ( ) Headset/Lavalier

Docusign Envelope ID: 5326B5C6-8894-834E-8072-96CC41222BF3

For music, is your sound system connection aux cord or Bluetooth? *

- ○ Aux cord
- ◉ Bluetooth

Please select the service(s) you are requesting. *

- ○ Leader training only
- ◉ Orientation only
- ○ Leader training and orientation

## Leader Training

What are your Leader training dates and times? *

What is the location of your Leader training (if training is happening off-campus, please include address) *

Docusign Envelope ID: 5326B5C6-8894-834E-8072-96CC41222BF3

For the speaker's planning purposes: Do you do themes/costumes for your campus tours? *

- ◯ Yes
- ◯ No

For the speaker's planning purposes: Do you have leaders make phone calls to 6th/9th graders from home or school? *

- ◯ Yes
- ◯ No

Any additional comments or information about your school, program, and/or Leaders that might impact the Leader training experience?

## Leader Training

What are your Leader training dates and times? *

What is the location of your Leader training (if training is happening off-campus, please include address) *

Docusign Envelope ID: 5326B5C6-8894-834E-8072-96CC41222BF3

For the speaker’s planning purposes: Do you do themes/costumes for your campus tours? *

- ◯ Yes
- ◯ No

For the speaker’s planning purposes: Do you have leaders make phone calls to 6th/9th graders from home or school? *

- ◯ Yes
- ◯ No

Any additional comments or information about your school, program, and/or Leaders that might impact the Leader training experience?

## Orientation

What is the date of your orientation? *

Tuesday, August 4th, 2026

What are your orientation start and end times? (Note: please schedule leader arrival time as one hour before the start of orientation.) *

11:00 AM - 3:00 PM

Docusign Envelope ID: 5326B5C6-8894-834E-8072-96CC41222BF3

Where in your building is orientation happening? *

Gym

Are there bleachers? *

- (●) Yes
- ( ) No

Are your groups formed randomly or from an existing school structure (homerooms/advisory)? *

- (●) Formed randomly
- ( ) Groups formed from a school structure (homerooms/advisory)

Is there anything you'd like your speaker to know about your specific school or Leader needs that will impact the orientation experience?

Yes. WE ROCK!

Does your orientation schedule follow the "Set in Stone" 4 hours as outlined on page 18 of the Basic Training Handbook? *

- (●) Yes
- ( ) No

Docusign Envelope ID: CA5DD1D7-450E-4573-A6C8-8A021B9D6BA0



# GRANT AGREEMENT

This Grant Agreement (this "Agreement") is entered into this _____ day of _____, 2026 (the "Effective Date"), by and between Harbor Freight Tools for Schools, LLC, a limited liability company organized under the laws of the State of Delaware ("Grantor"), a wholly-owned subsidiary of The Smidt Foundation, a nonstock, nonprofit corporation organized under the laws of the State of Delaware, and Norwalk-La Mirada Unified School District ("Grantee"), pursuant to which Grantor agrees to make the following grant to Grantee, and Grantee agrees to accept such grant, in each case upon and subject to the terms and conditions set forth below:

1. **Grant**. Provided, as a condition precedent, that Grantee complies with all of the terms and conditions set forth in this Agreement (including, without limitation, those set forth on **Exhibit A** attached hereto and incorporated herein), Grantor hereby agrees to make a grant to Grantee in the total amount of TWO HUNDRED FORTY THOUSAND DOLLARS ($240,000) (the "Grant") to be used exclusively for the purposes described in Section 2 below. The entirety of the Grant shall be payable within fifteen (15) business days following full execution of this Agreement.

2. **Use of Grant**. Grantee hereby agrees to cause the Grant to be used exclusively for the 2026 L.A. County Skilled Trades Program described on **Exhibit A** attached hereto (the "Program"), in accordance with the budget included on **Exhibit A** and for other miscellaneous expenses related to the Program. Grantee shall cause the Program to be completed by September 30, 2026 (the period from the Effective Date to this completion date, shall hereinafter be referred to as the "Term"). The Grant shall be used only for the purpose set forth herein, and Grantee agrees to so designate the funds in Grantee's records.

   Grantee hereby represents and warrants that (a) its existing funding (including binding commitments from other sources), when combined with the Grant, is sufficient to complete the implementation of the Program as described in **Exhibit A**, and (b) it has received all applicable approvals needed to cause the Program to be offered and available for completion as described in **Exhibit A**.

3. **Other Restrictions**. Grantee agrees to use the Grant funds only for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and equivalent provisions of applicable state law, and not to use the funds in violation of the provisions of the Code governing grantees of private foundations. Grantee shall not use any portion of the Grant for any of the following purposes, and shall implement policies and procedures to prevent diversion of the Grant for any of the following purposes:

   a. Political Activity. To influence the outcome of any specific election or to participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, within the meaning of Section 501(c)(3) of the Code.

   b. Lobbying. To attempt to influence legislation within the meaning of Sections 501(h) and 4911 of the Code or to influence the outcome of any specific election, or to carry on directly or indirectly any voter registration drive.

   c. Any Non-Exempt Purpose. To undertake any activity for any purpose other than the charitable or educational purposes specified in Sections 501(c)(3) or 170(c)(2)(B) of the Code.

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d. Private Inurement or Private Benefit. To cause any private inurement or improper private benefit to occur, or to take any other action inconsistent with Section 501(c)(3) of the Code or equivalent provisions of applicable state law.

e. Fund Raising/Consulting Firms. To be shared with or used to pay fees or wages for the services of fund raising or consulting firms.

4. **Termination; Reversion of Grant**. In the event of a breach of any representation, warranty, covenant or other term of this Agreement by Grantee, Grantor shall have any and all rights and remedies at law and in equity, including, without limitation, specific performance. Without in any way limiting the generality of the foregoing, Grantor reserves the right to terminate this Agreement (including any obligation to pay all or any unpaid portion of the Grant) and/or require a total or partial refund of the Grant if Grantor determines in its sole and absolute discretion that such action is necessary (i) because Grantee has not fully complied with the terms and conditions of this Agreement, (ii) to protect the reputation, purpose or objectives of Grantor, (iii) because Grantee ceases to exist or changes its programs or leadership such that they are no longer consistent with Grantee's current mission and leadership, (iv) because Grantee's representations set forth in Section 5 below cease to be true, or (v) to comply with any law applicable to the Grant, Grantee, or Grantor.

5. **Status of Grantee**.

a. Tax-Exempt Status. Grantee represents and warrants that it is classified as a governmental unit for federal income tax purposes under Section 170(b)(1)(A) of the Code and is an organization described in Section 4945(d)(4)(A) of the Code.

b. Compliance with Laws. Grantee agrees to comply with all applicable laws and regulations, including adherence to the policies of city, state and federal Departments of Education.

c. Notice of Change in Tax-Exempt Status. Grantee shall immediately give written notice to Grantor if, prior to receipt of all or any portion of the Grant, or before all or any portion of the funds are expended, Grantee ceases to be classified as a governmental unit under Section 170(b)(1)(A) of the Code or ceases to be an organization described in Section 4945(d)(4)(A) of the Code.

d. No Goods or Services. Grantee further represents, warrants, and covenants that no goods or services have been, or shall be, provided to any person in exchange for the Grant.

e. Accreditation. Grantee represents and warrants that it is an educational institution duly accredited and authorized under applicable laws.

f. Tax Identification Number. Grantee further represents, warrants, and covenants that its tax identification number is 95-6002228.

6. **Accounting and Financial Review**. A complete and accurate record of the funds received and expenses incurred under this Agreement must be maintained by Grantee and submitted to Grantor as a part of the final report described in Section 7.g below. Grantor may, at its expense and on reasonable notice to Grantee, audit or have audited the records of Grantee insofar as they relate to the activities funded by the Grant.

Docusign Envelope ID: CA5DD1D7-450E-4573-A6C8-8A021B9D6BA0

7. **Reporting and Deliverables**.

a. Grantee agrees to require, ***as a condition to enrolling in the Program***, that all enrollees and one of their parents or legal guardians complete and return to Grantee an authorization and liability waiver in the form attached hereto as **Exhibit B** ("Authorization and Waiver").

b. On or before the day prior to the first day that enrollees participate in the Program, Grantee will provide to Grantor copies of the completed Authorization and Waiver for each participant, together with a roster listing the names of all the Program's participants. Grantee will provide Grantor with an updated roster any time there is a change in the Program's participants (and will ensure that a completed Authorization and Waiver is also provided to Grantor before each participant attends the Program).

c. Grantee will establish a mutually agreed-upon schedule of regular updates with Grantor's appointed consultant and/or staff members, to occur throughout the Term. Grantee shall promptly also give written notice to Grantor of any material changes in Grantee's leadership staff, programs and/or governing board.

d. Grantee will work with Grantor to schedule and implement a Photo/Video Day, Media/Stakeholder Engagement Session, and/or Open House at time(s) reasonably acceptable to Grantor, in order to allow Grantor and other interested members of the media and public an opportunity to observe and learn more about the Program.

e. Grantee will assist in Grantor's efforts to implement a tracking process to determine how students completing skilled trades programs use their training in future school and employment decisions. Grantee will ask all its Program participants to complete an online survey that will be utilized to develop and build an ongoing database of student outcomes, evaluation data, and help identify areas for program improvement. Grantor will provide Grantee with the survey link for distribution to its Program participants and Grantee will encourage any non-responders to complete the survey prior to the completion of the Program.

f. Within 30 days of the conclusion of the Program, Grantee shall furnish to Grantor a final written report for the Program containing the information specified in the attached **Exhibit C**.

g. Within 45 days of the conclusion of the Program, Grantee will participate in a meeting with Grantor and/or its appointed consultant to discuss the Program as part of an internal evaluation of the skilled trades programs supported by Grantor. Grantor's requests will include, but not be limited to: a) collecting goal attainment statistics; b) collecting narratives on successes, opportunities for improvement, and lessons learned; c) instructor and participant observations; and d) data on actual expenditures versus budget. This evaluation may also include assessing the post-graduation experiences of participants in Grantee's prior skilled trades programs, if applicable.

Grantee grants to Grantor an irrevocable, nonexclusive license to publish any information, reports and/or the evaluations contemplated under this Section 7, under Section 8 below, and/or any other publications, studies or research funded by Grantor or the Grant at the sole and absolute discretion of Grantor.

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8. **Evaluation**. Throughout the Term, Grantee will fully participate in (and will request its on-site faculty, administrators and participants to participate in, as needed) any evaluation(s) of the Program to be conducted by Grantor or its consultants. Grantee acknowledges that such evaluation of the Program will evaluate and document the administration of the Program and the impact on students who have participated in its skilled trades program(s) over the years. In addition, Grantor may, at its expense, conduct additional evaluations of operations under the Grant, which may include visits by representatives of Grantor to observe Grantee's program procedures and operations and to discuss the program and program participants with Grantee's personnel.

9. **Publicity**. Grantee acknowledges and agrees that the existence of the Grant, the terms of this Agreement, or any information concerning Grantor or any of Grantor's directors, officers, members, affiliates, or any family members of any of the foregoing, or their status as donors, may be published or publicized only upon obtaining Grantor's prior written consent (which consent may be granted or withheld in Grantor's sole and absolute discretion); provided, however, that it is agreed and understood that Grantee may publish "Harbor Freight Tools For Schools, LLC" on any applicable list of donors published by Grantee in the ordinary course of Grantee's charitable mission.

   Grantee further acknowledges and agrees that certain details concerning the Grant and Grantee, including, without limitation, Grantee's name, address, and organizational status, and the amount and purpose of the Grant, shall be disclosed in Grantor's 990-PF return filings, which are publicly available.

10. **Use of Name and Mark**. Neither the Grant nor this Agreement shall grant or be deemed to grant, transfer, license, confer or otherwise convey any rights to Grantee to use all or any portion of any name, logo, likeness, mark or any other similar identifier (collectively, "Marks") of or related to or otherwise in connection with Grantor, The Smidt Foundation or any of their affiliates, and Grantee shall not be permitted to use or make any reference to any Mark for any purpose whatsoever without in each instance first obtaining Grantor's prior written consent.

11. **Additional Support**. By making the Grant, Grantor assumes no obligation to provide other or additional support for Grantee. This Agreement and the Grant are not to be construed as establishing a precedent for further support of Grantee.

12. **Grantee Discretion and Control**. With regard to the selection of any subgrantee, consultant or service provider necessary to carry out the purposes of the Grant, Grantee retains full discretion and control over the selection process, acting completely independently of Grantor. There is no agreement, written or oral, by which Grantor may cause Grantee to choose any particular subgrantee, consultant or service provider. Specifically, Grantor is not earmarking funds for any particular subgrantee, consultant, service provider or other third party selected by Grantee, and the selection thereof, if any, is wholly at the discretion of Grantee.

13. **Counterparts**. This Agreement may be executed in any number of counterparts, which together shall constitute one and the same instrument.

14. **Agency; Indemnification**.

    a. This Agreement shall not be construed as creating an agency, partnership, joint venture or any other form of association, for tax purposes or otherwise, between the parties, and Grantee shall not make any such representation to anyone. Neither party shall have any right or authority,

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express or implied, to assume or create any obligation of any kind, or to make any representation or warranty, on behalf of the other party or to bind the other party in any respect whatsoever.

b. Grantee hereby releases, indemnifies and holds harmless Grantor, its direct and indirect members, shareholders, partners and affiliates, and their respective affiliates, directors, officers, agents, employees, fiduciaries, trustees, settlors, beneficiaries and direct, indirect and beneficial owners of, from, and against any and all demands, liabilities, costs, expenses, or penalties, of whatsoever kind or nature, whether third party, first party, direct, or indirect, including, without limitation, reasonable attorneys' fees, charges and disbursements and cost of suit of whatsoever kind or nature, arising out of, resulting from, relating to, incident to, or otherwise in connection with the Program, any breach of the terms of this Agreement, and/or Grantee's use, application, or expenditure of the Grant.

15. **Applicable Law**. This Agreement shall be construed and governed by the laws of the State of California.

16. **Modification**. This Agreement may be modified only by written agreement of Grantor and Grantee.

17. **Arbitration**. Any dispute, controversy or claim arising out of and/or relating to this Agreement or the arbitrability of any controversy or claim, whether arising prior to, on or subsequent to the date hereof, shall be finally settled by arbitration conducted in Los Angeles, California in accordance with the Rules of the Judicial Arbitration & Mediation Services ("JAMS") before a JAMS panel in accordance with its rules and such hearing or hearings shall be conducted in Los Angeles, California. Each of Grantor and Grantee (for itself and for any other party with the right or alleged or asserted right to make a claim under this Agreement) knowingly and voluntarily hereby waives any rights such party may have had to a jury trial for any such disputes, controversies or claims. The arbitrators shall have authority to grant any form of appropriate relief, whether legal or equitable in nature, including specific performance and the other equitable relief contemplated by this Agreement. The award of the arbitrators, or of the majority of them, shall be final, and judgment upon the award may be entered in any court, state or federal, having jurisdiction. The parties agree that this Section has been adopted to rapidly, confidentially and inexpensively resolve any disputes between the parties and that this Section will be grounds for dismissal of any court action commenced by any party with respect to this Agreement to adjudicate any claim within the scope of this Section, other than post-arbitration actions by any party seeking to enforce an arbitration award. For the purpose of any judicial proceeding to enforce such award or incidental to such arbitration or to compel arbitration, the parties hereby submit to the non-exclusive jurisdiction of the courts of the State of California.

18. **Notice**. Any notice or other communication required or permitted hereunder shall be in writing, shall reference this Agreement and must be delivered (i) personally, (ii) by a reputable, national overnight delivery service or (iii) by certified mail (postage prepaid, return receipt requested). Notices or other communications sent shall be considered given on the date delivered or refused, each as evidenced by return receipt. All notices shall be sent to the address to the applicable party as set forth below (or to such other address as may be designated by a party by giving written notice to the other party pursuant to this Section), and a copy of all notices sent to Grantor shall also be emailed to Grantor at its email address set forth below.

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| Grantor: | Grantee: |
|---|---|
| Harbor Freight Tools for Schools, LLC | Norwalk-La Mirada Unified School District |
| 9355 Wilshire Blvd., Suite 400 | 12820 Pioneer Boulevard |
| Beverly Hills, CA 90210 | Norwalk, CA 90650 |
| Attn: General Counsel | Attn: Ben Webster, Principal |
| Email: generalcounsel@sfegroup.com | Email: bwebster@nlmusd.org |

19. **Successors and Assigns**. Grantee shall not assign this Agreement, or delegate any of its duties hereunder, without the prior written consent of Grantor. The provisions of this Agreement shall inure to the benefit of, and be binding upon, Grantor and Grantee's respective successors and assigns.

20. **Attorneys' Fees**. If any legal action or any arbitration or other proceeding is brought hereunder, the prevailing party shall be entitled to receive reasonable attorneys' fees, charges and disbursements, and other costs incurred in that action or proceeding, in addition to any other relief to which such party may be entitled.

21. **Entire Agreement**. This Agreement constitutes the entire agreement among the parties and supersedes all prior written or oral statements or agreements relating to the subject matter contained herein.

22. **Authority**. By signing below, each party represents and warrants to the other party that (a) such party and the individual signing below on behalf of such party each have the full right, power, and authority to enter into this Agreement as well as any and all documents relating hereto, (b) that this Agreement and all other related documents have each been duly authorized by the governing body of such party, and (c) all of such party's covenants, representations and warranties are binding upon and enforceable against such party in accordance with their respective terms.

23. **Further Assurances**. Grantee agrees to execute and deliver such instruments and take such further actions as Grantor may, from time to time, reasonably request in order to evidence the Grant, effectuate the purposes and to carry out the terms of this Agreement.

24. **Survival**. Each of the respective representations, warranties, covenants and other obligations of Grantee and rights of Grantor under this Agreement shall survive the termination, rescission, or expiration of this Agreement.

[Remainder of Page Left Blank Intentionally]

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Each of the undersigned understands and agrees to the foregoing terms and conditions, and hereby certifies his/her respective authority to execute this Agreement on behalf of Grantor and Grantee, as applicable.

Grantor:

HARBOR FREIGHT TOOLS FOR SCHOOLS, LLC

By: _____
Name:
Title:
Date:

Grantee:

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

By: _____
Name:
Title:
Date:

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**Exhibit A**

**Program Description**

| **LA MIRADA HIGH SCHOOL (LMHS)**<br>La Mirada/Norwalk<br>*Comprehensive Public High School*<br>**HFTFS Partner Since 2022** | | |
|---|---|---|
| **2026 Skilled Trades Summer Enrollment:**<br>• Adv/Intro Welding - 20 (11th & 12 graders), 24 (8th & 9th grade)<br>• Mobile Training - 140 (4th-6th grade)<br>• Community Impact Project - 12 (10th-12th grade)<br>• Auto Restoration - 12 (10th-12th grade)<br>• **44 HS students, 208 total** | **Program Length:**<br>• Adv Welding – 4 weeks/**100 hours**<br>• Intro Welding – 2 weeks/**40 hours**<br>• Mobile Training – 2-4 days/**12 hours**<br>• Auto Restoration – 6 weeks/**120 hours**<br>• Community Impact Project – 6 weeks/**100 hours** | **Certifications/Credits Earned:**<br>• OSHA 10<br>• CPR/First Aid |
| **Program Description:**<br>• The summer program helps increase the number of students enrolling in skilled trades classes during the school year.<br>• The summer program includes multiple pathways, serving elementary, middle and high school students.<br>• A mobile training program engages 164 students in grades 4–6 and their parents from LMHS and Norwalk HS feeder schools.<br>• In 2026, it will add a community project and an auto restoration project with Norwalk HS | | |
| **High Level Program Budget:** | | **Amount:** |
| Student Stipends<br>*Minimum hourly wage + taxes, for high school students* | | $86,000 |
| Personnel: Instructors<br>*Fees/salaries for instructors + benefits* | | $67,000 |
| Personnel: Admin Support<br>*Non-instructional program support + benefits* | | $0 |
| Instructional Costs<br>*Consumables, project materials, certifications, tools, PPE, etc.* | | $128,000 |
| Student Support & Services<br>*Gift card incentives for younger students, t-shirts, meals for students, culmination, etc.* | | $53,000 |
| **TOTAL 2026 BUDGET** | | **$334,000** |

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**Exhibit B**

## Authorization and Waiver Form

**[See attached]**

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# Skilled Trades Training Program
# Authorization, Waiver and Release of Liability, Consent, and Media Release

The student named below ("your student" or "my student") has agreed to participate in a skilled trades training program (the "Program").

**During this Program, your student will learn to use a number of power and hand tools and learn important safety practices for using such tools. Your student will work with the Workshop Instructor (defined below) to build a project or projects using these tools. Following the Program both you and your student will be asked to complete a survey about the experience and your student's future plans.**

**This Authorization, Waiver and Release of Liability, Consent, and Media Release agreement has three purposes:**

1) **To provide a liability release to _____(the "Workshop Instructor"), the Program Funders (defined below), and Norwalk-La Mirada Unified School District (the "Program Host");**

2) **To provide contact information for your student and for you so that you may be surveyed to evaluate the Program and track your student's educational and career pathways; and**

3) **To provide authorization to the Program Funders to use your student's name and statements, as well as photographic images and video of them participating in the Program, in ways that publicize the Program and its benefits as set forth in the Media Release section below (the "Media Release").****

After reading this Authorization, Waiver and Release of Liability, Consent, and Media Release agreement carefully, please initial each section and sign the Acknowledgement and Agreement section below, printing clearly both your student's name and your name, to confirm that you understand and agree to its terms and authorize your student to participate in the Program.

****If you want your student to participate in the Program but do NOT want your student's name or image included in any published materials relating to the Program, then you may elect to opt-out of the Media Release. If you are 18 years of age or older and participating in the Program yourself, you may also elect to opt-out of the Media Release and still participate in the Program. IF YOU WISH TO OPT-OUT OF THE MEDIA RELEASE, <u>DO NOT</u> INITIAL THE MEDIA RELEASE SECTION BELOW.**

## <u>Waiver and Release of Liability and Assumption of Risk</u>

This is a legally binding Waiver and Release of Liability and Assumption of Risk made by me on behalf of myself and my student indicated below, to and for the benefit of the Program Host, the Program Funders and the Workshop Instructor.

During the Program, students will work with power and hand tools. I recognize and acknowledge that there are dangers and risks when working with tools that my student may be exposed to during the Program. I confirm that my student wants to, and I want my student to, complete these activities despite the possible dangers and risks.

**I therefore agree that my student and I voluntarily assume all the risks and responsibilities associated with participating in the Program. This assumption of risk includes, without limitation, any risks and responsibilities arising in connection with the use, misuse and/or handling of any and all tools, as well**

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**as any risks and responsibilities associated with the projects created at or following the Program, whether any liabilities, injuries or damages arise during or following the Program, and whether or not occurring at the location of the Program or elsewhere**.

Without limiting the foregoing, on behalf of my student, myself and our respective heirs, representatives, executors, administrators, assigns, or others acting on my student's or my behalf ("My Parties"), I hereby release, discharge, indemnify, and hold harmless (a) Harbor Freight Tools for Schools, LLC, The Smidt Foundation and Harbor Freight Tools USA, Inc. (collectively, and together with their respective affiliates, agents, consultants, contractors and employees, the "Program Funders"), (b) the Program Host, (c) the Workshop Instructor, and each of their respective directors, officers, managers, members, shareholders, partners, agents, employees, parents, subsidiaries, affiliates, successors and assigns (collectively, the "Released Parties") from and against any and all claims, demands, causes of action, liabilities, loss, or damage that any one or more of My Parties have or may have in connection with the Program, including, without limitation, in connection with the use, misuse and/or handling of any and all tools, as well as in connection with the projects created at or following the Program, and whether any claims, demands, causes of action, liabilities, loss, or damage arises during or following the Program, whether or not occurring at the location of the Program or elsewhere.

I recognize that this Waiver and Release of Liability and Assumption of Risk means that my student and I, as well as My Parties, are waiving and giving up, among other things, rights to sue the Released Parties for injuries, damages, or losses I or my student may incur. I also understand that this Waiver and Release of Liability and Assumption of Risk binds My Parties as well as my student and myself.

***Please initial below to acknowledge your agreement with each of the foregoing provisions of this Waiver and Release of Liability and Assumption of Risk*:**

_____ _____

**Parent/Guardian's Initials** **Student's Initials**

**<u>Contact and Survey Consent</u>**

I consent to me and/or my student being contacted by the Program Funders to share my and/or my student's experiences with the Program and its impacts. Therefore, I have been asked to provide the personal contact information for both me and my student as listed on the last page of this agreement (the "Personal Information"). If the Program Funders decide to share any information gathered from either me or my student, it will be anonymous and not attributed to us without additional written consent. I understand that providing the Personal Information and participating in future surveys is voluntary. I further understand that the Personal Informational will be used solely for the Program Funders' research and educational purposes and will not be sold by any of the Released Parties.

***Please initial below to acknowledge your agreement with each of the foregoing provisions of this Contact and Survey Consent*:**

_____ _____

**Parent/Guardian's Initials** **Student's Initials**

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## Media Release

1) On behalf of myself, my student and all of My Parties, I irrevocably consent and authorize the Workshop Instructor, Program Host, Program Funders, and/or their respective representatives, employees or contractors to photograph, videotape, audiotape, and/or otherwise record the voice and/or likeness of my student participating in the Program (collectively, together with any quote (written or oral), article or other writing, photograph, videotape, or audiotape that I, my student or any of My Parties may provide, hereinafter referred to as "Recordings"). This right includes, without limitation, the ability to create and use these images and recordings by means of: a) photographic, digital, or computer-generated still or moving pictures; and b) voice soundtracks, transcriptions and/or quotations in written articles.

2) The Program Funders may use, incorporate, reproduce, cut, edit, alter (including blurring/distortion), modify, and/or combine the Recordings or portions thereof in any manner, in conjunction with other images, graphics, text, and sound, as part of or into any picture, clip, audio, video, movie, or other audio-visual or other work product; this includes but is not limited to articles, features, or other writings (collectively hereinafter referred to as "Works").

3) On behalf of myself, my student and all of My Parties, I irrevocably waive any and all rights that any of us may have to inspect or approve the Works including the finished product or related advertising or other copy.

4) The Program Funders may use, display, exhibit, perform, publish, transmit, distribute, and/or otherwise exploit all or any portion of the Recordings and Works, including my student's name (or a fictitious name), my name (or a fictitious name), image, likeness, character, voice, or statements contained therein ("Likeness"), in any medium currently existing or which may be developed in the future to describe, advertise, and/or promote any or all of Harbor Freight Tools for Schools, The Smidt Foundation, and/or any of their respective services, operations, business units or functions, or internal or external initiatives or programs.

5) On behalf of myself, my student and all of My Parties, I hereby waive and hereby assign to Harbor Freight Tools for Schools, LLC any and all rights, title, or interest that I, my student and any of My Parties may have in the Recordings and/or Works, including, without limitation, any right to royalties or other compensation arising from or related to the use of the Recordings, Works or Likeness.

6) I acknowledge on behalf of myself, my student and all of My Parties the receipt of good, valuable, and adequate consideration for my student's appearance and participation in the development of the Recordings and Works.

7) On behalf of myself, my student and all of My Parties, I hereby release, discharge, indemnify, and hold harmless each of the Released Parties and their respective licensees and sublicensees from and against any and all claims, demands, causes of action, liabilities, loss, or damage that any one or more of My Parties have or may have in connection with the Recordings, Works or Likeness or this Media Release. This includes, without limitation, an unconditional release and indemnity in connection with any use, distribution, or alteration of the Recordings, Works or Likeness, whether intentional or otherwise, or any claim of violation of right of privacy or publicity.

**** Please initial below to acknowledge your agreement with each of the foregoing provisions of this Media Release*:**

**_____** **_____**

**Parent/Guardian's Initials** **Student's Initials**

*** IF YOU DO NOT AGREE WITH, AND WISH TO OPT-OUT OF THIS MEDIA RELEASE, DO NOT INITIAL THIS SECTION AND THE MEDIA RELEASE WILL BE DEEMED DELETED FROM THIS AGREEMENT. Your student will still be permitted to participate in the Program without providing this Media Release.** (For students 18 years of age or older, parent/guardians need not initial this Media Release.)

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**Acknowledgment and Agreement**

I am the parent or legal guardian of the student named below, am 18 years of age or older and am competent to contract in my own name. I have the legal right, power and authority to enter into this Authorization, Waiver and Release of Liability, Consent, and Media Release agreement for and on behalf of myself, my student and each of My Parties. I have read the entirety of this Authorization, Waiver and Release of Liability, Consent, and Media Release agreement before signing below, I fully understand its contents, meaning, and impact, and hereby agree to all of its terms. I understand that this Authorization, Waiver and Release of Liability, Consent and Media Release agreement may be executed electronically and delivered by PDF or email, and agree that such electronic copy shall be deemed an original and binding upon me, my student and each of My Parties**.**

| _____ | _____ | _____ |
|---|---|---|
| Parent / Guardian Name (please print) | Parent / Guardian Signature | Date |

**Acknowledged and agreed to by**:

| _____ | _____ | _____ |
|---|---|---|
| Student Name (please print) | Student Signature | Date |

**If the student participant is 18 years of age or older, please also complete the following:**

I am 18 years of age or older and am competent to contract in my own name. I have the legal right, power and authority to enter into this Authorization, Waiver and Release of Liability, Consent and Media Release agreement for and on behalf of myself and each of My Parties. I have read the entirety of this Authorization, Waiver and Release of Liability, Consent and Media Release agreement before signing below, and I fully understand its contents, meaning, and impact (including that "your student" and "my student" as used herein refers to me), and hereby agree to all of its terms. I understand that this Authorization, Waiver and Release of Liability, Consent and Media Release agreement may be executed electronically and delivered by PDF or email, and agree that such electronic copy shall be deemed an original and binding upon me and each of My Parties**.**

| _____ | _____ | _____ |
|---|---|---|
| Student Name (please print) | Student Signature | Date |

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## Personal Information

**1. Student Information**

- Student Full Name (First, Last):
  _____
- Preferred Gender Pronouns: _____
- Grade Level Last Completed/Age: _____
- School Name:
  _____
- Personal Email Address (please do NOT provide a school email address):
  _____
- Cell Phone Number: _____

**2. Parent/Guardian Information**

- Full Name (First, Last): _____
- Personal Email Address (please do NOT provide a work email address):
  _____
- Cell Phone Number: _____
- Relationship to Student: _____

**By providing the information above, I consent to being contacted (via email, phone or other methods) to answer questions regarding the Program, its impacts, skilled trades education, and personal career and educational decisions. I further agree to complete future surveys related to any of the foregoing. In addition, I consent to the collection and use of my student's information so that they may be contacted regarding any of the foregoing. I understand that providing the information above and participating in future surveys is voluntary.**

**Acknowledgment and Signature**

By signing below, you confirm that you have read and understood the foregoing and consent to being contacted for future surveys and follow-up research.

| _____ | _____ | _____ |
|---|---|---|
| Parent / Guardian Signature | Student Signature | Date |

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**Programa de formación en oficios especializados**
**Autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación**

El alumno cuyo nombre figura a continuación («su alumno» o «mi alumno») ha aceptado participar en un programa de formación en oficios especializados (el «Programa»).

**Durante este Programa, su alumno aprenderá a usar una serie de herramientas eléctricas y manuales, y se le enseñarán importantes prácticas de seguridad para el uso de dichas herramientas. Su alumno trabajará con el instructor del taller (tal como se define a continuación) para construir uno o varios proyecto usando estas herramientas. Tras el Programa, se les pedirá tanto a usted como a su alumno que completen una encuesta sobre la experiencia y los planes futuros del alumno.**

**El presente acuerdo de autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación persigue tres objetivos:**

4) **Otorgar una exención de responsabilidad a _____ (el «Instructor del taller»), a los financiadores del programa (tal como se definen a continuación) y a Norwalk-La Mirada Unified School District («Anfitrión del Programa»);**

5) **Proporcionar la información de contacto de su alumno y la suya propia para que se le pueda encuestar con el fin de evaluar el programa y realizar el seguimiento de la trayectoria formativa y profesional de su alumno; y**

6) **Autorizar a los financiadores del programa a utilizar el nombre y las declaraciones de su alumno, así como las fotografías y las imágenes de video de su participación en el programa, con el fin de dar a conocer el programa sus beneficios, tal y como se establece en la sección de permiso de divulgación en los medios de comunicación que figura a continuación (el «permiso de divulgación en los medios de comunicación»).****

Después de leer atentamente el presente acuerdo de autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación, escriba sus iniciales en cada sección y firme la sección de reconocimiento y acuerdo que figura a continuación, escribiendo claramente tanto el nombre de su alumna como el suyo, para confirmar que comprende y acepta sus términos y autoriza a su alumno a participar en el programa.

****Si desea que su alumno participe en el programa, pero NO quiere que su nombre o imagen aparezcan en ningún material publicado relacionado con este, puede renunciar voluntariamente a la divulgación en los medios de comunicación. Si tiene 18 años o más y participa usted mismo en el programa, también puede renunciar a la autorización de uso de imágenes y seguir participando en el Programa. SI DESEA OPTAR POR RENUNCIAR VOLUNTARIAMENTE A LA DIVULGACIÓN EN LOS MEDIOS DE COMUNICACIÓN, <u>NO</u> PONGA SUS INICIALES EN LA SECCIÓN DEL PERMISO PARA LA DIVULGACIÓN EN LOS MEDIOS DE COMUNICACIÓN QUE APARECE QUE APARECE A CONTINUACIÓN.**

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## Renuncia y exención de responsabilidad y asunción de riesgos

La presente es una renuncia y exención de responsabilidad y asunción de riesgos legalmente vinculante otorgada por mí en mi nombre y en el de mi alumno indicado a continuación, a favor del anfitrión del programa, los financiadores del programa y el instructor del taller.

Durante el Programa, los alumnos trabajarán con herramientas eléctricas y manuales. Reconozco y acepto que existen peligros y riesgos al trabajar con herramientas manuales a los que mi alumno podría estar expuesto durante el programa. Confirmo que tanto mi alumno como yo deseamos que mi alumno realice estas actividades a pesar de los posibles peligros y riesgos.

**Por lo tanto, acepto que mi alumno y yo asumimos voluntariamente todos los riesgos y responsabilidades asociados a la participación en el programa. Esta asunción de riesgos incluye, entre otros, todos los riesgos y responsabilidades que surjan en relación con el uso, mal uso o manipulación de todas y cada una de las herramientas, así como todos los riesgos y responsabilidades asociados con los proyectos creados en el programa o con posterioridad a él, independientemente de que surjan responsabilidades, lesiones o daños durante el programa o con posterioridad a él, y de que se produzca en el lugar del Programa o en cualquier otro lugar.**

Sin perjuicio de lo anterior, en nombre de mi alumno, en el mío propio y en el de nuestros respectivos herederos, representantes, albaceas, administradores, cesionarios u otras personas que actúen en nombre de mi alumno o en el mío propio («Mis Partes»), por este medio exonero, indemnizo y eximo de responsabilidad a) a Harbor Freight Tools for Schools, LLC, The Smidt Foundation y Harbor Freight Tools USA, Inc. (junto con sus respectivas filiales, representantes, consultores, contratistas y empleados, los «Financiadores del Programa»), b) al Anfitrión del Programa, c) al Instructor del Taller, y a cada uno de sus respectivos directores, funcionarios, gerentes, miembros, accionistas, socios, agentes, empleados, empresas matrices, subsidiarias, afiliadas, sucesores y cesionarios (denominados colectivamente, las «Partes Exoneradas»), con respecto a reclamaciones, demandas, causas de acción, responsabilidades, pérdidas o daños que una o más de Mis Partes tengan o puedan tener en relación con el Programa, lo que incluye, entre otros, en relación con el uso, mal uso o manipulación de las herramientas, así como en relación con los proyectos creados en el Programa o con posterioridad, y tanto si las reclamaciones, demandas, causas de acción, responsabilidades, pérdidas o daños surgen durante el Programa o con posterioridad, como si se producen en el lugar del Programa o en cualquier otro lugar.

Reconozco que esta renuncia y exención de responsabilidad y asunción de riesgos significa que mi alumno y yo, así como Mis Partes, renunciamos y desistimos, entre otras cosas, a los derechos a demandar a las Partes Exoneradas por lesiones, daños o pérdidas que yo o mi alumno podamos sufrir. También entiendo que esta Renuncia y exención de responsabilidad y asunción de riesgos vincula a mis Partes, así como a mi alumno y a mí.

***Escriba sus iniciales a continuación para confirmar que está de acuerdo con cada una de las disposiciones anteriores de esta renuncia y exención de responsabilidad y asunción de riesgos:***

_____ _____

**Iniciales del padre/madre/tutor** **Iniciales del alumno**

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## Consentimiento para ser contactado y realizar una encuesta

Doy mi consentimiento para que los financiadores del programa se pongan en contacto conmigo o con mi alumno para compartir mis experiencias o las de mi alumno con el programa y sus repercusiones. Por lo tanto, se me ha pedido que facilite la información de contacto personal tanto mía como de mi alumno, tal y como figura en la última página del presente acuerdo (la «Información personal»). Si los financiadores del programa deciden divulgar cualquier información recopilada de mí o de mi alumno, será de forma anónima y no se nos atribuirá sin consentimiento adicional por escrito. Entiendo que proporcionar la información personal y participar en futuras encuestas es voluntario. Además, entiendo que la información personal se utilizará únicamente para fines educativos y de investigación de los financiadores del programa y que ninguna de las partes exoneradas la venderá.

***Escriba sus iniciales a continuación para confirmar que está de acuerdo con cada una de las disposiciones anteriores de este consentimiento para ser contactado y realizar una encuesta*:**

_____ _____

**Iniciales del padre/madre/tutor** **Iniciales del alumno**

## Permiso para la divulgación en los medios de comunicación

1) En mi nombre, en nombre de mi alumno y en el de todas Mis Partes, consiento y autorizo irrevocablemente al Instructor del Taller, al Anfitrión del Programa, a los Financiadores o a sus respectivos representantes, empleados o contratistas a fotografiar, grabar en video, grabar en audio o grabar de cualquier otro modo la voz o la imagen de mi alumno que participa en el Programa. (Colectivamente, junto con cualquier cita (escrita u oral), artículo u otro escrito, fotografía, vídeo o grabación de audio que yo, mi alumno o cualquiera de mis partes podamos proporcionar, en lo sucesivo denominados «grabaciones»). Este derecho incluye, sin limitación, la capacidad de crear y utilizar estas imágenes y grabaciones por medio de: a) imágenes fijas o en movimiento fotográficas, digitales o generadas por computadora; y b) bandas sonoras de voz, transcripciones y/o citas en artículos escritos.

2) Los Financiadores del Programa podrán utilizar, incorporar, reproducir, cortar, editar, alterar (incluida la difuminación/distorsión), modificar y/o combinar las Grabaciones o partes de las mismas de cualquier manera, junto con otras imágenes, gráficos, texto y sonido, como parte de o en cualquier imagen, clip, audio, video, película u otro producto audiovisual u otro producto de trabajo; esto incluye, sin limitación, artículos u otros escritos (denominados colectivamente en lo sucesivo «Obras»).

3) En mi nombre, en nombre de mi alumno y de todas Mis Partes, renuncio irrevocablemente a todos y cada uno de los derechos que cualquiera de nosotros pudiera tener de inspeccionar o aprobar las Obras, lo que incluye el producto terminado o la publicidad relacionada u otra copia.

4) Los Financiadores del Programa podrán usar, mostrar, exhibir, realizar, publicar, transmitir, distribuir o de otras maneras aprovechar la totalidad o parte de las Grabaciones y Obras, incluido el nombre de mi alumno (o un nombre ficticio), mi nombre (o un nombre ficticio), la imagen,

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semejanza, carácter, voz o declaraciones allí contenidas («Semejanza»), en cualquier medio existente en la actualidad o que pueda desarrollarse en el futuro para describir, anunciar y/o promocionar cualquiera o todos los servicios, operaciones, unidades de negocio o funciones de Harbor Freight Tools for Schools, The Smidt Foundation y/o cualquiera de sus respectivos servicios, operaciones, unidades de negocio o funciones, o iniciativas o programas internos o externos.

5) En mi nombre, en nombre de mi alumno y de todas Mis Partes, por este medio, renuncio y cedo a Harbor Freight Tools for Schools, LLC, todos y cada uno de los derechos, títulos o intereses que yo, mi alumno y cualquiera de Mis Partes pudiera tener en las Grabaciones y/u Obras, lo que incluye, entre otros, cualquier derecho a regalías u otra compensación derivada de o relacionada con el uso de las Grabaciones, Obras o Semejanza.

6) Acuso recibo en mi nombre, en nombre de mi alumno y de todas Mis Partes, de una contraprestación válida, valiosa y adecuada por la aparición y participación de mi alumno en el desarrollo de las Grabaciones y Obras.

7) En mi nombre, en nombre de mi alumno y de todas Mis Partes, por este medio exonero, indemnizo y eximo de toda responsabilidad a cada una de las Partes Exoneradas y a sus respectivos licenciatarios y sublicenciatarios frente a cualquier reclamo, demanda, causa de acción, responsabilidad, pérdida o daño que una o más de Mis Partes tenga o pueda tener en relación con las Grabaciones, Obras o Semejanza o con este Permiso para divulgación en los medios de comunicación. Ello incluye, entre otros, una renuncia incondicional y una indemnización en relación con cualquier uso, distribución o alteración de las Grabaciones, Obras o Reproducción/Semejanza, ya sea intencional o no, o cualquier reclamo por violación del derecho a la privacidad o a la publicidad.

**** Escriba sus iniciales a continuación para confirmar que está de acuerdo con cada una de las disposiciones anteriores de este permiso para la divulgación en los medios de comunicación*:**

**Iniciales del padre/madre/tutor** **Iniciales del alumno**

*** <u>SI NO ESTÁ DE ACUERDO</u> CON ESTE PERMISO PARA LA DIVULGACIÓN EN LOS MEDIOS DE COMUNICACIÓN Y DESEA EXCLUIRSE VOLUNTARIAMENTE, <u>NO PONGA SUS INICIALES</u> EN ESTA SECCIÓN Y EL PERMISO PARA LA DIVULGACIÓN EN LOS MEDIOS DE COMUNICACIÓN SE CONSIDERARÁ ELIMINADA DEL PRESENTE ACUERDO. Su alumno podrá seguir participando en el Programa sin proporcionar este permiso para la divulgación en los medios de comunicación.** (En el caso de los alumnos mayores de 18 años, los padres/tutores no necesitan poner sus iniciales en este permiso para la divulgación en los medios de comunicación).

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## Reconocimiento y acuerdo

Soy el padre, madre o tutor legal del alumno cuyo nombre figura a continuación, tengo 18 años o más y soy competente para contratar en mi propio nombre. Tengo el derecho legal, el poder y la autoridad para celebrar el presente acuerdo de autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación en mi nombre, en nombre de mi alumno y de cada una de Mis Partes. He leído acuerdo de autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación en su totalidad antes de firmarlo, y comprendo plenamente su contenido, significado y repercusión, y por este medio, acepto todos sus términos. Entiendo que el presente acuerdo de autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación puede ser firmado electrónicamente y entregado en PDF o por correo electrónico, y acepto que dicha copia electrónica se considerará un original y vinculante para mí, mi alumno y cada una de Mis Partes**.**

| _____ | _____ | _____ |
|---|---|---|
| Nombre del padre/madre/tutor (en letra de imprenta) | Firma del padre/madre/tutor | Fecha |

**Visto y hallado conforme por:**

| _____ | _____ | _____ |
|---|---|---|
| Nombre del alumno (en letra de imprenta) | Firma del alumno | Fecha |

**Si el alumno participante tiene 18 años o más, complete también lo siguiente:**

Tengo 18 años o más y soy competente para contratar en mi propio nombre. Tengo el derecho legal, el poder y la autoridad para celebrar el acuerdo de autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación en mi nombre y en nombre de cada una de Mis Partes. He leído el presente acuerdo de autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación en su totalidad antes de firmarlo, y comprendo plenamente su contenido, significado y repercusión (incluido que «su alumno» y «mi alumno», tal y como se utilizan aquí, se refieren a mí), y por este medio acepto todos sus términos. Entiendo que el presente acuerdo de autorización, renuncia y exención de responsabilidad, consentimiento y permiso para divulgación en los medios de comunicación puede ser firmado electrónicamente y entregado en PDF o por correo electrónico, y acepto que dicha copia electrónica se considerará un original y vinculante para mí y cada una de Mis Partes.

| _____ | _____ | _____ |
|---|---|---|
| Nombre del alumno (en letra de imprenta) | Firma del alumno | Fecha |

Docusign Envelope ID: CA5DD1D7-450E-4573-A6C8-8A021B9D6BA0

## Información personal

### 1. Datos del alumno

- Nombre completo del alumno (nombre, apellidos):
  _____
- Pronombres de género preferidos: _____
- Último curso completado/Edad: _____
- Nombre del centro educativo:
  _____
- Correo electrónico personal (**NO** facilite una dirección de correo electrónico del centro educativo)
  _____
- Teléfono celular: _____

### 2. Datos del padre, madre o tutor

- Nombre completo (nombre, apellidos):
  _____
- Correo electrónico personal (**NO** podrá ser una dirección electrónica laboral)
  _____
- Teléfono celular: _____
- Relación con el alumno: _____

**Al brindar la información que antecede, consiento en que se pongan en contacto conmigo por correo electrónico, por teléfono o por otros medios para contestar preguntas sobre el Programa, sus beneficios, la formación en oficios y las decisiones personales de tipo profesional y educativo. Asimismo, acepto responder futuras encuestas sobre los temas señalados. Además, autorizo la recopilación y uso de los datos sobre mi alumno para que puedan ponerse en contacto con él con respecto a cualquiera de los temas mencionados. Entiendo que proporcionar la información anterior y participar en futuras encuestas son actos voluntarios.**

**Reconocimiento y firma**

Al firmar a continuación, confirma haber leído y entendido el documento que antecede y da su consentimiento para que se pongan en contacto con usted para futuras encuestas e investigaciones de seguimiento.

| _____ | _____ | _____ |
|---|---|---|
| Firma del padre, madre o tutor | Firma del alumno | Fecha |

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**Exhibit C**

**Information required in Grantee's final written report**
**(due within 30 days of the Program's conclusion)**

i. The number of students who enrolled and the number who completed the Program in 2026. For students who were unable to complete the Program, what were the primary reasons?

ii. An assessment of student engagement. Do you have any examples of how students demonstrated a strong level of engagement? Did students face any hurdles or challenges and if so, how were they addressed or overcome?

iii. An assessment of credential success. What percentage of students earned advanced industry certification(s), other certifications, dual enrollment and/or academic credit? Why did students succeed or fail?

iv. If available, an assessment of student school performance. Was there increased school attendance by some of the students? Improved academic performance?

v. If available, data on students next steps. Number of students enrolling in additional skilled trades education? Enrolling in 2 or 4 year college? Going into the workforce? Number of students pursuing internship, apprenticeship, pre-apprenticeship, or other work experience placements?

vi. A concise "Lessons Learned" report that highlights successes, failures, includes goals and opportunities for the next program year, provides recommendations, lists implications for future year-round programs, and includes guides and other instructional resources to share with other partners.

vii. Progress on developing collaborations with local high schools, trade unions, industry partners and potential employers.

viii. List any other funding (internal or external) that you received to support the Program.

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# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated March 27, 2026, by and between Behavioral Emotional & Academic Mentoring (BEAM), LLC, hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   To provide a Psycho-Educational Independent Educational Evaluation (IEE) and Individual Education Plan (IEP) meeting attendance for SN# 982533

   as outlined in the attached N/A dated N/A April. Initial ML
2. The Contractor will commence providing services under this AGREEMENT on March 27, 2026 and will diligently perform, as required, and complete performance by June 30, 2026. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. Initial ML
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $6,500.00 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. Initial ML
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: CBD9B3DC-B010-8992-83F5-43B48B054E5C

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | Signed by: Nancy Aliff BAB8AD1CAE2E41F... | Signature | |
| Title | COO | | |
| Name | Nancy Aliff | | Norwalk-La Mirada USD |
| Address | 10900 183rd St. Ste 285 Cerritos, CA 90703 | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | 562-273-5328 | | (562) 210-2000 |
| | | Date Approved | |

**FOR INTERNAL USE**

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

01.0-65000.0-50010-21100-5850-6900000

***Please complete the following if using Categorical funding sources.***

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☒ Yes ☐ No

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260000000917

Original PO#_____

# AMENDMENT NO. 1
# TO

Independent contractor

The Agreement, dated 7/2/2025 between the Norwalk – La Mirada Unified School District and Parker Anderson Enrichment shall be amended as follows:

Increase total contract value by $7,800 for added programs through the end of the school year

All other terms and conditions of the Agreement and any previous Amendments shall remain as approved by the Norwalk – La Mirada Unified School District on 7/21/2025.

**CONTRACTOR:**

Signature: Signed by: Lisa Nadasdy 1CAE5CE2DE95476...

Title: Ownwer

Name: Lisa Nadasdy

Address: 27911 Harwood Drive
Santa Clarita,Ca 91350

Phone Number: 310844-6996

**DISTRICT:**

Signature _____

_____

Norwalk-La Mirada USD
12820 Pioneer Boulevard
Norwalk, California 90650
(562) 210-2000

Date Approved _____

Docusign Envelope ID: 775AEAC9-D488-4084-A072-6D09F300481A

# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated 7/2/2025, by and between Parker Anderson Enrichment, hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   PARKER-ANDERSON ENRICHMENT
   Will provide family enrichment evening events and student enrichment classes afterschool at Dulles Elementary School.

   as outlined in the attached agreement dated 7/2/2025. Initial: LN
2. The Contractor will commence providing services under this AGREEMENT on ~~9/8/2025~~ 7/1/2025 and will diligently perform, as required, and complete performance by ~~6/5/2026~~ 6/30/2026. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. Initial: LN
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $37,980.00 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. Initial: LN
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: 775AEAC9-D488-4084-A072-6D09F300481A

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

**CONTRACTOR:**

Signature: Signed by: Lisa Nadasdy 1CAF5CE2DE95478...
Title: Owner/Program Director
Name: Lisa Nadasdy
Address: 27911 Harwood Drive, Santa Clarita, Ca 91350
Phone Number: 310 844-6996

**DISTRICT:**

Signature: DocuSigned by: Estuardo Santillan 4A74716ED8DD484...
Asst. Superintendent Business Services
Norwalk-La Mirada USD
12820 Pioneer Boulevard
Norwalk, California 90650
(562) 210-2000
Date Approved: 07/21/2025

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## FOR INTERNAL USE

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

01.0-26000.0-19500-10000-5810-1300000

***Please complete the following if using Categorical funding sources.***

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☒ Yes ☐ No

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# Parker Anderson Enrichment Central LA







**Parker Anderson Enrichment Central LA**
**27911 Harwood Drive**
**Santa Clarita, Ca 91350**

**Contact: Lisa Nadasdy, Owner, Program Director**
**310 844-6996 (office), 661 803-5135 (cell)**
**Lisa@parker-anderson.org**

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**Goals and Objectives**: PAE will work in partnership with your school to coordinate and supervise elementary school students facilitating enrichment classes and/or Family Engagement Events.

PAE will focus on developing the academic, social, emotional, and physical needs and interests of students through hands on, engaging learning experiences. These activities will not replicate what is taught during the school day but will supplement classroom learning.

PAE will provide a variety of enrichment activities including, but not limited to: STEAM and Culinary activities.

**Specific Training:**Parker Anderson instructors have a diverse background in teaching and childcare. Staff members receive in-person training as well as online training. In-person training includes bi-monthly workshops. Professional Development is held bi-monthly and covers a variety of topics including, but not limited to classroom management, brainstorming, and updates.

Instructor liaisons routinely visit school sites to provide additional support to instructors, students, and on-site staff.

All enrichment science components meet the NGSS standards. The well-being of the students is the upmost priority, and we empower the students to be creative and think outside the box. We specialize in inquiry based learning and critical thinking to facilitate the experience.

**2025-2026 School Year**
20 students per class (2 classes per visit, teaching back-to-back classes for NON ASES and SAC students
60-minute classes, meeting once a week
10 Weeks, each session, All materials included

**Schedule: Mondays**
LEGO Masters
1:15pm-2:15pm, 2:25pm-3:25pm
9/8-12/1 (no class: 10/6,11/10,11/24)
$6000

**Schedule: Fridays**
Kids Culinary Academy: Ready, Set, Cook!
1:15pm-2:15pm, 2:25pm-3:25pm
1/16-3/20
$6000

**Schedule: Fridays**
Book Club Program, All materials/books included, 15 students
9/12-10/27, 1/9-2/20, 3/18-4/22
2:35pm-3:35pm
$8280

**Family Engagement Nights (4-6pm)**
Culinary Night: 1/8/26
Bingo Night: TBD
Family Science Night: TBD
$10,500

**Robotics:**
20 students per class (2 classes per visit, teaching back-to-back classes for NON ASES and SAC students
60-minute classes, meeting once a week
2, 6-week sessions (trimester 2 and 3)
$7200

**Partnership Promotions: 3 dates at N/C TBD**

**Grand total: $37,980**

Docusign Envelope ID: 775AEAC9-D488-4084-A072-6D09F300481A

Docusign Envelope ID: 775AEAC9-D488-4084-A072-6D09F300481A

# INDEPENDENT CONTRACTOR QUESTIONNAIRE

## STEP I – Employee Verification

**Are you a part-time or full-time employee of the Norwalk-La Mirada Unified School District?** ☐ Yes ☒ No

- If you responded affirmatively, **STOP**, you cannot be hired as an Independent Contractor. Have your school site/department representative contact Fiscal Services for other hiring arrangements.
- If you responded negatively, please continue.

**Are you or have you ever been a member of STRS or PERS?** ☐ Yes ☒ No

**Are you retired from STRS or PERS?** ☐ Yes ☒ No

## STEP II – Form W-9

As instructed by the Internal Revenue Service and the California Franchise Tax Board, the Norwalk-La Mirada Unified School District must obtain Taxpayer Identification Numbers for every person or entity (other than Corporations) that performs services for the District.

**Are you incorporated?** ☒ Yes ☐ No

- If you responded negatively, please complete Form W-9 (attached).

## STEP III – Form 590

As directed by California Revenue and Taxation Code, Section 18662, the Norwalk-La Mirada Unified School District is required to withhold income or franchise tax on payment of California source income made to nonresidents of California.

**Are you a resident of California, or Do you have a permanent place of business in California?** ☒ Yes ☐ No

***All nonresidents who respond negatively and who do not complete and return Form 590 will be subject to the seven percent (7%) tax withholding.***

- If you responded negatively, please complete Form 590 (attached), if applicable.

Signed by:
Lisa Nadasdy
1CAE5CE2BE95476...

Signature

7/2/2025 | 3:18 PM PDT

Date

Parker Anderson Enrichment

Name (as shown on your Income Tax return)
(Business or Individual)

7/2/2025

Phone Number

Docusign Envelope ID: 775AEAC9-D488-4084-A072-6D09F300481A

# REQUEST FOR CONTRACT APPROVAL

**School Site/Department:** DULLES ELEMENTARY

**Name of Vendor:** PARKER-ANDERSON ENRICHMENT

**Intended Board Meeting Date (if applicable):** 7/2/25

**Contracts $4,000 and over require Board approval.**

**Description of Services to be Provided:**

20 students per class (2 classes per visit, teaching back-to-back classes for NON ASES and SAC students
60-minute classes, meeting once a week
10 Weeks, each session, All materials included

**Why are these Services needed?**

Academic Excellence AND Parent and Comunity Partners
These enrichment classes and family engagement nights support both academic excellence and community involvement. After-school programs like robotics, LEGO engineering, book club, and culinary arts enhance student learning in STEM and literacy through hands-on experiences. The family events foster meaningful connections between school and home, encouraging active participation in students' educational journeys.

**Effective Dates of Contract:**

**First Day of Services to be Provided (Start Date):** 9/8/2025

**Date Services to be Completed (End Date):** 6/5/2026

**Rationale if Contract Start Date is BEFORE the intended Board Meeting:**

NA

**Total Contract Value:** $ 37,980.00

**Funding Source(s):**
**Must be entered in BEST format**
**Fund . Sub Fund – Resource . Project Year – Goal – Function – Object - Location**

01.0-26000.0-19500-10000-5810-1300000 Amount $37,980.00

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

**If using ASB Funds, upload ASB Minutes approving the expenditure.**

| Yes | No |
|---|---|
| | X |

Rev. 5/19/2025

## Certificate Of Completion

Envelope Id: 775AEAC9-D488-4084-A072-6D09F300481A
Status: Completed
Subject: PARKER-ANDERSON ENRICHMENT Agreement with the NLMUSD
Source Envelope:
Document Pages: 9
Signatures: 3
Certificate Pages: 5
Initials: 3
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Monica Medina
momedina@nlmusd.k12.ca.us
IP Address: 209.147.23.125

## Record Tracking

Status: Original
7/2/2025 12:13:04 PM
Holder: Monica Medina
momedina@nlmusd.k12.ca.us
Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Monica Medina<br>momedina@nlmusd.k12.ca.us<br>Dulles Elementary<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.125 | Sent: 7/2/2025 12:15:17 PM<br>Viewed: 7/2/2025 12:15:49 PM<br>Signed: 7/2/2025 12:20:31 PM |
| Jennifer Sun<br>jsun@nlmusd.org<br>Interim Superintendent<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.14 | Sent: 7/2/2025 12:20:33 PM<br>Viewed: 7/2/2025 2:43:30 PM<br>Signed: 7/2/2025 2:44:20 PM |
| Lisa Nadasdy<br>LISA@PARKER-ANDERSON.ORG<br>Owner/Program Director<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 7/2/2025 3:17:02 PM<br>ID: 48c1977b-a39e-4c87-9582-6b54dbf2b075 | Signed by:<br>Lisa Nadasdy<br>1CAE5CE2DE95476...<br>Signature Adoption: Pre-selected Style<br>Using IP Address:<br>2603:8001:7800:87:10ef:b02b:2253:1e6f | Sent: 7/2/2025 2:44:23 PM<br>Viewed: 7/2/2025 3:17:02 PM<br>Signed: 7/2/2025 3:18:59 PM |
| Jennifer Sun<br>jsun@nlmusd.org<br>Interim Superintendent<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.14 | Sent: 7/2/2025 3:19:02 PM<br>Viewed: 7/22/2025 12:00:26 PM<br>Signed: 7/22/2025 12:00:46 PM |

| Signer Events | Signature | Timestamp |
|---|---|---|
| Estuardo Santillan<br>esantillan@nlmusd.org<br>Assistant Superintendent Business Services<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None) | DocuSigned by:<br>Estuardo Santillan<br>4A74716ED8DD484...<br><br>Signature Adoption: Pre-selected Style<br>Using IP Address: 209.147.23.14 | Sent: 7/22/2025 12:00:50 PM<br>Viewed: 7/22/2025 5:18:12 PM<br>Signed: 7/22/2025 5:18:18 PM |
| **Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | | |
| **In Person Signer Events** | **Signature** | **Timestamp** |
| **Editor Delivery Events** | **Status** | **Timestamp** |
| **Agent Delivery Events** | **Status** | **Timestamp** |
| **Intermediary Delivery Events** | **Status** | **Timestamp** |
| **Certified Delivery Events** | **Status** | **Timestamp** |
| **Carbon Copy Events** | **Status** | **Timestamp** |
| Human Resources<br>consultants@nlmusd.org<br>Security Level: Email, Account Authentication (None) | COPIED | Sent: 7/2/2025 2:44:22 PM |
| **Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | | |
| **Witness Events** | **Signature** | **Timestamp** |
| **Notary Events** | **Signature** | **Timestamp** |

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 7/2/2025 12:15:17 PM |
| Envelope Updated | Security Checked | 7/2/2025 2:08:17 PM |
| Certified Delivered | Security Checked | 7/22/2025 5:18:12 PM |
| Signing Complete | Security Checked | 7/22/2025 5:18:18 PM |
| Completed | Security Checked | 7/22/2025 5:18:18 PM |
| **Payment Events** | **Status** | **Timestamps** |

## Electronic Record and Signature Disclosure

# ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Norwalk-La Mirada Unified School District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

## Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

## Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

## All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Norwalk-La Mirada Unified School District:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: jsun@nlmusd.org

**To advise Norwalk-La Mirada Unified School District of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jsun@nlmusd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Norwalk-La Mirada Unified School District**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jsun@nlmusd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Norwalk-La Mirada Unified School District**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to jsun@nlmusd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

**Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Norwalk-La Mirada Unified School District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Norwalk-La Mirada Unified School District during the course of your relationship with Norwalk-La Mirada Unified School District.

## Agenda Item Details

| | |
|---|---|
| Meeting | Jul 21, 2025 - Board of Education Meeting |
| Category | 19. CONTRACTS/AGREEMENTS $4,000.00 & OVER (CA) |
| Subject | VV. Parker Anderson Enrichment - Dulles ES |
| Access | Public |
| Type | Action (Consent) |
| Dollar Amount | 37,980.00 |
| Budget Source | 01.0-26000.0-19500-10000-5810-1300000, ELOP |
| Recommended Action | Approve Agreement |

## Public Content

Independent Contractor Agreement with Parker Anderson Enrichment to provide Dulles Elementary School with STEAM and culinary enrichment classes and Family Engagement Events. This Agreement is effective July 1, 2025 through June 30, 2026.

Submitted by Shanti Gallegos, Principal, Dulles Elementary School
Referred to the Superintendent by Tania Magana, Assistant Superintendent Educational Services

ICA docusign template.docx (10).pdf (370 KB)

DullesREV-NLM25-26.pdf (799 KB)

## Administrative Content

**Requisition Date:**

**Due Date:**

**Issued By:** Jennifer G Sun

**Requested By:** Monica Medina

**Suggested Vendor:** 0000415038
PARKER ANDERSON ENRICHMENT - CENTRAL LA

# Requisition Form

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT

**Requisition No:**
260000001096-7000000-1

**Phase:** Draft

**Function:** New

**Internal Header Comments:**

**Shipping Location:** NLM130

DULLES ELEMENTARY
12726 MEADOW GREEN RD
LA MIRADA, CA 90638

| CL No | COMM Code | Commodity Line Description | Qty | UOM | Unit Price | Tax Amt | Total Line Amt |
|---|---|---|---|---|---|---|---|
| 1 | 64130000 | CONTRACT | 0.00 | | 0.00 | 0.00 | $37,980.00 |

**Additional Commodity Information:**
PER CONTRACT: TO PROVIDE DULLES ES WITH STEAM AND/OR CULINARY ENRICHMENT CLASSES AND FAMILY ENGAGEMENT EVENTS.
EFFECTIVE 7/1/25 - 6/30/26
BOARD APPROVED ON 7/21/25

| | |
|---|---|
| **Subtotal:** | $37,980.00 |
| **Freight:** | $0.00 |
| **Tax:** | $0.00 |
| **Total Amount:** | $37,980.00 |

01.0-26000.0-19500-10000-5810-1300000 - $37,980.00

# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated 3/25/2026, by and between Food Safety Systems CA LLC, hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   To provide a complete and sustainable food safety and sanitation system, inclusive of oversight, safety, and sanitation training, education, and inventory control for the Nutrition Services Department. Additional California State-Mandated ServSafe Certification Training shall not exceed $10,000.00 and materials/supplies shall not exceed $500.00.

   as outlined in the attached Agreement dated 3/23/2026. Initial
2. The Contractor will commence providing services under this AGREEMENT on 7/1/2026 and will diligently perform, as required, and complete performance by 6/30/2027. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. Initial
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $110,300.00 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. Initial
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: 889031B8-E394-47DB-BD18-665E1B40C338

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | Signed by: Jason Odom 64C48453F06A460... | Signature | |
| Title | Jason Odom | | |
| Name | Jason Odom | | Norwalk-La Mirada USD |
| Address | 5325 Alton Parkway STE C539<br>Irvine, CA 92604 | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | 949-229-5645 | | (562) 210-2000 |
| | | Date Approved | |

**FOR INTERNAL USE**

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

13.0-53100.0-00000-37000-4300-7600000 - $37,502.00
13.0-53100.0-00000-37000-5810-7600000 - $72,798.00

Child Nutrition, a self-contained program outside of the General Fund

***Please complete the following if using Categorical funding sources.***

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☐ Yes ☒ No

Docusign Envelope ID: 889031B8-E394-47DB-BD18-665E1B40C338

Food Safety SYSTEMS

# FOOD SERVICE SAFETY AND SANITATION PROGRAM SERVICE AGREEMENT

## Overview

This agreement is made between Food Safety Systems CA LLC ("FSS") and Norwalk-LaMirada Unified School District ("School District"), effective as of July 1, 2026. Under this agreement, FSS will provide School District with a complete and sustainable food safety and sanitation system, inclusive of oversight, safety and sanitation training, education, and inventory control as detailed in **Schedule A**.

Schedule A includes trade secrets of FSS, which derive independent economic value from not being generally known to the public or by FSS competitors and are the subject of reasonable efforts to maintain their secrecy. Therefore, School District will not, except as required in the conduct of School District's business or as required under California State or other laws, use, publish or disclose any of FSS's trade secrets (*e.g.*, Schedule A) until at least such time that the information is no longer trade secrets. If School District discloses any of FSS's trade secrets, School District will notify FSS of such disclosure or use.

## Terms and Termination

This agreement is an annual agreement and may be extended at the discretion and consensus of both parties. The pricing submitted for SY 26-27 will remain fixed until June 30, 2027.

Pricing agreed to for each renewal will remain fixed throughout each annual agreement period ending June 30. FSS may petition a price increase annually for each renewal period. The School District reserves the right to accept or reject any price increase, and terminate the agreement, without penalty.

The term of this agreement is one year, unless terminated by either party for any reason with thirty (30) days advanced written notice. All materials, dispensers, accessories, and instructional charts that are provided as part of this program remain the property of Food Safety Systems and may be removed if, and when, the program is cancelled.

## Services

FSS will visit each of the schools listed in **Schedule B** during each service visit cycle unless otherwise specified here. There will be a total of eight (8) service visit cycles during each full school year.

School District will pay a total agreement cost of $99,800.00 for this school year, which will be divided into installment payments of $12,475.00 to be paid upon being invoiced after the completion of each of the service visit cycles. School District may elect to prepay the total annual agreement cost in a single payment prior to August 1, 2026, and will receive a 2% discount on the total agreement cost if payment is received in full by that date.

If the term of this agreement includes a partial school year, the district will only be invoiced for the service visit cycles completed. Schedule B may be modified to add or delete schools, which in turn may affect total agreement cost.

In the event FSS is unable to provide full service at all sites during any service visit cycle, School District will only be invoiced for the services rendered and materials provided.

## Billing and Remittance

All billing will be from FSS unless otherwise notified. Remittance should be made payable to

Food Safety Systems CA LLC
5325 Alton Parkway, Suite C-539
Irvine, CA 92604

## Accepted By:

***Norwalk-LaMirada Unified School District***

Signature / Date _____

Name / Title _____

***Food Safety Systems CA LLC***

Jason Odom

Digitally signed by Jason Odom
Date: 2026.03.23 15:58:30 -07'00'

Jason Odom, President Date

Docusign Envelope ID: 889031B8-E394-47DB-BD18-665E1B40C338

Food Safety SYSTEMS

**SCHEDULE A**

**SCOPE OF SERVICES**

All services, materials, and consultation are included in the total cost provided under the Food Safety and Sanitation Service Agreement, offering complete budget control and predictability to School District. Food Safety Systems (FSS) will prepare a Service Schedule with objectives and timelines; and provide education, training, materials, services and reports as follows.

**a) Education**

a) FSS's food safety and sanitation education program includes district in-service education, site-based education, and educational materials for the Participating Schools. The goal of the FSS education program is to provide education for managers and employees of the School District, and standardize sanitation and safety procedures in each Participating School's kitchen facility.

b) Education training modules will be provided during each service cycle at each of the Participating Schools. Each educational training module complies with mandated USDA Professional Standards as well as for School Nutrition Association (SNA) Certification Programs.

i) The modules will indicate the appropriate USDA Professional Standards Key Area Section designation and the Learning Topic code.
ii) A minimum of 4 hours of training will be offered annually, and will include an ongoing curriculum of sanitation, safety and workplace topics.

c) As required by California State Mandate, CalCode Article 2, Sections 113947 and 113947.1-3, FSS will offer N.R.A. (National Restaurant Association) ServSafe® training to School District employees at an additional cost of $1500.00 for 15 employees maximum. Each additional employee over 15, will be an additional charge of $100 per employee. Maximum class size is 35 employees per class.

i) FSS can offer additional courses for eligible employees at an additional cost, if requested by the School District.
ii) The education provided through ServSafe® courses will complement the services provided by FSS, and fulfill 10-hours of Sanitation and Safety training required by Food Service Directors and Persons in Charge (PIC) per CalCode
iii) Testing materials will be **in addition to** the total cost stated under the Food Safety and Sanitation Service Agreement

**b) Materials**

a) Sufficient cleaning products and OSHA approved dispensing systems will be inventoried and replenished as needed at each Participating School by the Service Technician during each site visit. Package labeling will exhibit clear dilution and use directions in English and Spanish

b)
i) Concentrated liquid detergents include Pot and Pan Detergent, All Purpose Cleaner, Degreaser, Oven Cleaner
(1) These detergents are *Green Seal Certified**
ii) Concentrated All Purpose Germicide/Disinfectant
iii) Concentrated Quaternary Ammonia Sanitizer will be provided for required sanitizing of equipment and warewashing per CalCode

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c) SDS, posters, binders, procedure guides, and ancillary items (*e.g.*, pac cutters, sanitizer test strips) will be provided and replenished as needed at each Participating School.

d) Each of the Participating Schools is granted a non-exclusive license to use the program and the program materials. FSS will take steps to safeguard use of the program content by entities operating without an agreement from FSS or a related entity.

**c) Service**

a) FSS certified service technicians will visit each of the Participating schools eight (8) times per full school year in accordance with the Service Schedule. FSS service technicians are certified in the administration, instruction and recognition of HACCP program integrity and verification. Per Section 111 of the 2004 USDA Reauthorization Act, School Food Authorities (SFAs) are required to implement and maintain a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles.

b) FSS service technicians will survey and audit, of each Participating School's kitchen, and provide immediate corrective action, staff training, action documentation, and supervisor notifications for follow ups. The survey and audit is intended to measure due-diligence and verify system execution and staff motivation

c) The audit will include a review of the School District's specific HACCP guidelines at each Participating school

d) The audit will follow site inspection protocol as offered by State and County regulatory authorities

**d) Reports / Review**

a) FSS will provide documentation of the education received for School District due diligence files.

b) All materials required for OSHA compliance will be placed in and kept current in each of the Participating Schools.

c) After completion of each survey and audit, FSS will generate:

i) A Post Site Visit report documenting only areas requiring immediate attention by the School District will be sent within 48 hours of completing the service cycle, including critical violations, areas at risk and maintenance and repair requirements
ii) A complete electronic service report that documents program compliance and areas where further management action is required will be sent within 7 working days of completing the service cycle. These reports can serve as critical due-diligence confirmation, and provide the School District with an electronic record of program compliance.

d) After each full school year, FSS's general manager will meet with district administrators to review the year's accomplishments and make recommendations for program improvement.


YOUR TRUSTED RESOURCE. MAKING COMPLIANCE SIMPLE.
5405 Alton Pkwy, Suite 5A-539, Irvine, CA 92604 ◆ P: (949) 725-9114 ◆ www.foodsafetysystemsca.com

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Food Safety SYSTEMS

**SCHEDULE B**

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**
PARTICIPATING SITES SY 26-27

| | Elementary Schools | Middle Schools | High Schools | Central Kitchens/ Other |
|---|---|---|---|---|
| 1 | Dolland | Benton MS | El Camino Alt. HS | **Central Kitchen |
| 2 | Dulles | Corvallis MS | Glenn HS | District Office Kitchen |
| 3 | Eastwood | Hutchinson MS | La Mirada HS | Warehouse (2x/yr) |
| 4 | Edmondson | Los Alisos MS | Norwalk HS | |
| 5 | Escalona | Waite MS | | |
| 6 | Foster Road | | | |
| 7 | Gardenhill | | | |
| 8 | Glazier | | | |
| 9 | Johnston | | | |
| 10 | La Pluma | | | |
| 11 | Lampton | | | |
| 12 | Moffitt | | | |
| 13 | Morrison | | | |
| 14 | New River | | | |
| 15 | Nuffer | | | |
| 16 | *Ramona Pre-K | | | |
| 17 | Sanchez | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

*** Low temp dish machine. Does not use our program. ** High temp dish machine. Does not use our dishmachine program.**

Docusign Envelope ID: 6CA28D49-9BA3-8B80-812F-14E85810FFE4



C-22087-A2:22:27

LOS ANGELES COUNTY OFFICE OF EDUCATION

AMENDMENT NO. 2
TO
CONTRACT
FOR
NETWORK SERVICES AND SUPPORT
EDUCATIONAL TELECOMMUNICATION AND TECHNOLOGY

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, CA 90242-2890, hereinafter referred to as "LACOE", and

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT, whose address is 12820 Pioneer Blvd., Norwalk, CA 90650, hereinafter referred to as "District", mutually agree to amend existing Contract C-22087 and amendments thereto as follows:

1. As specified in Section 2 – TERM OF CONTRACT, Subsection 2.3, both parties have agreed to exercise the 2nd Option Term renewal for the fifth and final year of a five (5) year Contract. The 2nd Option Term shall correspond to services performed for the period of July 1, 2026 through June 30, 2027.

This Amendment is effective upon execution. Any dates set forth in the original Contract and/or Amendment(s) shall be deemed updated/revised, if necessary, to be compatible with this Amendment. All other terms and conditions of the original Contract and/or prior Amendment(s) shall remain the same.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By_____
Terri Lyttaker
Controller

PSC:

ASO:

Date_____

DD 3-6
Report 3/25/2026

NORWALK-LA MIRADA UNIFIED
SCHOOL DISTRICT

By_____

_____
Typed or Printed Name

Title_____

Date_____

Docusign Envelope ID: 75BE6E72-3A0A-48F2-827A-72C9749CB0B5

C-22087-A1:22:26

LOS ANGELES COUNTY OFFICE OF EDUCATION

AMENDMENT NO. 1
TO
CONTRACT
FOR
NETWORK SERVICES AND SUPPORT
EDUCATIONAL TELECOMMUNICATION AND TECHNOLOGY

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, CA 90242-2890, hereinafter referred to as "LACOE", and

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT, whose address is 12820 Pioneer Blvd., Norwalk, CA 90650, hereinafter referred to as "District", mutually agree to amend existing Contract C-22087 thereto as follows:

1. As specified in Section 2 – TERM OF CONTRACT, Subsection 2.2., both parties have agreed to exercise the 1st Option Term renewal for the fourth year of a five (5) year Contract. The 1st Option Term shall correspond to services performed for the period of July 1, 2025 through June 30, 2026.

This Amendment is effective upon execution. Any dates set forth in the original Contract and/or Amendment(s) shall be deemed updated/revised, if necessary, to be compatible with this Amendment. All other terms and conditions of the original Contract and/or prior Amendment(s) shall remain the same.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

Terri Lyttaker (Jun 27, 2025 13:54 PDT)

By _____
Terri Lyttaker
Controller

LJ
Lesley Jiang

AB

Date 06/27/2025

mc 4-25
Report 4/30/2025

NORWALK-LA MIRADA
UNIFIED SCHOOL DISTRICT

DocuSigned by:
Estuardo Santillan
4A74716ED8DD484

By _____

Estuardo A. Santillan
Typed or Printed Name

Asst. Superintendent Business Services
Title _____

06/09/2025
Date _____

docusign

## Certificate Of Completion

Envelope Id: 75BE6E72-3A0A-48F2-827A-72C9749CB0B5
Status: Completed
Subject: LACOE Network Services Amendment #1 Agreement with NLMUSD
Source Envelope:
Document Pages: 2
Signatures: 1
Envelope Originator:
Certificate Pages: 5
Initials: 0
Blanca Delgado
AutoNav: Enabled
bdelgado@nlmusd.org
EnvelopeId Stamping: Enabled
IP Address: 209.147.23.14
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

## Record Tracking

Status: Original
5/8/2025 11:39:09 AM
Holder: Blanca Delgado
bdelgado@nlmusd.org
Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Blanca Delgado<br>bdelgado@nlmusd.org<br>ITS<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | Completed<br>Using IP Address: 209.147.23.14 | Sent: 5/15/2025 2:46:07 PM<br>Viewed: 5/15/2025 2:46:19 PM<br>Signed: 5/15/2025 2:46:55 PM |
| Andrew Rutz<br>arutz@nlmusd.org<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 5/20/2024 11:39:32 AM<br>ID: 248478ca-7895-492b-b11c-a094d5891228 | Completed<br>Using IP Address: 209.147.23.14 | Sent: 5/15/2025 2:46:56 PM<br>Viewed: 5/16/2025 8:45:15 AM<br>Signed: 5/16/2025 8:45:29 AM |
| Jennifer G Sun<br>jsun@nlmusd.org<br>Interim Superintendent<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | Completed<br>Using IP Address: 209.147.23.14 | Sent: 5/16/2025 8:45:31 AM<br>Viewed: 6/10/2025 12:35:08 PM<br>Signed: 6/10/2025 12:35:50 PM |
| Estuardo Santillan<br>esantillan@nlmusd.org<br>Assistant Superintendent Business Services<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | DocuSigned by:<br>Estuardo Santillan<br>4A74716ED8DD484...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 209.147.23.14 | Sent: 6/10/2025 12:35:51 PM<br>Viewed: 6/10/2025 4:40:09 PM<br>Signed: 6/10/2025 4:40:14 PM |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|
| **Editor Delivery Events** | **Status** | **Timestamp** |
| **Agent Delivery Events** | **Status** | **Timestamp** |
| **Intermediary Delivery Events** | **Status** | **Timestamp** |

| Certified Delivery Events | Status | Timestamp |
|---|---|---|

| Carbon Copy Events | Status | Timestamp |
|---|---|---|
| Sheila Lewis<br>Lewis_Shella@lacoe.edu<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | COPIED | Sent: 6/10/2025 4:40:16 PM<br>Viewed: 6/10/2025 4:40:48 PM |

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 5/15/2025 2:46:07 PM |
| Envelope Updated | Security Checked | 6/10/2025 12:34:53 PM |
| Envelope Updated | Security Checked | 6/10/2025 12:34:53 PM |
| Envelope Updated | Security Checked | 6/10/2025 12:34:53 PM |
| Certified Delivered | Security Checked | 6/10/2025 4:40:09 PM |
| Signing Complete | Security Checked | 6/10/2025 4:40:14 PM |
| Completed | Security Checked | 6/10/2025 4:40:16 PM |

| Payment Events | Status | Timestamps |
|---|---|---|

**Electronic Record and Signature Disclosure**

## ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Norwalk-La Mirada Unified School District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Norwalk-La Mirada Unified School District:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: jsun@nlmusd.org

**To advise Norwalk-La Mirada Unified School District of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jsun@nlmusd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Norwalk-La Mirada Unified School District**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jsun@nlmusd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Norwalk-La Mirada Unified School District**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to jsun@nlmusd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

**Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Norwalk-La Mirada Unified School District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Norwalk-La Mirada Unified School District during the course of your relationship with Norwalk-La Mirada Unified School District.

Docusign Envelope ID: 75BE6E72-3A0A-48F2-827A-72C9749CB0B5

# REQUEST FOR CONTRACT APPROVAL

**School Site/Department:** TECHNOLOGY SERVICES

**Description of services to be provided:**

LACOE provides access to internet network services and support via the LACOE Network. Network capacity and speed are essential in supporting all essential business and educational technology services connected to internal and external networks.

**Effective Dates of Contract:**

**Start Date:** JULY 1, 2025

**End Date:** JUNE 30, 2026

**Total Contract Value:** $30,203.28

**Billing Rates:**

☐ Per Hour Hourly Rate: _____

☐ Per Day Daily Rate: _____

☐ Per Month Monthly Rate: _____

☐ In Full Upon Completion of Services Rendered

☐ Other Please Specify _____

☐ Taxable

☐ Includes Fees and Other Charges

**Funding Source(s):**

01.0-00000.0-00000-77000-5810-6700000 Amount $30,203.28

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

## Agenda Item Details

| | |
|---|---|
| Meeting | Jun 09, 2025 - Board of Education Meeting |
| Category | 22. CONTRACTS/AGREEMENTS $4,000.00 & OVER (CA) |
| Subject | O. Los Angeles County Office of Education |
| Access | Public |
| Type | Action (Consent) |
| Dollar Amount | 30,203.28 |
| Budget Source | 01.0-00000.0-00000-77000-5810-6700000, ITS |
| Recommended Action | Approve Amendment. |

## Public Content

Amendment No. 1 to Contract with the Los Angeles County Office of Education (LACOE) for access to network services and support via the LACOE network for internet. This Amendment shall extend the term through June 30, 2026. All other terms and conditions to remain as approved by the Board of Education on February 15, 2022.

Submitted by Andrew Rutz, Chief Technology Officer, Technology Services
Referred to the Superintendent by Estuardo A. Santillan, Assistant Superintendent Business Services

LACOE LAN WAN C-22087-A1 AMENDMENT 2025 - 2026.pdf (210 KB)

## Administrative Content

## Motion & Voting

That all items on the Consent Agenda (Items 17 - 27) be approved, with Routine Personnel Items 27.B., 27.C., and 27.D. pulled from the agenda with no action taken on those items, and Contractual Items 22.A., 22.H., 22.P., and 22.T. pulled for discussion and separate vote.

Motion by Norma Amezcua, second by Robert Cancio.
Final Resolution: Motion Carries
Yes: Norma Amezcua, Jose Rios, Robert Cancio, Narcis Brasov, Lorena Vidaurre, Becky Langenwalter, Espie Free

C-22087:22:25

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR
NETWORK SERVICES AND SUPPORT
EDUCATIONAL TELECOMMUNICATIONS AND TECHNOLOGY

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as "LACOE," and

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT, whose address is 12820 Pioneer Blvd., Norwalk, CA 90650, hereinafter referred to as "District," mutually agree as follows:

1. BASIS OF CONTRACT

1.1 LACOE shall provide access to network services and support via the LACOE Network, a telecommunications network established and maintained by LACOE. **Services shall only commence upon receipt of the signed Letter of Intent from the District which shall also identify the start date for said service(s).** Charges for the network services are based on the expenses incurred by LACOE in supporting the network through the telephone companies, CENIC/K12 High Speed Network, and contractors providing equipment, lines, and services. The estimated annual charges listed on Exhibit A, Network Services and Support, attached hereto and made a part hereof, are based on the type, level, and number of services provided to the District. LACOE will provide the District with Revised Exhibit A(s) during the contract year to reflect the addition and/or deletion of subscribed network services, and, by July 1 of each year to notify the District of the following fiscal year rates. Exhibit B, Description of Network Services, attached hereto and made a part hereof, indicates the services available from LACOE.

1.2 All routers and associated equipment, that directly interface with the LACOE Network from a school site or a District office will be acquired, programmed, and installed by LACOE Network staff. This is essential for network efficiency and security. This equipment will remain the property of LACOE.

1.3 District has requested LACOE to provide said network services, and LACOE agrees to do so in accordance with the terms and conditions of this Contract. Any modifications, repairs, upgrades, improvements,

programming, troubleshooting, and reconfiguration of equipment and services related to the LACOE Network performed by the District or its contractors must be coordinated with LACOE's Technology Services.

2. TERM OF CONTRACT

2.1 Initial Term. This Contract shall begin on July 1, 2022 and continue in full force and effect through June 30, 2025 unless early termination occurs in accordance with the terms of this Contract or this Contract is extended by written amendment.

2.2 1st Option Term. LACOE and District may elect to extend the term of this Contract for the period July 1, 2025, through June 30, 2026 ("1st Option Term") by giving written notice prior to the expiration of the Initial Term.

2.3 2nd Option Term. LACOE and District may elect to extend the term of this Contract for the period July 1, 2026, through June 30, 2027 ("2nd Option Term") by giving written notice prior to the expiration of the 1st Option Term.

3. PAYMENT

The amount payable for service charges, Data lines, equipment maintenance fees, and consulting fees, shall be transferred quarterly by journal voucher from the District to LACOE. Fees for newly added equipment or circuit installations/upgrades will be transferred by journal voucher from the District to LACOE, at the end of the quarter in which installation is completed.

4. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

LACOE agrees to defend, indemnify, save, and hold harmless District from and against any and all demands, debts, liens, claims, losses, damages,

liability, costs, expenses (including, but not by way of limitation, attorney's fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with LACOE's sole negligence or error or omission. LACOE shall bear no liability for the acts or omissions of its contractors hired to perform work under this Contract. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

5. INSURANCE

Both parties shall take out and maintain such general liability, property damage and automobile insurance as is required to protect their interests.

6. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW Room 169,
Downey, CA 90242-2890

District:

Mailing Address is District Office

7-10. SECTIONS RESERVED (Intentionally left blank.)

11. COVENANT AGAINST CONTINGENT FEES

District warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon a Contract or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide established commercial or selling agencies retained by District for the purpose of securing business. For breach or violation of this warranty, LACOE shall have the right to immediate termination of this Contract and, at its sole discretion, deduct from the contract price or consideration, or

otherwise recover, the full amount of such commission, percentage, brokerage, or commission fee.

12. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, District, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

13. ASSIGNMENT

District shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of subcontractors or others whom District intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

14. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by both of the parties hereto.

15 MODIFICATION

The Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of both contracting parties appear beside such deletion or change.

16. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract, (2) the

exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

17. SEVERABILITY / WAIVER

17.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

17.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

18. AMENDMENTS

The Contract may be amended by mutual written consent of the parties.

19. TERMINATION

The Contract may be terminated by either party upon sixty (60) days' written notification. If LACOE elects to terminate this Contract for its convenience, LACOE shall cease to provide services after the date of termination. Thereafter, the District shall have no further claims against LACOE under this Contract. If District elects to terminate this Contract for its own convenience, District shall pay LACOE for services provided through the date of termination including early termination fee and other related costs determined by LACOE to be reasonably necessary to effect such termination. Thereafter, LACOE shall no further claims against the District under this Contract.

20. FAILURE TO COMPLY

In the event District fails to perform in accordance with the indemnification or insurance requirement clauses of this Contract, makes inaccurate certifications as a part of this contract or contracting process, or otherwise breaches any other clause of this Contract, LACOE, the Los Angeles County Board of Education and the individuals thereof, and all officers, agents, employees, representatives, and volunteers shall be entitled to recover all legal fees, costs, and other expenses incident to securing performance or incurred as a consequence of nonperformance.

21. ATTORNEY'S FEES

Should either party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, except as set forth in the "Failure to Comply" in this contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

22. COMPLIANCE WITH LAW

District shall comply with all applicable federal, state, and local laws, statutes, ordinances, rules, regulations, policies, and procedures in performing under this Contract. District warrants that it has all licenses, permits, certificates and credentials required by law to perform the work specified under this Contract and shall, upon request by LACOE, provide evidence of same.

23. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, pandemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

24. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and the parties agree that any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. The parties further agree this Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

25. INCORPORATION BY REFERENCE

Any exhibits referenced herein shall be incorporated and made a part of this Contract.

26. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were so inserted and included.

27. RECORD RETENTION AND INSPECTION

District agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

28. NO THIRD PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

29. LACOE BUDGET/GRANT FUNDS CONTINGENCY

If any portion(s) of LACOE's financial budget affecting the contractual time period of this agreement does not appropriate sufficient funds for these contracted services and/or related programs, or if grant funds related to these contracted services and/or related programs are not available for any reason whatsoever, this agreement shall be of no further force and effect. In this event, LACOE shall have no liability to pay any funds to District under this agreement, and the District shall not be obligated to perform any provisions of this agreement.

In such instances, particularly when partial funding remains available, LACOE shall have the option to either terminate this agreement with no liability occurring to LACOE, or LACOE may offer an amendment to this agreement to reflect the reduced availability of funds.

30. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agrees to comply with all Federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

31. TOBACCO AND MARIJUANA-FREE SCHOOLS AND FACILITIES

When at LACOE-owned or LACOE-leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco/marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco/marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles.

32. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

33. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District certifies to the best of its knowledge and belief that it and its principals:

33.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

33.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

33.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 34.2 above, of this certification; and,

33.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

34. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By Terri Lyttaker (Feb 23, 2022 10:16 PST)
Terri Lyttaker
Controller

Date Feb 23, 2022

NORWALK-LA MIRADA UNIFIED
SCHOOL DISTRICT

By _____
Typed or Printed Name
Title Asst. Superintendent Business Services

Date 02/15/2022

lm 12-29
Report 1/18/22

# EXHIBIT A

## Los Angeles County Office of Education Technology Services

NETWORK SERVICES AND SUPPORT
LACOE SPIN (498 ID) - 143005363

## Exhibit A - Cost Estimate

*Do Not Forward Without LACOE Consent*

| | | | |
|---|---|---|---|
| Site: | Norwalk La Mirada Unified School District | Service Description | Date: |
| Address: | 12820 Pioneer Blvd.<br>Norwalk, CA 90650 | - P2P circuit back to LACOE<br>- LACOE 24x7 circuit monitor and management | 12/3/2021 |
| Contact: | Tim Scholefield | - Access to Internet via LACOE 100 Gbps circuit to CalREN | |
| Tel: | (562) 868-0431 Ext. 2139 | | |
| Email: | tscholefield@lmusd.k12.ca.us | | |

SELECTED

| IAP SERVICE RATE WORKSHEET | Option's Bandwidth | A 10Gb | B 20Gb (2x10Gb) | C 50Gb (5x10Gb) |
|---|---|---|---|---|
| *E-rate Eligible Services* | | | | |
| 1 MRC Circuit Bandwidth | | $ 1,593.00 | $ 2,600.00 | $ 4,700.00 |
| 2 MRC Direct Port | | $ 398.25 | $ 1,024.15 | $ 1,549.15 |
| 3 Carrier Taxes & Fees | | $ 525.69 | $ 858.00 | $ 1,551.00 |
| | MRC Total | $ 2,516.94 | $ 4,482.15 | $ 7,800.15 |
| 4 NRC Setup (Equipment, Config, Install) | | $ 0 | $ 0 | $ 0 |
| 5 NRC Cabling | | $ 0.00 | $ 0.00 | $ 0.00 |
| | NRC Total | $ 0.00 | $ 0.00 | $ 0.00 |
| 1st Yr E-rate Eligible Est [(MRCx12)+NRC]: | | $ 30,203.28 | $ 53,785.80 | $ 93,601.80 |
| *Non E-rate Services* | | | | |
| 1 *Total Number of District VPN Users* | | 0 | 0 | 0 |
| MRC LACOE Business Services VPN | | $ 0.00 | $ 0.00 | $ 0.00 |
| 2 *Total Number of Staff and Students* | | 0 | 0 | 0 |
| MRC Content Filtering Service | | $ 0.00 | $ 0.00 | $ 0.00 |
| | MRC Total | $ 0.00 | $ 0.00 | $ 0.00 |
| 1st Yr Non E-rate Est (MRCx12): | | $ 0.00 | $ 0.00 | $ 0.00 |

[ NOTES ]

(1) Terms:
MRC - Monthly Recurring Charge
NRC - Non Recurring Charge

(2) Annual pricing is based on a 3 year commitment with LACOE and ISP vendor. The Site will be responsible for any early termination fees associated with ISP vendor and Site agrees to pay this amount, if applicable. This agreement is contracted by LACOE and supercedes all other contracts.

(3) After 3 year committment, Site has option to annually extend contract with same terms for 4th and 5th year.

(4) Potential fiber installation may delay project. Path must be provided prior to extending DMARC.

(5) At Site's DMARC, LACOE equipment will be installed downstream of ISP vendor's NID before handoff to Site.

(6) LACOE will provide LACOE IP addresses, and static IP addresses during the term of the contract. If the customer ends the contract with LACOE, all LACOE IP addresses and static IP addresses will revert back to LACOE.

EXHIBIT B
DESCRIPTION OF SERVICES AVAILABLE
EDUCATIONAL TELECOMMUNICATIONS AND TECHNOLOGY

The services provided in this Exhibit B are for Internet Access only.

Internet service can support a single LAN at the District office/school site, multiple LAN's within a single site, or multiple school site LAN's connected to the District office by an intra-district network.

DESCRIPTION OF SERVICE SUPPORT - RECURRING CHARGES

1. Line Cost (Based on multi-year rates.

2. Line costs are based on 3 year contracts with Telco and the responsibility of the District to maintain this commitment. Early termination will cause Telco to penalize the District via LACOE.

3. Service Fee - Will vary with total bandwidth of District's connection.

DESCRIPTION OF SERVICE SUPPORT - ONE TIME CHARGES

4. LACOE will install all the necessary telecommunications services and equipment to provide the District with access to the Internet at the contracted bandwidth subject to available capacity on the K12HSN/CENIC Network. LACOE will also work with the K12HSN/CENIC Network to monitor and make arrangements to increase bandwidth subject to K12HSN budgetary and logistical constraints. The equipment and services normally provided include the data line or lines, a router or switch, Domain Name Service (DNS) and training of District staff on how to manage TCP/IP addresses for the District.

DESCRIPTION OF SERVICE SUPPORT - CONSULTING SERVICES

5. Consulting Services for Wide Area Network (WAN) or Local Area Network (LAN) Projects. Based on a charge of $95.00 per hour of contracted time. Services include wide and local area network planning, equipment recommendations for WAN or LAN, site wiring requirements analysis, cost information for circuit types and equipment, WAN installations and implementations support.

6. Local Area Network support services. On site assistance provided for contracted number of days per year. Per day rates are based on $95.00 per hour. Service includes trouble-shooting, basic training in use of network systems software such as E-mail and emergency assistance.

**Jennifer Sun**

**From:** Jennifer Sun
**Sent:** Wednesday, February 23, 2022 9:10 AM
**To:** 'mycontracts@lacoe.edu'
**Subject:** C-22087-22;25
**Attachments:** 202202230823.pdf

Attached you will find an executed copy of the Contract between the Los Angeles County Office of Education and the Norwalk-La Mirada Unified School District. This Contract was approved by our Board of Education at the regularly scheduled meeting on February 15, 2022. At your earliest convenience, please have an authorized representative sign the Contract and return a duly executed copy to my office, attention Jennifer Sun.

Jennifer Sun
Administrative Assistant
Business Services
**Norwalk-La Mirada Unified School District**
12820 Pioneer Boulevard
Norwalk, CA 90650
(562) 210-2010

# REQUEST FOR CONTRACT APPROVAL

This form is required as a cover sheet for ALL contracts being submitted for approval

**Today's Date** January 12, 2022

**Vendor Name** Los Angeles County of Education

**School Site/Department** Integrated Technology Services

**DESCRIBE HOW THE CONTRACTED SERVICES WILL AFFECT STUDENT ACHIEVEMENT**

LACOE provides access to internet network services and support via the LACOE Network. Network capacity and speed are essential in supporting all essential business and educational technology services connected to internal and external networks.

**EFFECTIVE DATES OF CONTRACT**

**Start Date** July 1, 2022

**End Date** June 30, 2025

**Total Contract Value** $90,609.84 (3 year contract)

**BILLING RATES**

☐ **Per Hour** Hourly Rate $

☐ **Per Day** Daily Rate $

☐ **In Full Upon Completion of Services**

☒ **Other** Please Specify $30,203.28 yearly

**FUNDING SOURCES**

Pseudo Number or Account String

01.0-0000.0-0000-7700-5810-79-00-00-0000 Percentage 100%

Percentage %

**SCHOOL PLAN**

These services meet the specific needs of the _____ funded program, _____ component, activity _____, project page _____.

Los Angeles County Office of Education
Leading Education · Supporting Students · Serving Communities

December 29, 2021

Debra Duardo, M.S.W., Ed.D.
Superintendent

Los Angeles County
Board of Education

Betty Forester
President

James Cross
Vice President

Judy Abeln

Yvonne Chan

R. Michael Dutton

Stanley L. Johnson, Jr

Monte E. Perez

Tim Scholefield
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd.
Norwalk, CA 90650

Tim Scholefield,

LACOE Contract #C-22087

Enclosed is/are unsigned copy/copies of the contract/amendment identified above. Please carefully follow the instructions below.

- **SIGN** all contract documents attached to this email.
- **SCAN** the contract documents and **EMAIL** back to mycontracts@lacoe.edu immediately. A fully executed copy of the contract will be returned to you.

**SERVICES CANNOT START WITHOUT A FULLY EXECUTED CONTRACT.**

Any changes, revisions, additions, insertions, deletions, etc., made to the contract document will render the document null and void, **unless expressly agreed to by LACOE.**

Should you have any questions, please contact:

Lilibeth Morelos at (562) 401-5775, email: morelos_lilibeth@lacoe.edu

Sincerely,

*Lilibeth Morelos*

Lilibeth Morelos
Procurement Services Assistant
Controller's Office

**Agenda Item Details**

| | |
|---|---|
| Meeting | Feb 15, 2022 - Board of Education Meeting |
| Category | 19. CONTRACTS/AGREEMENTS OVER $4,000 |
| Subject | A. Los Angeles County Office of Education |
| Access | Public |
| Type | Action (Consent) |
| Dollar Amount | 90,609.84 |
| Budget Source | General Fund |
| Recommended Action | Approve/ratify and authorize execution of Contract. |

**Public Content**

Contract with the Los Angeles County Office of Education (LACOE) to provide access to network services and support via the LACOE network. This Agreement is effective July 1, 2022 through June 30, 2025. Services shall be provided at a rate of $30,203.28 per year.

Submitted by Tim Scholefield, Chief Technology Officer
Referred to the Board of Education by John Lopez, Superintendent

202201141525.pdf (655 KB)

**Administrative Content**

Docusign Envelope ID: 6DB47CBB-119B-4E02-8397-B0C6883313D9



PO1-26-0389
Original PO#_____

# AMENDMENT NO. 1
# TO

Independent Contractor Agreement

The Agreement, dated May 8, 2025 between the Norwalk – La Mirada Unified School District and Environmental Newtwork Corporation DBA ENCORP shall be amended as follows:

To increase the contract amount by $15,000.00 to pay for open invoices and cover any additional services for the remainder of the contract period.

All other terms and conditions of the Agreement and any previous Amendments shall remain as approved by the Norwalk – La Mirada Unified School District on June 9, 2025.

**CONTRACTOR:**

Signature DocuSigned by: Alexander Blankevoort 383F1459F0EB47A...
Title Vice President
Name Alexander Blankevoort
Address 16700 Valley View Ave, Suite 100 La Mirada, CA 90638
Phone Number 714-523-9811

**DISTRICT:**

Signature _____

Norwalk-La Mirada USD
12820 Pioneer Boulevard
Norwalk, California 90650
(562) 210-2000

Date Approved _____

Docusign Envelope ID: 9E79F766-A559-444C-A5AB-4E79095B3F3D

# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated May 8th,2025, by and between Environmental Network Corporation DBA ENCORP, hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:
   Environmental and hazardous consulting services, outside the scope of NLMUSD's Maintenance Department, per the fee schedule provided.

   as outlined in the attached proposal dated May 8th, 2025. DS AB
2. The Contractor will commence providing services under this AGREEMENT on July 1st, 2025 and will diligently perform, as required, and complete performance by June 30th, 2026. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. DS AB
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $ 15,000.00 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. DS AB
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: 9E79F766-A559-444C-A5AB-4E79095B3F3D

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

**CONTRACTOR:**

Signature: DocuSigned by: Alexander Blankevoort
383F1459F0EB47A...
Title: Vice President
Name: Alexander Blankevoort
Address: 16700 Valley View Ave, Suite 100
La Mirada, CA 90638
Phone Number: 714-523-9811

**DISTRICT:**

Signature: DocuSigned by: Eduardo Santillan
4A747716ED8DD484...
Asst. Superintendent Business Services
Norwalk-La Mirada USD
12820 Pioneer Boulevard
Norwalk, California 90650
(562) 210-2000
Date Approved: 06/09/2025

---

## FOR INTERNAL USE

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

01.0-8150.0-0000-8110-5810-79

***Please complete the following if using Categorical funding sources.***

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☐ Yes ☒ No

Docusign Envelope ID: 9E79F766-A559-444C-A5AB-4E79095B3F3D

# INDEPENDENT CONTRACTOR QUESTIONNAIRE

## STEP I – Employee Verification

**Are you a part-time or full-time employee of the Norwalk-La Mirada Unified School District?** ☐ Yes ☒ No

- If you responded affirmatively, **STOP**, you cannot be hired as an Independent Contractor. Have your school site/department representative contact Fiscal Services for other hiring arrangements.
- If you responded negatively, please continue.

**Are you or have you ever been a member of STRS or PERS?** ☐ Yes ☒ No

**Are you retired from STRS or PERS?** ☐ Yes ☒ No

## STEP II – Form W-9

As instructed by the Internal Revenue Service and the California Franchise Tax Board, the Norwalk-La Mirada Unified School District must obtain Taxpayer Identification Numbers for every person or entity (other than Corporations) that performs services for the District.

**Are you incorporated?** ☒ Yes ☐ No

- If you responded negatively, please complete Form W-9 (attached).

## STEP III – Form 590

As directed by California Revenue and Taxation Code, Section 18662, the Norwalk-La Mirada Unified School District is required to withhold income or franchise tax on payment of California source income made to nonresidents of California.

**Are you a resident of California, or Do you have a permanent place of business in California?** ☒ Yes ☐ No

***All nonresidents who respond negatively and who do not complete and return Form 590 will be subject to the seven percent (7%) tax withholding.***

- If you responded negatively, please complete Form 590 (attached), if applicable.

DocuSigned by:
Alexander Blankevoort
3[illegible]

Signature

5/19/2025 | 9:24 AM PDT
Date

Alexander Blankevoort
Name (as shown on your Income Tax return)
(Business or Individual)

714-523-9811
Phone Number

Docusign Envelope ID: 9E79F766-A559-444C-A5AB-4E79095B3F3D

ENCORP
Engineering our Environment

16700 Valley View Avenue
Suite 100
La Mirada, California 90638
p: 714.523.9811
f: 714.523.9810

May 8, 2025 CQ25124.N16

Mr. Daniel Gutierrez

**Norwalk La Mirada Unified School District**
12820 Pioneer Blvd.
Norwalk CA. 90650

**RE: Environmental and Hazardous Materials Consulting Services – On Call: Asbestos, lead, mold Inspections, Project Monitoring & Air Monitoring: July 1, 2025 through June 30, 2026.**

Dear Mr. Gutierrez:

ENCORP is pleased to present the following proposal to provide on-Call Environmental and Hazardous Materials Sampling for the **Norwalk La Mirada Unified School District.**

**ENCORP** will provide a California Certified Asbestos Consultant or Site Surveillance Technician, CDPH Lead Certified Professional, Industrial Hygienist to perform the following:

- As need onsite hazmat assessments, sampling, analysis including but not limited to Asbestos, lead, and mold or as determined necessary for indoor air quality services.
- Project management and air monitoring prior to, during, and immediately following abatement of asbestos and lead containing materials, as required.
- Air analysis for samples collected before, during, and immediately following asbestos abatement. ENCORP will establish an on site PCM laboratory. All PCM air samples will be analyzed on site to ensure timely project completion. TEM air analysis as required for final clearances will be submitted to an outside accredited laboratory analysis. TEM sampling will be performed on locations were materials over 160 sq ft are removed.
- A final closeout report, that includes copies of daily project reports, air monitoring results, certifications, and type and quantity of materials removed, will be prepared following the projects. In compliance with AHERA an individual close out report will be prepared for each facility.

Docusign Envelope ID: 9E79F766-A559-444C-A5AB-4E79095B3F3D

## FEE SCHEDULE FOR ENVIRONMENTAL SERVICES:

The following is a schedule/table of hourly rates, description, fees for each construction project related service.

### A. ASBESTOS/LEAD/CIH ENVIRONMENTAL SERVICES (HOURLY RATES)

| Classification – Description of Services | Hourly Rates | Overtime/ Holiday Rates |
|---|---|---|
| Certified Asbestos Consultant/Site Surveillance Tech/Field Technician, mold assessment – Onsite inspections, onsite monitoring, clearance sampling, hazardous materials inspections. | $95.00 | 125.00 |
| DHS Project Monitor/Inspector/Assessor (Lead) – Onsite Inspections, assessment, Negative Exposure assessment, Risk assessment, Clearance sampling | $95.00 | 125.00 |
| CAC/Sr. Project Manager - Expert Witness, Building Inspections, Project Design, Project Monitoring, Project Management, Report Draft, Remediation/Abatement plans, Specifications | $115.00 | $145.00 |
| CIH/CAIH – Expert Witness, Indoor Air Quality, Inspections, Remediation Plans, Mold surveys, Report Draft | $115.00 | $145.00 |

### B. ASBESTOS/LEAD/MOLD SAMPLE ANALYSIS

| Sample Analysis (fees per sample) | 72-Hours | 48-Hrs | 24-Hrs | 8-Hr Rush |
|---|---|---|---|---|
| Bulk Sample Analysis (PLM) | $13.00 | $15.00 | $18.00 | $25.00 |
| PCM Analysis Air Sample/Clearance/Onsite | $5.00 | $5.50 | $6.50 | $7.00 |
| TEM AHERA Analysis Air Sample/EPA Level II | $75.00 | $85.00 | $95.00 | $165.00 |
| Paint Chip Analysis (SW-846-3050 B) | $20.00 | $21.00 | $35.00 | $60.00 |
| Lead Air Samples (NIOSH 7082) | $22.00 | $25.00 | $35.00 | $60.00 |
| Lead Dust Wipe/Area Clearance Wipe (SW-846-7420) | $22.00 | $25.00 | $35.00 | $60.00 |
| Lead Soil/Water/Waste Water Analysis | $45.00 | $65.00 | $95.00 | N/A |
| XRF Testing Equipment (Lead) | N/A | N/A | N/A | $300.00/Day |
| **Microbiology** – Air-O-Cell, Spore trap | $65.00 | $70.00 | $75.00 | $100.00 |
| **Microbiology** – Tape Lift, Swab, bulk | $65.00 | $70.00 | $75.00 | $100.00 |

**ESTIMATED PROJECT COST FOR ON-CALL SERVICES: ..... $15,000.00**

Docusign Envelope ID: 9E79F766-A559-444C-A5AB-4E79095B3F3D

Bid Qualifiers:

- Assume that ENCORP representatives are provided with access to the sites as needed.
- Reports will be prepared in standard ENCORP format.
- Assumes no work is necessary outside the scope of services as outlined in this proposal.

In accordance with State Regulations regarding Prevailing Wage, ENCORP will pay the employees working on this project the applicable Prevailing Wage for a California Certified Asbestos Consultant or Site Surveillance Technician. Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Respectfully,

Alexander E. Blankevoort
Operations Manager

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

| **ENCORP** | **NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT** |
|---|---|
| Alexander Blankevoort | |
| NAME (TYPE/PRINT) | NAME (TYPE/PRINT) |
| 05/8/25 DATE | DATE |
| SIGNATURE | SIGNATURE |

Docusign Envelope ID: 9E79F766-A559-444C-A5AB-4E79095B3F3D

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

**Go to *www.irs.gov/FormW9* for instructions and the latest information.**

**Give form to the requester. Do not send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

**Environmental Network Corporation, DBA ENCORP**

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

**Note:** Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

*(Applies to accounts maintained outside the United States.)*

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

5 Address (number, street, and apt. or suite no.). See instructions.

**16700 Valley View Ave, Suite 100**

Requester's name and address (optional)

6 City, state, and ZIP code

**La Mirada, CA 90638**

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | – | | | – | | | | |

**or**

**Employer identification number**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | – | | | | | | | |

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** | **Signature of U.S. person** | **Date** 5/19/2025 | 9:24 AM PDT

# General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

## Certificate Of Completion

Envelope Id: 9E79F766-A559-444C-A5AB-4E79095B3F3D
Subject: Encorp Environmental Agreement with the NLMUSD
Source Envelope:
Document Pages: 13
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Signatures: 3
Initials: 3

Status: Completed

Envelope Originator:
Derek Angeles
DAngeles@nlmusd.k12.ca.us
IP Address: 209.147.23.14

## Record Tracking

Status: Original
5/8/2025 2:12:30 PM

Holder: Derek Angeles
DAngeles@nlmusd.k12.ca.us

Location: DocuSign

| Signer Events | Signature | Timestamp |
|---|---|---|
| Derek Angeles<br>dangeles@nlmusd.k12.ca.us<br>M&O<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.14 | Sent: 5/8/2025 2:14:35 PM<br>Viewed: 5/8/2025 2:15:30 PM<br>Signed: 5/8/2025 2:20:02 PM |
| Jennifer Sun<br>jsun@nlmusd.org<br>Interim Superintendent<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.14 | Sent: 5/8/2025 2:20:05 PM<br>Viewed: 5/9/2025 8:58:27 AM<br>Signed: 5/9/2025 8:58:51 AM |
| Alexander Blankevoort<br>ablankevoort@encorp.net<br>Vice President<br>ENCORP<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 5/19/2025 9:22:44 AM<br>ID: cc97ba24-01c0-448b-9b46-3e8b5d8f6370 | DocuSigned by:<br>Alexander Blankevoort<br>383F1459F0EB47A...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 67.52.107.106 | Sent: 5/9/2025 8:58:53 AM<br>Viewed: 5/19/2025 9:22:44 AM<br>Signed: 5/19/2025 9:24:19 AM |
| Jennifer Sun<br>jsun@nlmusd.org<br>Interim Superintendent<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | **Completed**<br>Using IP Address: 209.147.23.14 | Sent: 5/19/2025 9:24:21 AM<br>Viewed: 6/10/2025 2:25:00 PM<br>Signed: 6/10/2025 2:25:17 PM |
| Estuardo Santillan<br>esantillan@nlmusd.org<br>Assistant Superintendent Business Services<br>Norwalk-La Mirada Unified School District<br>Security Level: Email, Account Authentication (None) | DocuSigned by:<br>Estuardo Santillan<br>4A74716ED8DD484...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 209.147.23.14 | Sent: 6/10/2025 2:25:19 PM<br>Viewed: 6/10/2025 4:42:44 PM<br>Signed: 6/10/2025 4:42:50 PM |

| Signer Events | Signature | Timestamp |
|---|---|---|
| **Electronic Record and Signature Disclosure:** Not Offered via Docusign | | |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|

| Editor Delivery Events | Status | Timestamp |
|---|---|---|

| Agent Delivery Events | Status | Timestamp |
|---|---|---|

| Intermediary Delivery Events | Status | Timestamp |
|---|---|---|

| Certified Delivery Events | Status | Timestamp |
|---|---|---|

| Carbon Copy Events | Status | Timestamp |
|---|---|---|

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 5/8/2025 2:14:35 PM |
| Certified Delivered | Security Checked | 6/10/2025 4:42:44 PM |
| Signing Complete | Security Checked | 6/10/2025 4:42:50 PM |
| Completed | Security Checked | 6/10/2025 4:42:50 PM |

| Payment Events | Status | Timestamps |
|---|---|---|

| Electronic Record and Signature Disclosure |
|---|

# ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Norwalk-La Mirada Unified School District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

## Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

## Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

## Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

## All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Norwalk-La Mirada Unified School District:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: jsun@nlmusd.org

**To advise Norwalk-La Mirada Unified School District of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jsun@nlmusd.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Norwalk-La Mirada Unified School District**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jsun@nlmusd.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Norwalk-La Mirada Unified School District**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to jsun@nlmusd.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

**Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: https://support.docusign.com/guides/signer-guide-signing-system-requirements.

**Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Norwalk-La Mirada Unified School District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Norwalk-La Mirada Unified School District during the course of your relationship with Norwalk-La Mirada Unified School District.

## Agenda Item Details

| | |
|---|---|
| Meeting | Jun 09, 2025 - Board of Education Meeting |
| Category | 22. CONTRACTS/AGREEMENTS $4,000.00 & OVER (CA) |
| Subject | P. Environmental Network Corporation DBA ENCORP |
| Access | Public |
| Type | Action |
| Dollar Amount | 15,000.00 |
| Budget Source | 01.0-81500.0-00000-81100-5810-8100000, Routine, Ongoing & Major Maintenance |
| Recommended Action | Approve Contract. |

## Public Content

Independent Contractor Agreement with Environmental Network Corporation DBA ENCORP to provide on call environmental and hazardous materials consulting services for minor projects District-wide that may require asbestos, lead, mold inspections, etc. This Agreement is effective July 1, 2025 through June 30, 2026.

Submitted by Gerald (Buzz) Mitchell, Director, Maintenance & Operations
Referred to the Superintendent by Estuardo A. Santillan, Assistant Superintendent Business Services

ENCORP.pdf (435 KB)

CQ25124.N16 Environmental Hazardous Materials Consulting Services - ENCORP July 2025 - June 2026 Rev.pdf (395 KB)

## Administrative Content

## Motion & Voting

Approve Contract.

Motion by Norma Amezcua, second by Jose Rios.
Final Resolution: Motion Carries
Yes: Norma Amezcua, Jose Rios, Narcis Brasov, Lorena Vidaurre, Becky Langenwalter, Espie Free
No: Robert Cancio

**Requisition Date:**
**Due Date:**
**Issued By:** Jennifer G Sun
**Requested By:** Karen Angeles-Gaona
**Suggested Vendor:** 0000278418
ENCORP-ENVIRONMENTAL

# Requisition Form

NORWALK - LA MIRADA UNIFIED SCHOOL DISTRICT

**Requisition No:**
260000000247-7000000-1
**Phase:** Draft
**Function:** New

**Internal Header Comments:**

**Shipping Location:** NLM777

NLMUSD (WAREHOUSE)
12820 PIONEER BLVD
NORWALK, CA 90650

| CL No | COMM Code | Commodity Line Description | Qty | UOM | Unit Price | Tax Amt | Total Line Amt |
|---|---|---|---|---|---|---|---|
| 1 | 64130000 | CONTRACT | 0.00 | | 0.00 | 0.00 | $15,000.00 |

**Additional Commodity Information:**
PER CONTRACT: TO PROVIDE ON CALL ENVIRONMENTAL AND HAZARDOUS MATERIALS CONSULTING SERVICES FOR MINOR PROJECTS DISTRICTWIDE THAT MAY REQUIRE ASBESTOS, LEAD, AND/OR MOLD INSPECTIONS, ETC.
EFFECTIVE 7/1/25 - 6/30/26
BOARD APPROVED ON 6/9/25

| | |
|---|---|
| **Subtotal:** | $15,000.00 |
| **Freight:** | $0.00 |
| **Tax:** | $0.00 |
| **Total Amount:** | $15,000.00 |

01.0-81500.0-00000-81100-5810-8100000 - $15,000.00

# INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT dated March 24, 2026, by and between Mike Brown Grandstands INC, hereinafter referred to as "Contractor", and the Norwalk-La Mirada Unified School District, hereinafter referred to as "District".

WHEREAS, the District is in need of special services and advice in financial, engineering, educational, or administrative matters; and

WHEREAS, the Contractor is specially trained and competent to provide the special services and/or advice required; and

WHEREAS, such services are needed on a limited basis.

NOW, THEREFORE, the parties hereto agree as follows:

**Contractor acknowledge and initial Section 1, 2 and 4.**

1. SERVICES TO BE PROVIDED BY CONTRACTOR:

   Delivery, installation, rent and removal of bleachers for Norwalk High School Graduation.
   Notwithstanding any other provisions of this contract, any Liability or Indemnity applies only to the extent caused by the negligence or willful misconduct of the Contractor or anyone employed directly or indirectly by Contractor or by a supplier or subcontractor to Contractor. The contractor is responsible only for the structural integrity of its work.

   as outlined in the attached Quotation dated March 18, 2026. Initial BG
2. The Contractor will commence providing services under this AGREEMENT on May 28, 2026 and will diligently perform, as required, and complete performance by June 10, 2026. The Contractor will perform said services as an independent contractor and not as an employee of the District. Contractor shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result to be accomplished. Initial BG
3. The District will prepare and furnish to the Contractor, upon request, such information reasonably necessary to the performance of the AGREEMENT.
4. The District shall pay the Contractor the total amount of $43,500.00 for services rendered pursuant to this AGREEMENT. Payment shall be made after approval of the Board of Education, completion of service, and submission of an invoice to the District thirty (30) days in advance of each payment due date. Receipts for expense reimbursements are required. Initial BG
5. The District may at any time, for any reason terminate this AGREEMENT and compensate Contractor only for services to the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.
6. The Contractor agrees to and shall hold harmless and indemnify the District, its Governing Board, officers, agents, and employees from every claim or demand made and every liability, loss, damage, expense or cost of any nature whatsoever, which may be incurred:
   a. For death or bodily injury to person, injury to property, or any other loss, damage or expense sustained, arising from, in connection with or in any way related to the services called for in this Agreement, except for liability for damages referred to above which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.

   The Contractor, at Contractor's expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, loss, damage, expense (including attorney fees), cost or liability and shall pay or satisfy any judgment that may be rendered against the District, it's officers, agents, or employees in any action, suit, or other proceedings as a result thereof.
7. This AGREEMENT is not assignable without written consent of the parties hereto.

Docusign Envelope ID: EB2C7B14-8AAB-4870-A87D-F0635D7C6632

8. This Agreement supersedes and replaces any other existing agreement between the parties, is a fully integrated and complete agreement, and the parties expressly represent that there are no covenants, agreement, representations, or warranties which exist outside of this Agreement. All prior discussions and negotiations have been merged, integrated into, and superseded by this Agreement.
9. Contractor shall comply with all applicable Federal, state and local laws, rules, regulations, and ordinances including workers' compensation. If Contractor is an employee of another public agency, Contractor certifies that Contractor will not receive salary remuneration other than vacation pay, as an employee of another public agency, for the actual time in which services are being performed pursuant to this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed.

| **CONTRACTOR:** | | **DISTRICT:** | |
|---|---|---|---|
| Signature | Signed by: Bill Gallimore F521F6BA9E8842B... | Signature | |
| Title | VP | | |
| Name | Bill Gallimore | | Norwalk-La Mirada USD |
| Address | 2160 CENTRAL AVE | | 12820 Pioneer Boulevard<br>Norwalk, California 90650 |
| Phone Number | 6263035112 | | (562) 210-2000 |
| | | Date Approved | |

**FOR INTERNAL USE**

Please provide the complete account string(s) of the funding source(s) that will fund this contract. If multiple strings are being used, please indicate the dollar amount for each string.

01.0-00000.0-91400-81100-5810-4500000

***Please complete the following if using Categorical funding sources.***

The above services are being contracted to meet the specific needs of the _____ funded program, _____component, activity _____, project page _____.

Do the services under this Agreement include interactions with or access to students in the District? ☐ Yes ☒ No

Revised March 2024

Docusign Envelope ID: EB2C7B14-8AAB-4870-A87D-F0635D7C6632


# Mike Brown Grandstands, Inc.

**P.O. Box 2185 ~ Irwindale, CA 91706**
**Ph: (626) 303-5112 Fx: (626) 303-5115**
**email: bill@mbgs.com**


# *QUOTATION*

**QUOTE 12903** BG

**TO:**
Norwalk-La Mirada Unified School District
Danny Gutierrez Jr.
12820 Pioneer Blvd.
Norwalk , CA 90650
**phone** 562.868.0431 **fax**

| **Quote Date** | March 18, 2026 |
|---|---|

**Site Location**
Norwalk High School - Graduation
12820 Pioneer Blvd
Norwalk , CA 90650

WE ARE PLEASED TO QUOTE ON YOUR INQUIRY AS FOLLOWS:

| QTY | DESCRIPTION | PRICE | AMOUNT |
|---|---|---|---|
| | Services as follows: | | |
| 2 | 126'x 11 row blechers. Front row at ground level. 814 seats each. | | |
| 1 | 42' x 11 row bleacher. Front row at ground level. 264 seats. | | |
| 1 | 60' x 11 row bleacher. Front row at ground level. 363 seats. | | |
| | Generally per attached sketch. | | |
| | Price includes delivery, installation, rent and removal. | | $43,500.00 |
| | Permits are not included and if required are the responsibility of the customer. | | |
| | A signed contract is required otherwise a delivery will NOT be scheduled. | | |
| | Subject to availability at time of order. | | |
| | TERMS NET 10 (with P.O.) | | |
| | INSTALL: Thu, May 28, 2026 complete by June 1st 2026 | | |
| | REMOVAL: Thu, Jun 4, 2026 complete by June 10th 2026 | | |
| | **PLEASE NOTE: THIS IS A QUOTATION. THIS IS NOT A CONFIRMATION OF MATERIAL BEING DELIVERED. A SIGNED CONTRACT IS REQUIRED FOR A DELIVERY TO BE SCHEDULED** | | |
| | All liability including, but not limited to, the use and operations of the above rental equipment is the sole responsibility of Lessee. Lessor is responsible only for the structural integrity of the installation. Lessee agrees to defend and hold harmless Lessor in any and all claims, except in the event of structural failure, in connection with the above rental equipment. Minors shall not be | | |
| | QUOTED BY: BILL GALLIMORE | TOTAL | $43,500.00 |

Docusign, Inc.
221 Main Street, Suite 800
San Francisco, CA 94105

**Offer Valid Through:** Jun 30, 2026
**Prepared By:** Brittney Andersen
**Quote Number:** Q-01982899

# ORDER FORM

## Address Information

**Bill To:**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd,
Norwalk, CA, 90650-2875
United States

**Ship To:**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd,
Norwalk, CA, 90650-2875
United States

**Billing Contact Name:**
Jennifer Sun
**Billing Email Address:**
jsun@nlmusd.org
**Billing Phone:**
562-210-2010

**Shipping Contact Name:**
Jennifer Sun
**Shipping Email Address:**
jsun@nlmusd.org
**Shipping Phone:**
562-210-2010

## Order Details

**Order Start Date:** Jul 1, 2026
**Order End Date:** Jun 30, 2027
**Billing Frequency:** Annual

**Payment Method:** Check
**Payment Terms:** Net 30
**Currency:** USD
**Auto Renewal:** Yes

## Products

| Product Name | Subscription No. | Start Date | End Date | Quantity | Net Price |
|---|---|---|---|---|---|
| eSignature Business Pro Edition - Envelope Subs. | SUB-3986470-1 | Jul 1, 2026 | Jun 30, 2027 | 1,000 | $ 4,800.00 |
| Premier Support - eSign | SUB-3986470-1 | Jul 1, 2026 | Jun 30, 2027 | 1 | $ 720.00 |

**Grand Total: $5,520.00**

## Product Details

eSignature Envelope Allowance: 1,000

**Overage/Usage Fees**

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): $5.80

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**Order Special Terms**

For any subscription-based Service(s) purchased on this Order Form, (a) the Term will automatically renew for additional periods equal to the expiring Term or one (1) year (whichever is longer), unless either party gives the other written notice of non-renewal at least 30 days before the end of either the Term or subsequent terms; and (b) the pricing during any automatic renewal term may be increased by Docusign by 5.00% if Docusign provides the other party written notice of a pricing increase at least forty-five (45) days before the end of that prior term, in which case the pricing increase will be effective upon renewal and thereafter.

---

**Terms & Conditions**

This Order Form is governed by the terms Master Services Agreement available online at: https://www.docusign.com/legal/terms-and-conditions/msa/pub-sec and the applicable Service Schedule(s) and Attachments for the Docusign Services described herein available online at https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules.

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**Billing Information**

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively “taxes”) by Docusign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

**For U.S. Customers**
Is the contracting entity exempt from sales tax?
Please select Yes or No:

Docusign, Inc. uses Avalara's CertExpress to securely collect digital exemption certificates. When selecting "Yes" for tax exemption, a link will be sent to the Bill-To contact listed on this order form to submit your tax exemption certificate through CertExpress.

**For other tax exemption requests, please email the applicable tax exemption documentation to** taxexempt@docusign.com.

---

**Purchase Order Information**

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select:

By marking “No”, Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If “Yes” is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to Docusign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

---

Docusign Envelope ID: 0AFCEE6E-8B64-4A0B-86DD-2F42C91A5FC6

**The below signatories are authorized, on behalf of their respective Parties, to execute this Order Form and to agree to the terms herein as of the Order Start Date.**

| **Customer** | | **Docusign, Inc.** | |
|---|---|---|---|
| Signature: | | Signature: | |
| Name: | Jennifer Sun | Name: | Enhanced Signer |
| Job Title: | | Job Title: | |
| Date: | | Date: | |

## AGREEMENT FORM

**THIS AGREEMENT**, entered into this **24TH DAY OF MARCH, 2026** in the County of Los Angeles of the State of California, by and between the Norwalk-La Mirada Unified School District, hereinafter called the "District", and **JAM FIRE PROTECTION, INC., DBA JAM CORP** hereinafter called the "Contractor".

**WITNESSETH** that the District and the Contractor for the consideration stated herein agree as follows:

**ARTICLE 1 - SCOPE OF WORK**: The Contractor shall furnish all labor, materials, equipment, tools, and utility and transportation services, and perform and complete all work required in connection with **LA MIRADA ADULT SCHOOL FIRE ALARM UPGRADES, BID NO. 202526-5 (FORMAL, DSA# 03-125583)** ("Project") in strict accordance with the Contract Documents enumerated in Article 7 below. The Contractor shall be liable to the District for any damages arising as a result of a failure to comply with that obligation, and the Contractor shall not be excused with respect to any failure to so comply by an act or omission of the Architect, Engineer, Inspector, Division of the State Architect (DSA), or representative of any of them, unless such act or omission actually prevents the Contractor from fully complying with the Contract Documents and the Contractor protests, in accordance with the Contract Documents, that the act or omission is preventing the Contractor from fully complying with the Contract Documents. Such protest shall not be effective unless reduced to writing and filed with the District office within seven (7) days of the date of occurrence of such act or omission preventing the Contractor from fully complying with the Contract Documents.

**ARTICLE 2 - TIME OF COMPLETION**: The District may give notice to proceed within ninety (90) days of the award of the bid by the District. Once the Contractor has received a notice to proceed, the Contractor shall reach Substantial Completion (See Article 1.1.46) of the Work within the time specified on the special conditions page, from receipt of the Notice to Proceed. This shall be called Contract Time. (See Article 8.1.1). It is expressly understood that time is of the essence.

Contractor has thoroughly studied the Project and has satisfied itself that the time period for this Project was adequate for the timely and proper completion of the Project within each milestone and within the Contract time. Further, Contractor has included in the analysis of the time required for this Project, items set forth in General Conditions Article 8.3.2.1, Submittal Schedules, Rain Day Float, and Governmental Delay Float.

In the event that the District desires to postpone giving the notice to proceed beyond this ninety (90) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the District. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the District's postponement of giving the notice to proceed.

If the Contractor believes that a postponement will cause hardship to it, the Contractor may terminate the Contract with written notice to the District within ten (10) days after receipt by the Contractor of the District's notice of postponement. It is further understood by the Contractor that in the event that the Contractor terminates the Contract as a result of postponement by the District, the District shall only be obligated to pay the Contractor for the work performed by the Contractor at the time of notification of postponement. Should the Contractor terminate the Contract as a result of a notice of postponement, the District shall have the authority to award the Contract to the next lowest responsible bidder.

**ARTICLE 3 - LIQUIDATED DAMAGES**: It being impracticable and infeasible to determine the amount of actual damage, it is agreed that the Contractor will pay the District the sum of the time specified on the **special conditions page**, per calendar day for each and every day of delay beyond the Contract Time set forth in Article 2 of this Agreement (inclusive of Milestones that are critical on the critical path or noted as critical to the District) as liquidated damages and not as a penalty or forfeiture. In the event Liquidated Damages are not paid, the Contractor further agrees that the District may deduct such amount thereof from any money due or that may become due the Contractor under the Contract (See Article 9.6 and 2.2 of the General Conditions).

**ARTICLE 4 - CONTRACT PRICE**: The District shall pay to the Contractor as full consideration for the faithful performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, the sum of **SEVEN HUNDRED FIFTY-TWO THOUSAND FOUR HUNDERED DOLLARS** (**$752,400.00**), said sum being the total amount stipulated in the Bid Contractor submitted. Payment shall be made as set forth in the General Conditions.

Should any Change Order result in an increase in the Contract Price, the cost of such Change Order shall be agreed to in advance by the Contractor and the District, subject to the monetary limitations set forth in Public Contract Code section 20118.4. In the event that the Contractor proceeds with a Change in work without an agreement between the District and Contractor regarding the cost of a Change Order, the Contractor waives any Claim of additional compensation for such additional work.

**ARTICLE 5 - HOLD HARMLESS AGREEMENT**: Contractor shall defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of (See Article 3.15).

(a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and Contractor's subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Materialman of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

(d) Any claims, allegations, penalties, assessments, or liabilities to the extent caused by the Contractor's failure or the failure of any Subcontractor of any tier, to fully comply with the DIR registration requirements under Labor Code section 1725.5 at all times during the performance of any Work on the Project and shall reimburse the District for any penalties assessed against the District arising from any failure by the Contractor or any Subcontractor of any tier from complying with Labor Code sections 1725.5 and 1771.1. Nothing in this paragraph, however, shall require the Contractor or any Subcontractor to be liable to the District or indemnify the District for any penalties caused by the District in accordance with Labor Code section 1773.3 (g).

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof (See Article 3.15).

The Contractor's and Subcontractors' obligation to defend, indemnify and hold harmless the Owner, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Work; and (5) any claims of violation of the Americans with Disabilities Act ("ADA").

**ARTICLE 6 - PROVISIONS REQUIRED BY LAW**: Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein, and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction (See Article 1.2.1.5).

**ARTICLE 7 - COMPONENT PARTS OF THE CONTRACT**: The Contract entered into by this Agreement consists of the following Contract Documents, all of which are component parts of the Contract as if herein set out in full or attached hereto.

Notice Inviting Bids
Instructions to Bidders
Designation of Subcontractors
Non-Collusion Declaration
Bid Guarantee Form
Bid Bond
Bid Form
Contractor's Certificate Regarding Worker's Compensation
Acknowledgment of Bidding Practices Regarding Indemnity
DVBE Participation Statement and Close-Out Forms
Agreement Form

Payment Bond
Performance Bond
Guarantee
Escrow Agreement for Security Deposit In Lieu of Retention
Workers' Compensation/Employers Liability Endorsement
General Liability Endorsement
Automobile Liability Endorsement
Contractor's Certificate Regarding Drug-Free Workplace
Contractor's Certificate Regarding Alcohol and Tobacco
Contractor's Certificate Regarding Background Checks
General Conditions
Supplementary and Special Conditions
Specifications
All Addenda as Issued
Drawings/Plans
Substitution Request Form
Community Benefits Agreement
Requirements, Reports and/or Documents in the Project Manual or Other Documents Issued to Bidders

All of the above named Contract Documents are intended to be complementary. Work required by one of the above named Contract Documents and not by others shall be done as if required by all.

**ARTICLE 8 - PREVAILING WAGES**: Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations (See Article 13.7.2). Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Unless specifically exempted by the Labor Commissioner for this Project, monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein.

1. Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.)

2. California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

**ARTICLE 9 - RECORD AUDIT**: In accordance with Government Code section 8546.7(and Davis Bacon, if applicable) and Article 13.11 of the General Conditions, records of both the District and the Contractor shall be subject to examination and audit for a period of five (5) years after a Final Retention Payment or the Recording of a Notice of Completion, whichever occurs first.

**ARTICLE 10 - CONTRACTOR'S LICENSE**: The Contractor must possess throughout the Project a Class **B** Contractor's License, issued by the State of California, which must be current and in good standing.

**ARTICLE 11 - COMMUNITY BENEFITS AGREEMENT**: This Project is **not** subject to the requirements set forth in the Community Benefits Agreement for Construction, Repair, Upgrade, Expansion, Rehabilitation and Improvement Work Funded by Measure G ("CBA"). The Contractor and all Subcontractors (regardless of tier and as defined in the CBA), must agree to be bound by the terms and conditions of the CBA directly or through the Letter of Assent in the CBA and in the bid documents prior to commencing any work on the Project. The Contractor and all its Subcontractors (as defined in the CBA) of every tier must cooperate and coordinate its work on the Project with the designated Project Labor Coordinator as required in the CBA. The Contractor's compliance with the CBA or any reasonable requests by the Project Labor Coordinator in accordance with the CBA shall not be the basis for any claim for additional cost or time by the Contractor or its Subcontractors.

**IN WITNESS WHEREOF**, this Agreement has been duly executed by the above named parties, on the day and year first above written.

| | |
|---|---|
| Norwalk-La Mirada Unified School District | CONTRACTOR: |
| By: Estuardo Santillan | _____<br>Typed or Printed Name |
| By: _____<br>Assistant Superintendent, Business Services | _____<br>Title |
| Dated: _____ | _____<br>Signature |
| | _____<br>Type or Printed Name |
| | _____<br>Title (Authorized Officers or Agents) |
| | _____<br>Signature |
| | **(CORPORATE SEAL)** |

## AGREEMENT FORM

**THIS AGREEMENT**, entered into this **28th Day of April, 2026** in the County of Los Angeles of the State of California, by and between the Norwalk-La Mirada Unified School District, hereinafter called the "District", and **1St CALIFORNIA CONSTRUCTION** hereinafter called the "Contractor".

**WITNESSETH** that the District and the Contractor for the consideration stated herein agree as follows:

**ARTICLE 1 - SCOPE OF WORK**: The Contractor shall furnish all labor, materials, equipment, tools, and utility and transportation services, and perform and complete all work required in connection with **RAMONA WINDOWS & FLOORING REPLACEMENT, BID NO. 202526-6 (FORMAL)** ("Project") in strict accordance with the Contract Documents enumerated in Article 7 below. The Contractor shall be liable to the District for any damages arising as a result of a failure to comply with that obligation, and the Contractor shall not be excused with respect to any failure to so comply by an act or omission of the Architect, Engineer, Inspector, Division of the State Architect (DSA), or representative of any of them, unless such act or omission actually prevents the Contractor from fully complying with the Contract Documents and the Contractor protests, in accordance with the Contract Documents, that the act or omission is preventing the Contractor from fully complying with the Contract Documents. Such protest shall not be effective unless reduced to writing and filed with the District office within seven (7) days of the date of occurrence of such act or omission preventing the Contractor from fully complying with the Contract Documents.

**ARTICLE 2 - TIME OF COMPLETION**: The District may give notice to proceed within ninety (90) days of the award of the bid by the District. Once the Contractor has received a notice to proceed, the Contractor shall reach Substantial Completion (See Article 1.1.46) of the Work within the time specified on the special conditions page, from receipt of the Notice to Proceed. This shall be called Contract Time. (See Article 8.1.1). It is expressly understood that time is of the essence.

Contractor has thoroughly studied the Project and has satisfied itself that the time period for this Project was adequate for the timely and proper completion of the Project within each milestone and within the Contract time. Further, Contractor has included in the analysis of the time required for this Project, items set forth in General Conditions Article 8.3.2.1, Submittal Schedules, Rain Day Float, and Governmental Delay Float.

In the event that the District desires to postpone giving the notice to proceed beyond this ninety (90) day period, it is expressly understood that with reasonable notice to the Contractor, giving the notice to proceed may be postponed by the District. It is further expressly understood by the Contractor, that the Contractor shall not be entitled to any claim of additional compensation as a result of the District's postponement of giving the notice to proceed.

If the Contractor believes that a postponement will cause hardship to it, the Contractor may terminate the Contract with written notice to the District within ten (10) days after receipt by the Contractor of the District's notice of postponement. It is further understood by the Contractor that in the event that the Contractor terminates the Contract as a result of postponement by the District, the District shall only be obligated to pay the Contractor for the work performed by the Contractor at the time of notification of postponement. Should the Contractor terminate the Contract as a result of a notice of postponement, the District shall have the authority to award the Contract to the next lowest responsible bidder.

**ARTICLE 3 - LIQUIDATED DAMAGES**: It being impracticable and infeasible to determine the amount of actual damage, it is agreed that the Contractor will pay the District the sum of the time specified on the **special conditions page**, per calendar day for each and every day of delay beyond the Contract Time set forth in Article 2 of this Agreement (inclusive of Milestones that are critical on the critical path or noted as critical to the District) as liquidated damages and not as a penalty or forfeiture. In the event Liquidated Damages are not paid, the Contractor further agrees that the District may deduct such amount thereof from any money due or that may become due the Contractor under the Contract (See Article 9.6 and 2.2 of the General Conditions).

**ARTICLE 4 - CONTRACT PRICE**: The District shall pay to the Contractor as full consideration for the faithful performance of the Contract, subject to any additions or deductions as provided in the Contract Documents, the sum of **FOUR HUNDRED THIRTY-NINE THOUSAND DOLLARS ($439,000.00)**, said sum being the total amount stipulated in the Bid Contractor submitted. Payment shall be made as set forth in the General Conditions.

Should any Change Order result in an increase in the Contract Price, the cost of such Change Order shall be agreed to in advance by the Contractor and the District, subject to the monetary limitations set forth in Public Contract Code section 20118.4. In the event that the Contractor proceeds with a Change in work without an agreement between the District and Contractor regarding the cost of a Change Order, the Contractor waives any Claim of additional compensation for such additional work.

**ARTICLE 5 - HOLD HARMLESS AGREEMENT**: Contractor shall defend, indemnify and hold harmless District, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of (See Article 3.15).

(a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and Contractor's subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Materialman of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

(d) Any claims, allegations, penalties, assessments, or liabilities to the extent caused by the Contractor's failure or the failure of any Subcontractor of any tier, to fully comply with the DIR registration requirements under Labor Code section 1725.5 at all times during the performance of any Work on the Project and shall reimburse the District for any penalties assessed against the District arising from any failure by the Contractor or any Subcontractor of any tier from complying with Labor Code sections 1725.5 and 1771.1. Nothing in this paragraph, however, shall require the Contractor or any Subcontractor to be liable to the District or indemnify the District for any penalties caused by the District in accordance with Labor Code section 1773.3 (g).

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof (See Article 3.15).

The Contractor's and Subcontractors' obligation to defend, indemnify and hold harmless the Owner, Architect, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Work; and (5) any claims of violation of the Americans with Disabilities Act ("ADA").

**ARTICLE 6 - PROVISIONS REQUIRED BY LAW**: Each and every provision of law and clause required to be inserted in this Contract shall be deemed to be inserted herein, and this Contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted or is not inserted correctly, then upon application of either party the Contract shall forthwith be physically amended to make such insertion or correction (See Article 1.2.1.5).

**ARTICLE 7 - COMPONENT PARTS OF THE CONTRACT**: The Contract entered into by this Agreement consists of the following Contract Documents, all of which are component parts of the Contract as if herein set out in full or attached hereto.

Notice Inviting Bids
Instructions to Bidders
Designation of Subcontractors
Non-Collusion Declaration
Bid Guarantee Form
Bid Bond
Bid Form
Contractor's Certificate Regarding Worker's Compensation
Acknowledgment of Bidding Practices Regarding Indemnity
DVBE Participation Statement and Close-Out Forms
Agreement Form

Payment Bond
Performance Bond
Guarantee
Escrow Agreement for Security Deposit In Lieu of Retention
Workers' Compensation/Employers Liability Endorsement
General Liability Endorsement
Automobile Liability Endorsement
Contractor's Certificate Regarding Drug-Free Workplace
Contractor's Certificate Regarding Alcohol and Tobacco
Contractor's Certificate Regarding Background Checks
General Conditions
Supplementary and Special Conditions
Specifications
All Addenda as Issued
Drawings/Plans
Substitution Request Form
Community Benefits Agreement
Requirements, Reports and/or Documents in the Project Manual or Other Documents Issued to Bidders

All of the above named Contract Documents are intended to be complementary. Work required by one of the above named Contract Documents and not by others shall be done as if required by all.

**ARTICLE 8 - PREVAILING WAGES**: Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations (See Article 13.7.2). Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Unless specifically exempted by the Labor Commissioner for this Project, monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE).

The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein.

1. Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.)

2. California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

**ARTICLE 9 - RECORD AUDIT**: In accordance with Government Code section 8546.7(and Davis Bacon, if applicable) and Article 13.11 of the General Conditions, records of both the District and the Contractor shall be subject to examination and audit for a period of five (5) years after a Final Retention Payment or the Recording of a Notice of Completion, whichever occurs first.

**ARTICLE 10 - CONTRACTOR'S LICENSE**: The Contractor must possess throughout the Project a Class **A and/or B** Contractor's License, issued by the State of California, which must be current and in good standing.

**ARTICLE 11 - COMMUNITY BENEFITS AGREEMENT**: This Project is **not** subject to the requirements set forth in the Community Benefits Agreement for Construction, Repair, Upgrade, Expansion, Rehabilitation and Improvement Work Funded by Measure G ("CBA"). The Contractor and all Subcontractors (regardless of tier and as defined in the CBA), must agree to be bound by the terms and conditions of the CBA directly or through the Letter of Assent in the CBA and in the bid documents prior to commencing any work on the Project. The Contractor and all its Subcontractors (as defined in the CBA) of every tier must cooperate and coordinate its work on the Project with the designated Project Labor Coordinator as required in the CBA. The Contractor's compliance with the CBA or any reasonable requests by the Project Labor Coordinator in accordance with the CBA shall not be the basis for any claim for additional cost or time by the Contractor or its Subcontractors.

**IN WITNESS WHEREOF**, this Agreement has been duly executed by the above named parties, on the day and year first above written.

| | |
|---|---|
| Norwalk-La Mirada Unified School District | CONTRACTOR: |
| By: Estuardo Santillan | _____<br>Typed or Printed Name |
| By: _____<br>Assistant Superintendent, Business Services | _____<br>Title |
| Dated: _____ | _____<br>Signature |
| | _____<br>Type or Printed Name |
| | _____<br>Title (Authorized Officers or Agents) |
| | _____<br>Signature |
| | **(CORPORATE SEAL)** |

# BID FORM

## MILK, DAIRY, JUICE & ICE CREAM PRODUCTS, BID NO. 202526-7

| Line Item | Mfr ID # | Estimated Quantity | Description | Pack Size | Brand |
|---|---|---|---|---|---|
| 1 | 260 | 1200 | Buttermilk, 1/2 gallon | Each | Rockview Farms |
| 2 | 603 | 20 | Butter, Unsalted, 30/1lb. Blocks | Case | Rockview Farms |
| 3 | 855 | 90 | Cheese, Parmesan, 5# | Bag | Farnelli |
| 4 | 3813 | 950 | Cream Cheese Cups (100/1 oz) | 100/cs | Smithfield |
| 5 | 407 | 15 | Creamer, Vanilla, IW, 1/2 oz | 288/cs | Internation Delight |
| 6 | 405 | 15 | Creamer, Hazelnut, IW, 1/2 oz | 288/cs | Internation Delight |
| 7 | 397 | 10 | Creamer, Half & Half, IW, 3/8 oz | 400/cs | Rockview Farms |
| 8 | 1161 | 15 | Creamer, Half & Half, Quart | 12/cs | Rockview Farms |
| 9 | 1281 | 10 | Creamer, Vanilla, Quart | 12/cs | Rockview Farms |
| 10 | 903 | 300 | Eggs, Fresh, Grade A, Large, Dozen | Dozen | Hickman |
| 11 | 42200 | 30 | Crumbled Cookie Cone, SB-12 Compliant, Rich's or Equal 24/4 oz | Box | Rich's Ice Cream |
| 12 | 44030 | 20 | Vanilla Ice Cream Sandwich, SB-12 Compliant, Rich's or Equal 96/4 oz | Case | Rich's Ice Cream |
| 13 | 85050 | 22 | Strawberry Shortcake Bar, SB-12 Compliant, Rich's or Equal 96/cs | Case | Rich's Ice Cream |
| 14 | 86210 | 10 | Fudge Frenzy Bar, SB-12 Compliant, Rich's or Equal 96/cs | Case | Rich's Ice Cream |
| 15 | 86260 | 10 | Cotton Candy Twirl Bar, SB-12 Compliant, Rich's or Equal 96/cs | Case | Rich's Ice Cream |
| 16 | 86265 | 10 | Sour Raspberry Bar, SB-12 Compliant, Rich's or Equal, 96/cs | Case | Rich's Ice Cream |
| 17 | 86266 | 10 | Sour Cherry Bar, SB-12 Compliant, Rich's or Equal, 96/cs | Case | Rich's Ice Cream |
| 18 | 368 | 336000 | Juice, 100% Apple, Carton, 4 oz, Fresh or equal | Each | Rockview Farms |
| 19 | 361 | 321000 | Juice, 100% Orange, Carton, 4 oz, Fresh or equal | Each | Rockview Farms |
| 20 | 366 | 240000 | Juice, 100% Fruit Punch, 4 oz, Fresh or equal | Each | Rockview Farms |
| 21 | 366 | 245000 | Juice, 100% Berry, 4 oz, Fresh or equal | Each | Rockview Farms |
| 22 | 410305 | 120000 | Juice, 100% Apple, Carton, 6 oz. Fresh or equal | Each | Suncup |
| 23 | 412405 | 53000 | Juice, 100% Orange, Carton, 6 oz, Fresh or equal | Each | Suncup |
| 24 | 410805 | 115000 | Juice, 100% Fruit Punch, 6 oz, Fresh or equal | Each | Suncup |
| 25 | 412505 | 90000 | Juice, 100% Berry, 6 oz, Fresh or equal | Each | Suncup |
| 26 | 400305 | 550 | Juice, 100% Apple, 4.23 oz, Shelf Stable, Sun Cup or Equal | 40/cs | Suncup |
| 27 | 400805 | 525 | Juice, 100% Fruit Punch, 4.23 oz, Shelf Stable, Sun Cup or Equal | 40/cs | Suncup |
| 28 | 402405 | 225 | Juice, 100% Orange Tangerine, 4.23 oz, Shelf Stable, Sun Cup or Equal | 40/cs | Suncup |
| 29 | 402505 | 250 | Juice, 100% Very Berry, 4.23 oz, Shelf Stable, Sun Cup or Equal | 40/cs | Suncup |
| 30 | 402800 | 300 | Juice, 100% Paradise Punch, 4.23 oz Vegetable Juice, Shelf Stable, Sun Cup or Equal | 40/cs | Suncup |
| 31 | 412800 | 375 | Juice, 100% Paradise Punch, 6.75 oz, Vegetable Juice, Shelf Stable, Sun Cup or Equal | 40/cs | Suncup |
| 32 | 340 | 1100 | Juice, 100% Orange, Gallon | Gallon | Rockview Farms |
| 33 | 339 | 500 | Juice, 100% Apple, Gallon | Gallon | Motts |
| 34 | 138 | 210000 | Milk, 1% White, 8 oz | Each | Rockview Farms |
| 35 | 137 | 5000 | Milk, 1% White, 6 oz | Each | Rockview Farms |
| 36 | 10442 | 30000 | Milk, 1% White, Quart | Quart | Marcel Modern Pantry |
| 37 | 1232 | 7500 | Milk, Fat Free, White, Quart | Quart | Rockview Farms |
| 38 | 150 | 480000 | Milk, Fat Free, Chocolate, 8 oz. | Each | Rockview Farms |
| 39 | 1604 | 48500 | Milk, Fat Free, Strawberry, 8 oz. | Each | Rockview Farms |
| 40 | 10459 | 555 | Milk, Shelf Stable, 1% White Milk, 8 oz, Modern Pantery or Equal | 27/cs | Marcel Modern Pantry |
| 41 | 10457 | 1500 | Milk, Shelf Stable, Fat Free, Chocolate, 8 oz, Modern Pantry or Equal | 27/cs | Marcel Modern Pantry |
| 42 | 4132 | 250 | Milk, Soy, 8 oz, Silk or Equal | 24/cs | Silk |
| 43 | 1660 | 2200 | Milk, Whole, Bottles, UHT, 14 oz | 14 oz | Rockview Farms |
| 44 | 1101 | 300 | Gallon, Water (6/cs) | 6/cs | Rockview Farms |
| 45 | 1103 | 100 | Water, Bottle (40/16.9 oz) | 40/16.9 oz | Arrowhead |
| 46 | 291 | 110 | Sour Cream, Tub, 5# | Tub | Rockview Farms |
| 47 | 257 | 600 | Yogurt, Vanilla, Low Fat, Tub, 32 lb. | Tub | Rockview Farms |
| 48 | 109701 | 400 | Yogurt, Vanilla, Greek Yogurt, 2/20 lb | Case | Upstate |
| 49 | 3291 | 150 | Yogurt, Low Fat, Strawberry, Quart | Quart | Rockview Farms |
| 50 | 3297 | 100 | Yogurt, Low Fat, Peach, Quart | Quart | Rockview Farms |
| 51 | 3305 | 150 | Yogurt, Low Fat, Vanilla Quart | Quart | Rockview Farms |
| 52 | 3127 | 100 | Yogurt, Greek, Upstate or Equal Flavored, Cups (24/4 oz) | Case | Chobani 12/4oz |
| 53 | 3150 | 200 | Yogurt, Low Fat, Trix or Equal (48/4 oz) | Case | Trix |

# BID FORM
## BREAD PRODUCTS, BID NO. 202526-8

| Line Item # | Description | Pack Size | Type | Meal Component | Unit | Estimated Usage | Distributors Code |
|---|---|---|---|---|---|---|---|
| 1 | Bread, Sandwich, 51% Whole Grain or equal | 22 Slc + 2 Hls | Fresh Bread | 2 grain | DZ | 215 | 600012 |
| 2 | Bun, 4'' Hamburger, 51% Whole Grain or equal | 12/2.07 oz | Fresh Bread | 2 grain | DZ | 13000 | 600054 |
| 3 | Bun, 6'' Hawaiian, Hot Dog Bun, Whole Grain or equal | 12/2 oz | Fresh Bread | 2 grain | DZ | 3100 | 600714 |
| 4 | French Roll, Sliced, 6'', Whole Grain or equal | 12/2.67 oz | Fresh Bread | 2 grain | DZ | 3500 | 600076 |
| 5 | French Roll, Sliced, 4'', Whole Grain or equal | 12/2.02 oz | Fresh Bread | 2 grain | LF | 1900 | 600207 |
| 6 | Roll, Dinner, Hawaiian, 51% or equal | 12/2 oz | Fresh Bread | 2 grain | LF | 4100 | 600368 |

NORWALK - LA MIRADA
UNIFIED SCHOOL DISTRICT

# 2026-2027
# Transportation Services Plan

**Norwalk-La Mirada Unified School District**
**Transportation Services Plan**
**2026-2027**

Per Education Code (EC) Section 39800.1, as a condition of receiving apportionments for Transportation Services (under EC Section 41850.1), a local educational agency shall develop a plan describing the transportation services.

**1. Describe your district's plan regarding the transportation services it will offer to pupils, and how it will prioritize transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income.**

Norwalk-La Mirada Unified School District offers free home-to-school transportation to all general education students, including unduplicated pupils living within their school of attendance boundaries and subject to the following transportation guidelines:

A. Grades TK through 5th grade, from addresses located not less than 1.1 miles from the school.
B. Grades 6th through 8th grade, from addresses located not less than 2.0 miles from the school.
C. Grades 9th through 12th, from addresses located not less than 2.5 miles from the school.
D. Walking distances for students are determined by computing the closest hard surface route from home to school.
E. Existing hazardous traffic conditions and natural or man-made obstacles will be considered in applying transportation eligibility at individual schools.
F. There shall be no transportation of regular students to summer school.

**2. Describe your district's transportation services that would be accessible to pupils with disabilities, homeless children, and foster youth.**

Norwalk-La Mirada Unified School District offers transportation services in the least restrictive environment to all students with disabilities in accordance with the student's Individualized Education Program (IEP) or Section 504 accommodation plan.

Moreover, the district also recognizes its obligation to ensure homeless and foster youth students have access to the same free and appropriate public education provided to other students within the district. Therefore, the district offers transportation for homeless and foster youth students to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. In addition, if the student moves outside of district boundaries, but continues to attend his/her school of origin within the district, the district will consult with the district the student is residing to agree upon a method to apportion the responsibility and costs of the transportation.

**(3) Describe how unduplicated pupils would be able to access available home-to-school transportation at no cost to the pupils.**

Norwalk-La Mirada Unified School District offers free home-to-school transportation to all regular education students, including unduplicated pupils living within their school of attendance boundaries and subject to district transportation guidelines.

**(4) Describe how your plan was developed in consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils, and other stakeholders.**

In February of 2024, a draft was shared with educational partners composed of classified staff, teachers, parents, students, and administrators via an electronic survey allowing for consultation and feedback in the development of the transportation services plan. In addition, the district contacted and shared the draft with the Norwalk Transit System (NTS), La Mirada Transit (LMT), South Coast Air Quality Management District (SCAQMD), California Energy Commission (CEC), and California Air Resources Board (CARB) for their input and recommendations.

| Revenue Calculation | | |
|---|---|---|
| A. | Total 2025-26 Transportation Expenses (Function 3600) | $8,616,783.00 |
| B. | Less Capital Outlay (Object 6xxx, Function 3600) | $0.00 |
| C. | Less Non-Agency Expenditures (Goal 7110, 7150, Function 3600) | $0.00 |
| D. | Estimated 60% Reimbursement | $5,170,069.80 |
| E. | Less 2025-26 Transportation Add-on From LCFF | ($1,269,706.00) |
| | **Total Transportation Reimbursement** | $3,900,363.80 |

| EXPENDITURES AND OTHER FINANCING USES | |
|---|---|
| 2000-2999: Classified Salaries | $4,916,217.00 |
| 3000-3999: Employee Benefits | $3,144,188.00 |
| 4000-4999: Books and Supplies | $598,600.00 |
| 5000-5999: Services and Other Operating Expenditures | $97,084.00 |
| 6000-6999: Capital Outlay | $0.00 |
| 7000-7999: Other Outgo | $0.00 |
| **Total Expenditures** | $8,756,089.00 |

**Board Approval Date:**

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.

# RESOLUTION NO. 2526-13

## RESOLUTION OF THE GOVERNING BOARD OF THE NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT APPROVING ASSIGNMENT OF DELINQUENT TAX RECEIVABLES TO THE CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY FOR FISCAL YEARS ENDING JUNE 30 IN EACH OF THE YEARS 2026, 2027 AND 2028, AND AUTHORIZING EXECUTION AND DELIVERY OF RELATED DOCUMENTS AND ACTIONS

**WHEREAS**, under Section 6516.6(b) of the Government Code of the State of California (the "Law"), a school district, community college district or other local educational agency is authorized to sell and assign to a joint powers authority any or all of its right, title, and interest in and to the enforcement and collection of delinquent and uncollected property taxes, assessments, and other receivables that have been levied by it or on its behalf for collection on the secured, unsecured, or supplemental property tax rolls, in accordance with such terms and conditions as are set forth in an agreement with the joint powers authority; and

**WHEREAS**, the California Statewide Delinquent Tax Finance Authority (the "Authority") has been formed as a joint powers authority for the purpose of purchasing delinquent *ad valorem* property taxes from school districts, community college districts and other local educational agencies in Los Angeles County in accordance with Section 6516.6 of the Law, upon terms and conditions which are acceptable to such local educational agencies; and

**WHEREAS**, under the Law the amount of property tax receipts to be reported in a fiscal year for revenue limit purposes is equal to 100% of the local educational agency's allocable share of the taxes distributed to it for the fiscal year, and any additional amounts will not be reported and will be provided directly to the local educational agency; and

**WHEREAS**, the Authority has financed the purchase of tax receivables from the Norwalk-La Mirada Unified School District (the "District") in prior fiscal years; and

**WHEREAS**, the Authority has requested the District to consider selling it certain delinquent tax receivables arising with respect to the fiscal years ending June 30 in each of the years 2026, 2027 and 2028 (collectively, the "Tax Receivables"), at a purchase price which is determined and approved by the Board of Directors of the Authority; and

**WHEREAS**, the Governing Board of the District (the "Board") wishes to take its action at this time approving the sale of the Tax Receivables to the Authority, and approving related documents and actions;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the Norwalk-La Mirada Unified School District as follows:

**Section 1**. **Sale of Tax Receivables to Authority**. The Board hereby approves and authorizes the sale of the Tax Receivables to the Authority, at a purchase price to be determined and approved by the Board of Directors of the Authority.

**Section 2**. **Approval of Purchase and Sale Agreements**. The sale of Tax Receivables in any fiscal year shall be accomplished under a Purchase and Sale Agreement (the "Purchase and Sale Agreement") between the District and the Authority, in substantially the form executed by the District in connection with previous sales of tax receivables to the Authority, together with any changes therein or modifications thereof approved by the chief executive officer or the chief business officer of the District (each, an "Authorized Officer"). An Authorized Officer is authorized and directed to execute and deliver each such Purchase and Sale Agreement on behalf of the District, and the execution and delivery of each such Purchase and Sale Agreement by an Authorized Officer shall be conclusive evidence of the approval of any such changes and modifications. The Board hereby authorizes the delivery and performance of the Purchase and Sale Agreements.

**Section 3. Official Actions**. The Authorized Officers and any and all other officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the sale of the Tax Receivables to the Authority and the other transactions described herein. Whenever in this resolution any officer of the District is authorized to execute or countersign any document or take any action, such execution, countersigning or action may be taken on behalf of such officer by any person designated by such officer to act on his or her behalf in the case such officer is absent or unavailable.

**Section 4. Effective Date**. This resolution shall take effect from and after the date of passage and adoption thereof.

PASSED AND ADOPTED this 27th day of April, 2026, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

_____
Board President

_____
Board Secretary

## CALIFORNIA STATEWIDE DELINQUENT TAX FINANCE AUTHORITY

[1]Premium Benefits Received by K-14 Public Schools in Los Angeles County: 2002-2025

November 5, 2025

| School Agency | Premiums Received 2002-21 | Premiums Received Dec 2022 | Premiums Received Dec 2023 | Premiums Received Dec 2024 | Premiums Received Dec 2025 | Total Premiums |
|---|---|---|---|---|---|---|
| A B C UNIFIED SCHOOL DISTRICT | 673,566 | 25,577 | 21,731 | 25,122 | 27,136 | 773,133 |
| ACTON-AGUA DULCE UNIFIED SCHOOL DISTRICT | 108,056 | 5,665 | 4,910 | 5,695 | 6,094 | 130,420 |
| ALHAMBRA UNIFIED SCHOOL DISTRICT | 207,057 | 5,796 | 4,845 | 5,563 | 5,983 | 229,244 |
| ANTELOPE VALLEY UNION HIGH SCHOOL DISTRICT | 962,313 | 35,240 | 30,330 | 34,744 | 37,228 | 1,099,854 |
| ARCADIA UNIFIED SCHOOL DISTRICT | 919,269 | 59,864 | 49,727 | 56,758 | 60,856 | 1,146,474 |
| AZUSA UNIFIED SCHOOL DISTRICT | 365,979 | 15,273 | 12,958 | 15,055 | 16,139 | 425,403 |
| BALDWIN PARK UNIFIED SCH DISTRICT | 373,098 | 10,004 | 8,523 | 9,844 | 10,680 | 412,150 |
| BASSETT UNIFIED SCHOOL DISTRICT | 188,893 | 8,057 | 6,831 | 8,164 | 8,587 | 220,533 |
| BELLFLOWER UNIFIED SCHOOL DISTRICT | 480,963 | 19,663 | 16,722 | 19,223 | 20,649 | 557,220 |
| BEVERLY HILLS UNIFIED SCHOOL DISTRICT | 897,604 | 83,218 | 70,264 | 80,814 | 86,335 | 1,218,236 |
| BONITA UNIFIED SCHOOL DISTRICT | 399,190 | 17,127 | 14,630 | 16,812 | 17,917 | 465,677 |
| BURBANK UNIFIED SCHOOL DISTRICT | 993,234 | 51,187 | 44,708 | 52,857 | 56,858 | 1,198,844 |
| CASTAIC UNION SCHOOL DISTRICT | 133,520 | 5,926 | 5,135 | 5,892 | 6,455 | 156,928 |
| CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT | 640,672 | 24,532 | 20,571 | 23,255 | 24,642 | 733,673 |
| CERRITOS COMMUNITY COLLEGE DISTRICT | 480,495 | 14,592 | 12,407 | 14,309 | 15,380 | 537,181 |
| CHARTER OAK UNIFIED SCHOOL DISTRICT | 265,704 | 11,839 | 10,065 | 11,663 | 12,499 | 311,770 |
| CITRUS COMMUNITY COLLEGE DISTRICT | 303,993 | 8,653 | 7,711 | 8,878 | 9,548 | 338,782 |
| CLAREMONT UNIFIED SCHOOL DISTRICT | 322,060 | 15,718 | 13,609 | 15,535 | 16,823 | 383,744 |
| COMPTON COMMUNITY COLLEGE DISTRICT | 150,917 | | | | | 150,917 |
| COMPTON UNIFIED SCHOOL DISTRICT | 823,338 | 29,281 | 25,024 | 29,289 | 31,528 | 938,461 |
| COVINA-VALLEY UNIFIED SCHOOL DISTRICT | 484,759 | 20,285 | 17,416 | 20,353 | 22,119 | 564,932 |
| CULVER CITY UNIFIED SCHOOL DISTRICT | 333,773 | 19,268 | 16,901 | 19,568 | 21,090 | 410,600 |
| DOWNEY UNIFIED SCHOOL DISTRICT | 842,422 | 38,193 | 32,489 | 37,157 | 40,031 | 990,292 |
| DUARTE UNIFIED SCHOOL DISTRICT | 167,856 | 7,634 | 9,350 | 10,883 | 11,332 | 207,055 |
| EAST WHITTIER CITY SCHOOL DISTRICT | 219,738 | 7,664 | 6,553 | 7,533 | 8,065 | 249,553 |
| EASTSIDE UNION SCHOOL DISTRICT | 46,696 | 774 | 611 | 799 | 986 | 49,867 |
| EL CAMINO COMMUNITY COLLEGE DISTRICT | 849,344 | 50,852 | 43,320 | 50,357 | 54,387 | 1,048,261 |
| EL MONTE SCHOOL DISTRICT | 247,342 | 7,329 | 6,210 | 7,147 | 7,581 | 275,608 |
| EL MONTE UNION HIGH SCHOOL DISTRICT | 525,638 | 20,219 | 17,082 | 19,608 | 20,954 | 603,502 |
| EL RANCHO UNIF./CONS/ SCHOOL DISTRICT | 333,993 | 13,063 | 11,065 | 12,698 | 13,617 | 384,436 |
| EL SEGUNDO UNIFIED SCHOOL DISTRICT | 207,851 | 10,584 | 8,883 | 11,075 | 11,990 | 250,383 |
| GARVEY SCHOOL DISTRICT | 129,516 | 3,427 | 2,875 | 3,314 | 3,577 | 142,709 |
| GLENDALE COMMUNITY COLLEGE DISTRICT | 474,494 | 17,704 | 15,052 | 17,264 | 18,505 | 543,019 |
| GLENDALE UNIFIED SCHOOL DISTRICT | 1,732,895 | 92,799 | 78,898 | 90,494 | 96,997 | 2,092,083 |
| GLENDORA UNIFIED SCHOOL DISTRICT | 309,718 | 16,382 | 14,034 | 16,140 | 17,304 | 373,578 |
| GORMAN SCHOOL DISTRICT | 23,674 | 57 | 50 | 58 | 61 | 23,900 |
| HACIENDA-LA PUENTE UNIFIED SCHOOL DISTRICT | 745,599 | 29,377 | 24,925 | 28,672 | 30,954 | 859,528 |
| HAWTHORNE SCHOOL DISTRICT | 182,668 | 4,798 | 4,254 | 5,011 | 5,500 | 202,230 |
| HERMOSA BEACH CITY SCHOOL DISTRICT | 98,985 | 7,021 | 5,950 | 7,008 | 7,514 | 126,479 |
| HUGHES ELIZABETH LAKES UNION SCH DISTRICT | 24,491 | 1,162 | 1,058 | 1,188 | 1,247 | 29,147 |
| INGLEWOOD UNIFIED SCHOOL DISTRICT | 684,243 | 29,499 | 25,539 | 29,685 | 31,574 | 800,541 |
| KEPPEL UNION SCHOOL DISTRICT | 60,808 | 1,597 | 1,381 | 1,592 | 1,702 | 67,079 |
| L.A. CITY COMMUNITY COLLEGE DISTRICT | 5,366,717 | 333,978 | 286,152 | 330,802 | 354,871 | 6,672,520 |
| LA CANADA UNIFIED SCHOOL DISTRICT | 421,171 | 25,934 | 22,225 | 25,421 | 27,504 | 522,256 |
| LANCASTER SCHOOL DISTRICT | 214,006 | 2,141 | 1,786 | 2,010 | 2,192 | 222,136 |
| LAS VIRGENES UNIFIED SCHOOL DISTRICT | 1,209,132 | 67,281 | 57,373 | 66,095 | 70,399 | 1,470,280 |
| LAWNDALE SCHOOL DISTRICT | 121,656 | 2,916 | 2,453 | 2,787 | 2,959 | 132,771 |
| LENNOX SCHOOL DISTRICT | 99,885 | | | | | 99,885 |
| LITTLE LAKE CITY SCHOOL DISTRICT | 104,269 | 2,863 | 2,435 | 2,802 | 2,981 | 115,350 |
| LONG BEACH COMMUNITY COLLEGE DISTRICT | 607,912 | 19,519 | 16,662 | 19,152 | 20,496 | 683,741 |
| LONG BEACH UNIFIED SCHOOL DISTRICT | 3,219,655 | 130,709 | 111,577 | 128,247 | 137,252 | 3,727,440 |
| LOS ANGELES COUNTY OFFICE OF EDUCATION | 3,470,964 | 239,416 | 204,653 | 237,459 | 254,992 | 4,407,484 |
| LOS ANGELES UNIFIED SCHOOL DISTRICT | 35,974,846 | 1,978,085 | 1,696,791 | 1,956,878 | 2,100,146 | 43,706,745 |
| LOS NIETOS SCHOOL DISTRICT | 63,844 | 2,277 | 2,118 | 2,169 | 2,328 | 72,734 |
| LOWELL JOINT SCHOOL DISTRICT | 81,809 | | | | | 81,809 |

| School Agency | Premiums Received 2002-21 | Premiums Received Dec 2022 | Premiums Received Dec 2023 | Premiums Received Dec 2024 | Premiums Received Dec 2025 | Total Premiums |
|---|---|---|---|---|---|---|
| LYNWOOD UNIFIED SCHOOL DISTRICT | 348,504 | 8,066 | 6,784 | 7,775 | 8,298 | 379,427 |
| MANHATTAN BEACH UNIFIED SCH DIST | 798,584 | 48,728 | 41,758 | 48,160 | 51,971 | 989,202 |
| MONROVIA UNIFIED SCHOOL DISTRICT | 328,270 | 17,352 | 14,791 | 16,913 | 18,542 | 395,866 |
| MONTEBELLO UNIFIED SCHOOL DISTRICT | 1,038,988 | 38,061 | 32,166 | 37,170 | 39,863 | 1,186,248 |
| MOUNTAIN VIEW SCHOOL DISTRICT | 162,548 | 2,819 | 2,374 | 2,677 | 2,858 | 173,277 |
| MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT | 813,152 | 32,769 | 27,869 | 32,029 | 34,338 | 940,156 |
| NEWHALL SCHOOL DISTRICT | 304,897 | 13,512 | 11,585 | 13,717 | 14,699 | 358,409 |
| NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT | 727,187 | 29,127 | 24,765 | 28,849 | 30,784 | 840,712 |
| PALMDALE SCHOOL DISTRICT | 332,079 | 4,501 | 3,959 | 4,516 | 4,768 | 349,823 |
| PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT | 1,098,201 | | | | | 1,098,201 |
| PARAMOUNT UNIFIED SCHOOL DISTRICT | 399,627 | 12,646 | 10,727 | 11,971 | 12,851 | 447,823 |
| PASADENA AREA COMMUNITY COLLEGE | 811,373 | 43,866 | 37,258 | 42,653 | 45,905 | 981,055 |
| PASADENA UNIFIED SCHOOL DISTRICT | 1,905,988 | 116,397 | 99,556 | 113,945 | 122,677 | 2,358,564 |
| POMONA UNIFIED SCHOOL DISTRICT | 852,069 | 27,990 | 24,200 | 27,511 | 29,472 | 961,242 |
| REDONDO BEACH UNIFIED SCHOOL DISTRICT | 858,746 | 41,056 | 34,987 | 40,473 | 43,933 | 1,019,195 |
| RIO HONDO COMMUNITY COLLEGE DISTRICT | 337,660 | 10,208 | 8,690 | 9,900 | 10,611 | 377,068 |
| ROSEMEAD SCHOOL DISTRICT | 91,127 | 3,407 | 2,868 | 3,329 | 3,618 | 104,348 |
| ROWLAND UNIFIED SCHOOL DISTRICT | 588,068 | 25,120 | 21,074 | 24,040 | 25,620 | 683,922 |
| SAN GABRIEL UNIFIED SCHOOL DISTRICT | 269,552 | 15,822 | 13,475 | 15,438 | 16,714 | 331,000 |
| SAN MARINO UNIFIED SCHOOL DISTRICT | 324,092 | 20,479 | 17,332 | 19,676 | 21,095 | 402,674 |
| SANTA CLARITA COMMUNITY COLLEGE DISTRICT | 494,944 | 25,976 | 22,357 | 26,079 | 27,973 | 597,329 |
| SANTA MONICA COMMUNITY COLLEGE DISTRICT | 662,542 | 26,982 | 23,257 | 26,854 | 28,816 | 768,451 |
| SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT | 1,673,374 | 110,124 | 94,917 | 109,584 | 117,586 | 2,105,586 |
| SAUGUS UNION SCHOOL DISTRICT | 371,049 | 17,043 | 14,514 | 16,894 | 17,981 | 437,480 |
| SOUTH PASADENA UNIFIED SCHOOL DISTRICT | 207,515 | 12,865 | 11,106 | 12,795 | 14,023 | 258,304 |
| SOUTH WHITTIER SCHOOL DISTRICT | 103,531 | 3,423 | 2,900 | 3,317 | 3,636 | 116,807 |
| SULPHUR SPRINGS UNION SCHOOL DISRICT | 210,722 | 9,823 | 8,696 | 10,145 | 10,928 | 250,314 |
| TEMPLE CITY UNIFIED SCHOOL DISTRICT | 257,765 | 13,924 | 11,841 | 13,622 | 14,599 | 311,752 |
| TORRANCE UNIFIED SCHOOL DISTRICT | 1,739,534 | 91,213 | 76,956 | 88,523 | 95,891 | 2,092,116 |
| VALLE LINDO SCHOOL DISTRICT | 22,243 | 454 | 384 | 443 | 480 | 24,003 |
| WALNUT VALLEY UNIFIED SCHOOL DISTRICT | 479,227 | | | | 34,009 | 513,236 |
| WEST COVINA UNIFIED SCHOOL DISTRICT | 328,455 | 13,405 | 11,482 | 13,170 | 14,161 | 380,672 |
| WESTSIDE UNION SCHOOL DISTRICT | 199,973 | 7,119 | 6,173 | 7,102 | 7,613 | 227,980 |
| WHITTIER CITY SCHOOL DISTRICT | 193,507 | 7,357 | 6,151 | 7,089 | 7,598 | 221,703 |
| WHITTIER UNION HIGH SCHOOL DISTRICT | 699,572 | 29,838 | 25,512 | 29,014 | 31,144 | 815,080 |
| WILLIAM S HART UNION HIGH SCHOOL DISTRICT | 1,425,702 | 56,574 | 48,691 | 56,798 | 60,925 | 1,648,689 |
| WILSONA SCHOOL DISTRICT | 36,600 | 1,131 | 914 | 1,001 | 1,078 | 40,723 |
| WISEBURN SCHOOL DISTRICT | 162,445 | 17,315 | 15,608 | 18,667 | 20,552 | 234,587 |
| **TOTALS** | **91,295,115** | **4,608,510** | **3,946,500** | **4,552,737** | **4,922,157** | **109,325,018** |

**Notes:**

1. The amount of the premiums (unrestricted additional income) received by each of the participating school agencies is based on allocation factors provided to Tower Capital Management, the Authority's underwriter, by the office of the Los Angeles County Auditor-Controller. These allocation factors are multiplied by the total amount of the K-14 schools' share of the property tax delinquencies in Los Angeles County purchased by the Authority to arrive at the amount of each school agency's premium.
2. The amounts in the "Premiums Received Dec 2020" column were 7% of the principal amount of the delinquencies that were funded that year. An additional 3% totaling $1,447,872 was reserved to cover potential losses from COVID waivers pursuant to the Governor's Executive Order issued in May 2020. Actual losses totaled $276,193 and, thus, $1,171,679 of the reserve was remitted to the schools as shown in the "Premiums Received Sep 2021" column above.

# DELINQUENT PROPERTY TAX FINANCING PROGRAM FOR CALIFORNIA EDUCATIONAL AGENCIES

**Frequently Asked Questions**

March 30, 2026

1. **How did this program come about?**
   This program is the result of consultations and agreements reached over the course of several years beginning in the late 90s that involved members of the California legislature, the Department of Finance, the Department of Education, the Governor's Office, school districts, the California State Association of Counties, and School Services of California.

2. **Who authorized it?**
   California Government Code 6516.6 authorizes local taxing agencies, like school districts, to form joint powers authorities to purchase delinquent property tax receivables.

3. **What is a Joint Powers Authority?**
   A joint powers authority (JPA) is a separate public entity formed by two or more public agencies that can, under California law, exercise any power held in common by the public agencies forming the JPA, including the power to finance delinquent taxes.

4. **How does the financing work?**
   Schools that elect to participate in this program execute a purchase and sale agreement through which they assign their secured roll delinquent property tax receivables to the JPA. The JPA then sells its rights to its selected funding source.

5. **What liabilities does my school district incur by participating in this program?**
   Under California law and the joint powers agreement, individual school districts are not responsible for the debts, obligations and liabilities of the Authority. The only obligations assumed by school districts are specified in the purchase and sale agreements entered into with the JPA.

6. **How do I determine the economic benefit for my school district?**
   Each school district that participates in the program receives an amount of money in excess of the base tax due – in effect a premium or benefit – for the tax receivables that it sells and assigns to the JPA. This benefit is additional unrestricted income for each district that does not, by law, offset state aid. The premium is an amount which will be paid to the participating districts upon settlement of the transaction.

7. **What level of participation is required in a given county?**
   In Los Angeles and Monterey counties virtually all of the K-14 school districts plus each county's office of education participates in the program. This level of participation is necessary to ensure the economic viability of this program.

8. **Who pays the school districts' expenses?**
   School districts do not incur any expenses associated with their participation in this program.

9. **Would this transaction affect the school districts' debt capacity or credit rating?**
   The program is a sale of delinquent tax receivables and as such relies exclusively on the security of those receivables. Thus, this program is non-recourse to the participating school districts, community colleges and county offices of education. Accordingly, as this is not a borrowing, there should be no impact on a participating district's debt capacity or credit rating.

10. **What benefit do participating districts receive?**
    The legislation that authorized this program was designed (a) to permit the state to benefit from the financing of delinquent tax receivables by reducing its subvention payments to schools similar to Teeter Plans in other counties; and also (b) to permit education agencies to receive additional unrestricted income as a result of the sale of the delinquent tax receivables. Beginning in 2023, the exact amount of the benefit is determined by the board of the California Statewide Delinquent Tax Finance Authority in consultation with its underwriter. The statute allows this benefit to be received by school districts as additional unrestricted money that does not affect revenue limits.

11. **Who provides the funds for this program?**
    The JPA selects an underwriter with the capability of purchasing the participating schools' delinquent tax receivables as well as the capability of developing and maintaining the required data processing facilities that are required for this program. Tower Capital Management of Morristown, New Jersey is the underwriter that has been selected by the JPAs in Los Angeles and Monterey counties.

12. **Who can I contact if I have further questions?**
    For general questions:
    William Dahms, Consultant, 213-220-5010 or williamrdahms@gmail.com
    John Gray, School Services of California, 916-479-2312 or johng@sscal.com
    For legal questions:
    Chick Adams, Jones Hall, 415-391-5780 or cadams@joneshall.com

# Quote

BDJtech
214 Main St Suite 383
El Segundo, Ca 90245
P: (513) 404-9354
office@bdjtech.net

| | |
|---|---|
| Date | April 20, 2026 |
| Expiration | May 4, 2026 |
| Quote Number | 13407.7 |

**Ship To**

Gerardo Ramirez
gramirez@nlmusd.org
Norwalk-La Mirada USD
12820 Pioneer Blvd
Norwalk, CA 90650
(562) 210-2139

| Project Name | Payment Method | Shipping Method | Delivery DATE |
|---|---|---|---|
| Norwalk Chromebooks | Net 30 | dock to dock | As scheduled |

| QTY | Item | DESCRIPTION | UNIT PRICE | LINE TOTAL |
|---|---|---|---|---|
| 1300.00 | Chromebook | Asus Chromebook CR11- 11.6" Touchscreen-N150 - 8 GB - 64 GB Flash | $ 398.50 | $ 518,050.00 |
| 1300.00 | Warranty | Asus Warranty Extension Package - extended service agreement - 3 years ADP | $ 75.00 | $ 97,500.00 |
| 1300.00 | License | Google Chrome OS Management Console License - academic | $ 29.75 | $ 38,675.00 |
| 1300.00 | eWaste | California eWaste | $ 4.00 | $ 5,200.00 |
| | | | | |
| | | Due to supply chain challenges with manufacturers, pricing and availability cannot be guaranteed until product is ready to ship. | | |
| | | | | |
| | | CMAS Number 3-24-05-1014 | | |
| | | | | |
| | | | Shipping | - |
| | | | Tax (10.5%) | 54,395.25 |
| | | | Total | 713,820.25 |

Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California

# MULTIPLE AWARD SCHEDULE

NON-MANDATORY

**J. Sweigart Inc. doing business as**

# BDJtech

| | |
|---|---|
| CMAS NUMBER: | **3-24-05-1014** |
| SUPPLEMENT NUMBER: | 1 |
| CMAS TERM DATES: | 5/06/2024 through 5/31/2027 |
| EFFECTIVE DATE: | 10/30/2025 |
| CMAS CATEGORY: | Information Technology – General Provisions Cloud Computing Services and Non-Cloud Goods & Services |
| APPLICABLE STATE OF CALIFORNIA GENERAL PROVISIONS: | **IT Non-Cloud**<br>February 20, 2025<br><br>**IT Cloud**<br>February 20, 2025 |
| APPLICABLE CMAS SPECIAL PROVISIONS: | January 2, 2025 |
| MAXIMUM ORDER LIMIT: | State Agencies: **See Purchasing Authority Dollar Threshold provision**<br>Local Government Agencies: **Unlimited** |
| FOR USE BY: | State & Local Government Agencies |
| BASE TIPS CONTRACT #: | 220105 |
| BASE CONTRACT HOLDER: | BDJtech |
| PROGRAM ANALYST | Bryan Dugger<br>bryan.dugger@dgs.ca.gov |

This California Multiple Award Schedule (CMAS) provides for the purchase and warranty of technology solutions products and services. (See page 3 for the restrictions applicable to this CMAS.)

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**BDJTECH**
**CMAS NUMBER 3-24-05-1014, SUPPLEMENT NUMBER 1**

The purpose of this supplement is to incorporate the following changes:

1) The most current Ordering Instructions, General Provisions, CMAS Special Provisions, and products and/or services are included herein. All purchase orders issued by State agencies shall incorporate these Ordering Instructions, General Provisions, and CMAS Special Provisions. Review these provisions carefully as they have changed.
2) Add the "Excluded Products and/or Services" provision.

Supplement 1 replaces the original CMAS in its entirety.

NOTICE: Products and/or services on this CMAS may be available on a Mandatory State Contract. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the State Contract User Instructions. Information regarding State Contracts can be obtained at the: State Contracts Index Listing. This requirement is not applicable to local government agencies.

Any reference to a specific manufacturer's or publisher's warranty or terms and conditions as shown in the base contract are not applicable to this CMAS.

The services provided under this CMAS are only available in support of the products covered by this CMAS.

Agency non-compliance with the requirements may result in the loss of CMAS program delegated purchasing authority.

CMAS contractor non-compliance with the requirements may result in termination.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**BDJTECH**
**CMAS NUMBER 3-24-05-1014, SUPPLEMENT NUMBER 1**

## CMAS PRODUCT & SERVICE CODES

Product & Service Codes listed below are for marketing purposes only. Review the base contract for the products and/or services available.

Brand-Acer
Brand-APC
Brand-Asus
Brand-BalanceBox
Brand-Cisco
Brand-Cyber Acoustics
Brand-Dell
Brand-Hewlett Packard (HP)
Brand-Hewlett Packard (HPE)
Brand-Lenovo
Brand-Lightspeed
Brand-Logitech
Brand-MaxCases
Brand-Meraki
Brand-Newline
Brand-Promethean
Brand-Ruckus Wireless
Brand-Samsung
Brand-Smart
Brand-Tripplite
Brand-Viewsonic
Network-System

## AVAILABLE PRODUCTS AND/OR SERVICES

This CMAS provides for the purchase and warranty of technology solutions products and services.

The ordering agency must verify the products and pricing are currently available on the TIPS 220105 contract by emailing TIPS (bids@tips-usa.com) to obtain the most current pricing.

## EXCLUDED PRODUCTS AND/OR SERVICES

The purchase of non-Information Technology products, software maintenance as a service, and public works services with a requirement for State contractor licensing are not available under this CMAS.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**BDJTECH**
**CMAS NUMBER 3-24-05-1014, SUPPLEMENT NUMBER 1**

## ISSUE PURCHASE ORDER TO

Agency purchase orders must be sent to the following:

**BDJtech**
**214 Main Street, Suite 383**
**El Segundo, CA 90245**
**Attn: Joseph Sweigart**

**E-mail: joseph@bdjtech.net**

Agencies with questions regarding products and/or services may contact the CMAS contractor as follows:

**Contact: Joseph Sweigart**
**Phone: (513) 404-9354**
**E-mail: joseph@bdjtech.net**

## TOP 500 DELINQUENT TAXPAYERS

In accordance with Public Contract Code (PCC) 10295.4, and prior to placing an order for IT goods and/or services, **agencies must verify** with the Franchise Tax Board and the California Department of Tax and Fee Administration that this CMAS contractor's name does not appear on either list of the 500 largest tax delinquencies pursuant to Revenue and Taxation Code 7063 or 19195. The Franchise Tax Board's list of Top 500 Delinquent Taxpayers is available at their website. The California Department of Tax and Fee Administration's list of Top 500 Sales & Use Tax Delinquencies in California is available at their website.

## CALIFORNIA SELLER'S PERMIT

The CMAS contractor's California Seller's Permit Number is 219-670656. Prior to placing an order with this company, agencies must verify that this permit is still valid at the California Department of Tax and Fee Administration website.

## MINIMUM ORDER LIMITATION

There is no minimum dollar value limitation on orders placed under this CMAS.

## CMAS PRICES

The maximum prices allowed for the products and/or services available are those set forth in the base contract.

The ordering agency is encouraged to seek prices lower than those in the base contract. When responding to an agency's Request for Offer (RFO), the CMAS contractor can offer lower prices to be competitive.

## PRICE DISCOUNTS

This CMAS contains significant price discounts off the manufacturer's list price. See the base contract for the specific discount percentage.

## ACQUISITION OF IAAS AND/OR PAAS

If using this CMAS for the purpose of acquiring Infrastructure as a Service (IaaS) and/or Platform as a Service (PaaS), State agencies must first obtain approval to use this CMAS from the California Department of Technology (CDT) in accordance with TL 17-06. State agencies must document CDT's approval and maintain in the procurement file. Contact CDT for all questions related to the acquisition of IaaS and PaaS and TL 17-06.

## IRAN CERTIFICATION

This CMAS contractor has certified compliance with the Iran Contracting Act, per PCC 2001-2008. It is the agency's responsibility to verify that the contractor has an Iran Contracting Act Certification on file.

## CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION

Pursuant to PCC 2010 applicants must certify their compliance with the California Civil Rights laws and Employer Discriminatory Policies (Civil Code 51, GC 12960). It is the agency's responsibility to verify that the contractor has a California Civil Rights Law Certification on file.

## WARRANTY

For warranties, see the base contract and the CMAS Warranty provision in the CMAS Special Provisions.

## DELIVERY

As negotiated between agency and CMAS contractor and included in the purchase order.

## LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

## SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Destination. Seller pays the freight charges.

## PURCHASING AUTHORITY DOLLAR THRESHOLD

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold.

No CMAS order may be executed by a State agency that exceeds that agency's purchasing authority threshold, unless an exemption is granted by the Department of General Services (DGS) Purchasing Authority Unit (PAU). State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the List of State Departments with Approved Purchasing Authority website.

## HOW TO USE CMAS

State agencies must adhere to the requirements in the State Contracting Manual (SCM) Volume 2, Chapter 1600 and CMAS Ordering Instructions and Special Provisions when using CMAS.

- Develop an RFO, which includes a Scope of Work (SOW) and Bidder Declaration form. For information on the Bidder Declaration requirements see SCM, Volume 2, Sections 305 and 1202.
- Clearly defined Tasks (what needs to be done) and Deliverables (outcome of each task, i.e., reports, procedures manual, etc.) must be included in the State's SOW.
- A Work Order Authorization (WOA) may be used to document completion of pre-determined tasks, but only if the tasks are clearly defined in the SOW. The WOA may be used to approve release for the next phase of the agreement but cannot be used to identify any tasks other than the ones called out in the SOW. The WOA will be signed by all parties and may be submitted for progress payments under the award.
- Projects can be performed on a Fixed Price Per Deliverable (FP/D). Fixed Price; FP/D: A defined service, or set of services, performed by Contractor in response to a defined task, or set of tasks, at a specific fixed price, and delivered per a specific schedule. Note: When using FP/D the Statement of Work must describe in detail the particular project and the work that the selected Qualified Contractor will be required to perform.
- For Consulting or Personal services, do not include any labor categories/job titles or number of hours limit in RFO Requirements or the SOW. The CMAS Contractor provides this information in their Attachment B Cost Worksheet. The State does not have the expertise to make this decision (GC 19130(b)).
- Search for potential CMAS contractors on the CMAS website and select "Find a CMAS Contractor."
- Request offers from a minimum of 3 CMAS contractors including one small business (SB) and/or Disabled Veteran Business Enterprise (DVBE), if available, who are authorized to sell the products and/or able to perform the services needed. (Government Code 14846(b)).
- A valid attempt must be made to secure offers from viable CMAS contractors who are able to supply the goods and/or provide the services. Neither a lack of sufficient CMAS contractors nor the use of restrictive requirements meets the intent for obtaining offers (SCM Volume 2, Section 1670.2).

- If requesting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Standard 843) in the RFO. This declaration must be completed by the DVBE prime contractor and/or any DVBE subcontractors and submitted with the offer (SCM Volume 2, Section 1201).
- This is not a bid transaction, so the small business preference, DVBE incentives, protest language, intent to award, evaluation criteria, advertising, Administrative and Technical Requirements, etc. are not applicable. (SCM Volume 2, Section 1603).
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers did not respond with an offer. The reason must come from the CMAS contractor.
- Assess the offers received using best value criteria including cost as one of the criteria (SCM Volume 2, Section 1603).
- Issue a Purchase Order to the selected CMAS contractor.
- For CMAS transactions under $10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair and reasonable method can only be used for non-customizable purchases. See SCM Volume 2, Section 1510 for Fair and Reason criteria.

Local agencies must follow their own procurement regulations. For more information see the Local Agency packet available online.

## AGENCY RESPONSIBILITY

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes. This responsibility includes, but is not limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's best interests, obtaining required approvals, and documenting compliance with GC 19130.b(3) for outsourcing services.

It is the responsibility of each agency to consult with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order. If legal services are not available within your agency, DGS Office of Legal Services is available to provide services.

## CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the CMAS Special Provisions, Conflict of Interest, for more information.

## SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited. Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders per PCC 10329. Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited per State Administrative Manual (SAM) 4819.34.

This provision does not apply to local government agencies.

## ORDERING PROCEDURES

### 1. Purchase Orders

All Ordering Agency purchase order documents executed under this CMAS must contain the applicable CMAS number as show on page 1.

a. State Departments:

Standard 65 Purchase Documents – State departments not transacting in FISCal must use the Purchasing Authority Purchase Order (Standard 65) for purchase execution. An electronic version of the Standard 65 is available at the Department of General Services (DGS), Procurement Division (PD) website, select Standard (STD) Forms.

FISCAL Purchase Documents – State departments transacting in FISCal will follow the FISCal procurement and contracting procedures.

b. Local Government Agencies:

Local government agencies may use their own purchase order document for purchase execution.

The agency is required to complete and distribute the purchase order. For services, the agency shall modify the information contained on the order to include the service period (start and end date), the monthly cost (or other intermittent cost), and any other information pertinent to the services. The cost for each line item must be included in the order, not just system totals.

The contractor must immediately reject purchase orders that are not accurate. Discrepancies are to be negotiated and incorporated into the purchase order prior to product delivery and service implementation.

### 2. Service and Delivery after CMAS Expiration

The purchase order must be issued before the CMAS expires. However, delivery of the products or completion of the services may be after the CMAS expires (unless otherwise specifically stated in the purchase order). Amending the purchase order to add quantity, time, or money is not possible if the CMAS expired.

## 3. Multiple CMAS Agreements on a Single Purchase Order

State agencies wishing to include multiple CMAS agreements on a single FISCal purchase order must adhere to the following guidelines:

- All CMAS must be for the same CMAS contractor.
- The purchase order must go to one contractor location.
- Enter the word “CMAS” in the space reserved for the Leveraged Procurement Agreement (LPA) number. The word “CMAS” signifies that the purchase order contains items from multiple CMAS agreements. The purchasing agency may only use one bill code.
- For each individual CMAS, the agency must identify and group together the CMAS number with the line items and subtotal per CMAS number (do not include tax in the subtotal), and sequentially identify each individual CMAS as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing of administrative fees by the Procurement Division.
- The total of all items on the purchase order must not exceed the State agency’s purchasing authority dollar threshold granted by DGS PAU.
- Do not combine items from IT and non-IT CMAS agreements. An Information Technology CMAS begins with the number “3” and a non-IT CMAS begins with the number “4.” The purchase order limits are different for these CMAS agreements.

## 4. Amendments to State Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS has expired.

SCM, Volume 2, Section 1605 provides the following directions regarding amendments to all types of LPA purchase orders:

> Original orders, which include options for changes (e.g., quantity or time), that were assessed and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an Non-Competitively Bid is approved for those amendments.

Amendments unique to Non-IT Services:

> If the original contract permitted amendments, but did not specify the changes, (e.g., quantity or time), it may be amended. Per PCC 10335 (d)(1), a contract may only be amended once under this exemption. The time shall not exceed one year, or add not more than 30 percent of the original order value and may not exceed $250,000. If the original contract did not have language permitting amendments, the Non-Competitively Bid process must be followed.

**CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)**
**BDJTECH**
**CMAS NUMBER 3-24-05-1014, SUPPLEMENT NUMBER 1**

## CMAS CONTRACTOR OWNERSHIP INFORMATION

The CMAS contractor is a certified SB enterprise. Their Office of Small Business and DVBE Services (OSDS) certification number 2017138 expires on 10/31/2025.

If this certification has expired, the current expiration date should be verified at Cal eProcure. The OSDS contact information can be found on the OSDS website. Note that some companies have been assigned a new certification number, so use the company name and/or certification number when checking status on-line.

## SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, State agencies must first consider offers from small businesses that have established CMAS agreements (GC 14846(b)). NOTE: DGS auditors will request substantiation of compliance with this requirement when agency files are reviewed.

CMAS Small Business and Disabled Veteran Partners can be found on the CMAS website by selecting “Find a CMAS Contractor”.

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (charged to customer agencies to support the CMAS program) for orders to California certified small business enterprises.

## SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their SB or DVBE goals whenever the CMAS contractor subcontracts a commercially useful function to a certified SB or DVBE. The CMAS contractor will provide the ordering agency with the name of the SB or DVBE used and the dollar amount the ordering agency can apply towards its SB or DVBE goal.

## SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its SB or DVBE goals is the dollar amount of the subcontract award made by the CMAS contractor to each SB or DVBE.

2. The CMAS contractor will provide an ordering agency with the following information at the time the order is quoted:

    a. The CMAS contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.

    b. The CMAS contractor will indicate to the ordering agency how the order meets the SB or DVBE goal, as follows:

        i. List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and

        ii. Include the SB or DVBE certification number of each company listed and attach a copy of each certification; and

iii. Indicate the dollar amount of each subcontract with a SB or DVBE that may be claimed by the ordering agency towards the SB or DVBE goal; and

iv. Indicate what commercially useful function the SB or DVBE subcontractor will be providing towards fulfillment of the order.

3. The ordering agency's purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor as outlined above.

## CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a CMAS contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature and does not provide a Commercially Useful Function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

## WITHHOLD LANGUAGE (SB588)

Upon delivery or completion of ordered goods or services for which the Contractor committed to DVBE subcontractor participation, state departments must require the Contractor to certify all the following:

1. The amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the Contractor.
2. That all payments under the contract have been made to the DVBE. Upon request, the Contractor must provide proof of payment for the work.

In accordance with the Military and Veterans Code 999.7, state departments shall withhold $10,000 from the final payment, or the full final payment if less than $10,000, if the Contractor fails to meet the certification requirements identified above. State departments shall notify the Contractor of their failure to meet the certification requirements and give the Contractor an opportunity to comply with the certification requirements. If after 30 calendar days from the date of notice, the Contractor refuses to comply with the certification requirements, the state department shall permanently deduct $10,000 from the final payment or the full payment if less than $10,000.

## PRODUCT SUBSTITUTIONS

Substitution of Deliverables may not be tendered without advance written consent of the Buyer. The Contractor must offer an equivalent or newer model of the product from the same manufacturer at the same or lower price. Contractor cannot use any specification in lieu of those contained in the Contract without written consent from the Buyer.

## NEW EQUIPMENT REQUIRED

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Where Federal Energy Management Program (FEMP) standards are available, all State agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

## SPECIAL MANUFACTURED GOODS

Any CMAS for goods to be manufactured by the CMAS contractor specifically for the State and not suitable for sale to others may require progress payments.

## TRADE-IN EQUIPMENT

Trade-ins at open market price may be considered. The product description and trade-in allowance must be identified on the purchase order.

Agencies are required to adhere to SAM 3520 through 3520.6, Disposal of Personal Property and Surplus Personal Property, as applicable, when trade-ins are considered. A Property Survey Report, Standard 152, must be submitted for approval prior to disposition of any State owned personal property, including general office furniture regardless of the acquisition value, or if the property was recorded or capitalized for accounting purposes.

## STATE AGENCY BUY RECYCLED CAMPAIGN

State ordering agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery's State Agency Buy Recycled Campaign per PCC 12200 through 12217.

Contractor will be required to complete and return a Recycled-Content Certification form upon request by the state ordering agency.

## ACCEPTANCE TESTING CRITERIA

If the agency wants to include acceptance testing for all newly installed technology systems, individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

## ELECTRONIC WASTE RECYCLING

State agencies are required to recycle state owned surplus electronic equipment that has no useful life remaining (E-Waste) to the maximum extent possible. State agencies shall dispose of E-Waste using the services of the California Prison Industry Authority (CALPIA), unless the agency meets the pickup quantity and location exemption criteria detailed in SAM 3520.10. Electronic equipment that is usable and still retains value is not considered E-Waste and must be reutilized through DGS, Office of Fleet and Asset Management (OFAM) Surplus Personal Property Warehouse.

State agencies shall determine which equipment meets the definition of E-Waste or reusable Electronic Equipment per the definitions provided in the SAM Management Memo (MM) 17-06. OFAM will validate that equipment meets the appropriate definition when reviewing the submitted Property Survey Report (Standard 152).

The electronic waste recycling fee must be shown as a line item on the agency purchase order before the CMAS contractor can include it on their invoice.

See SAM 3520.10 for more information on this policy.

Information for submitting a Standard 152 can be found on the DGS OFAM surplus property website.

Information on the E-Waste - CALPIA Store and the E-Waste Exemption Request Form EWR-F400 can be found at the CALPIA website.

## PRODUCTIVE USE REQUIREMENTS

The customer in-use requirement applies to all procurements of information technology equipment and software, per Statewide Information Management Manual Section 195.

Each equipment or software component must be in current operation for a paying customer and the paying customer must be external to the contractor’s organization (not owned by the contractor and not owning the contractor).

To substantiate compliance with the Productive Use Requirements, the CMAS contractor must provide upon request the name and address of a customer installation and the name and telephone number of a contact person.

The elapsed time such equipment or software must have been in operation is based upon the importance of the equipment or software for system operation and its cost. The following designates product categories and the required period of time for equipment or software operation prior to approval of the replacement item on CMAS.

**Category 1 - Critical Software:** Critical software is software that is required to control the overall operation of a computer system or peripheral equipment. Included in this category are operating systems, data base management systems, language interpreters, assemblers and compilers, communications software, and other essential system software.

| Cost | Installation | Final Bid Submission |
|---|---|---|
| More than $100,000 | 8 months | 6 months |
| $10,000 up to $100,000 | 4 months | 3 months |
| Less than $10,000 | 1 month | 1 month |

**Category 2 - All Information Technology Equipment and Non-Critical Software:** Information technology equipment is defined in SAM 4819.2.

| Cost | Installation | Final Bid Submission |
|---|---|---|
| More than $100,000 | 6 months | 4 months |
| $10,000 up to $100,000 | 4 months | 3 months |
| Less than $10,000 | 1 month | 1 month |

## NOT SPECIFICALLY PRICED ITEMS

The only time that open market/incidental, non-contract items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision.

CMAS contractors must be authorized providers of the hardware, software and/or services they offer under the NSP Items provision.

Agency and CMAS contractor use of the NSP provision is subject to the following requirements:

1. Purchase orders containing only NSP items are prohibited.

2. A purchase order containing NSP items may be issued only if it results in the lowest overall alternative to the State.

3. NSP items shall be clearly identified in the order. Any product or service already specifically priced and included in the base contract may not be identified as an NSP item.

4. NSP Installation Services: The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications. The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project. The total dollar value of all installation services included in the purchase order cannot exceed the dollar value of the products included in the purchase order, nor can they exceed the NSP Maximum Order Limitation.

5. Maximum Order Limitation: For orders $250,000, or less, the total dollar value of all NSP items included in a purchase order shall not exceed $5,000. For orders exceeding $250,000, and at the option of the contractor, the total dollar value of all NSP items in a purchase order shall not exceed 5% of the total cost of the order or $25,000 whichever is lower.

6. An NSP item included in an order issued against this CMAS is subject to all of the terms and conditions set forth in the CMAS.

7. Trade-ins, upgrades, involving the swapping of boards, are permissible, where the contract makes specific provisions for this action. In those instances, where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

The following NSP items **are specifically excluded** from any order issued under this CMAS:

1. Items not intended for use in direct support of the priced items included in the same order. An NSP item must be subordinate to the specifically priced item that it is supporting. For example, a cable, which is not otherwise specifically priced in the base contract, is subordinate to a specifically priced printer and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer that is not otherwise specifically priced in the base contract, is not subordinate to a specifically priced cable and is not eligible to be an NSP item.

2. Supply type items, except for the minimum amount necessary to provide initial support to the priced items included in the same order.

3. Items that do not meet the Productive Use Requirements for information technology products, per Statewide Information Management Manual Section 195.

4. Any other item or class of items specifically excluded from the scope of this CMAS.

5. Public Works and other services NOT in support of the products covered by this CMAS.

6. Products or services the CMAS contractor is NOT factory authorized or otherwise certified or trained to provide.

7. Follow-on consultant services that were previously recommended or suggested by the same CMAS contractor.

The CMAS contractor is required to reject purchase orders containing NSP items that do not comply with the above requirements. The CMAS contractor will promptly notify the agency issuing the noncompliant order of its rejection and the reasons for its rejection.

## STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including Universities of California, California State Universities, K-12 schools, and community colleges empowered to expend public funds. While the State makes this CMAS available, each local government agency should make its own determination whether the CMAS program is consistent with its procurement policies and regulations.

PCC 10298 allows any city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds to contract with suppliers awarded CMAS without further competitive bidding. See complete PCC 10298 language at the California Legislative Information website.

PCC 10299 allows any school district empowered to expend public funds to utilize CMAS without further competitive bidding. See complete PCC 10299 language at the California Legislative Information website.

## SELF-DELETING BASE CONTRACT TERMS AND CONDITIONS

Instructions or terms and conditions that appear in the Special Items or other provisions of the base contract and apply to the purchase, license, or rental (as applicable) of products or services by the US Government in the United States and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation, Federal Information Resources Management Regulation, Federal Information Processing Standards, General Services Administration Regulation, or Federal Installment Payment Agreement shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

## ORDER OF PRECEDENCE

The CMAS Special Provisions take precedence if there is a conflict between the terms and conditions of the contractor's base contract, packaging, invoices, catalogs, brochures, technical data sheets, or other documents (see CMAS Special Provisions, CONFLICT OF TERMS).

## APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. The use of CMAS does not relieve state agencies of their responsibility to meet statewide requirements regarding contracting or the procurement of goods or services. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS agreements; however, there is no guarantee that every requirement that pertains to all State processes has been included.

## PAYMENTS AND INVOICES

### 1. Payment Terms

Payment terms for this CMAS are net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, GC 927. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice, whichever is later.

### 2. Payee Data Record (Standard 204)

State Agencies must obtain a copy of the Payee Data Record (Standard 204) in order to process payments. State Ordering Agencies must forward a copy of the Standard 204 to their accounting offices. Without the Standard 204, payment may be unnecessarily delayed. State Agencies should contact the CMAS contractor for copies of the Payee Data Record.

### 3. DGS Administrative and Incentive Fees

***Orders from State Agencies:***

DGS will bill each State agency directly an administrative fee for use of CMAS. The administrative fee should NOT be included in the order total or remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

***Orders from Local Government Agencies:***

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and shipping) placed against their CMAS.

The incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

For more information on the incentive fees see the CMAS Management Guide.

## 4. Contractor Invoices

Unless otherwise stipulated, the CMAS contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- CMAS number
- Agency purchase order number
- Agency Bill Code (State Only)
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS, purchase order and invoice must match, or the State Controller's Office will not approve payment.

## 5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, i.e., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 through 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Software warranty upgrades and extensions may also be paid for in advance, one time.

## 6. Credit Card

The CMAS contractor accepts the State of California credit card (VISA CAL-Card).

A purchase order is required even when the ordering department chooses to pay the CMAS contractor via the CAL-Card.

## 7. Leasing/Financing

California State Agencies should use the Golden State Financial Marketplace (GS SMart) program for all financing and leasing needs. California Local Government Agencies (counties, cities, K-12 school districts, community colleges, California State Universities, Universities of California, etc.) may utilize the GS SMart program for financing and leasing according to PCC 14937. The minimum dollar amount for Local Government Agency financing and leasing is $100,000.

**8. Lease/Purchase Analysis**

California State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental and retain a copy for future audit purposes (SAM 3710).

For short-term rental equipment, the lease/purchase analysis must be approved by DGS Office of Legal Services.

The lease/purchase analysis for all other purchases must be approved by the Department of General Services, GS SMart State Financial Marketplace. Buyers may contact the GS SMart Unit via e-mail at SFM@dgs.ca.gov for further information.

**9. Leasing**

The State reserves the right to select the form of payment for all procurements, whether it is an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS SMart and/or Lease SMart). If payment is via the financial marketplace, the CMAS contractor will invoice the State and the State will approve the invoice. The selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State. Buyers may contact the GS SMart Unit via e-mail at SFM@dgs.ca.gov for further information.

## OBTAINING COPY OF CMAS

A copy of this CMAS can be obtained at Cal eProcure. Links to the CMAS Special Provisions conditions and base contract are available on the front page of this CMAS agreement.

It is important for the agency to confirm that the required products, services, and prices are included in the CMAS and are at or below base contract rates. To streamline verification that the needed items are in the base contract, the agencies should ask the CMAS contractor to identify the specific location in the base contract that include the required products, services, and prices. Once verified, agencies should save the information for their file documentation.

## FEDERAL DEBARMENT

When federal funds are expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the CMAS contractor before the purchase order is issued. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

## CONTRACTOR TRAVEL

The Travel provision is not applicable to this CMAS.

## AMERICANS WITH DISABILITY ACT

To view the DGS Accessibility Policy, please visit the DGS website.

# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

## STUDENT TRIP APPROVAL REQUEST

**(Overnight, out-of-State, or out of Los Angeles/Orange Counties)**

**DATE SUBMITTED:** 03-30-2026

**SCHOOL NAME:** GLAZIER ELEMENTARY

Student Group or Grade Level:
5TH GRADE

Teachers / Staff Coordinators:
RUTH RODRIGUEZRACHELLE TRIGUEROSSANDRA MONTOYA

**TRIP DATE(S):** start 10-20-2026 end 10-23-2026

**TRIP AND DESTINATION:**
THOUSAND PINES OUTDOOR SCIENCE EDUCATION, 359 THOUSAND PINES RD., CRESTLINE CA. 92325

Purpose of Trip: REINFORCE SCIENCE LEARNING AND SKILL

Type of Trip: STUDENT STUDY TRIP

### ESTIMATED COST PER PARTICIPANT

| | Cost per Participant | # of participants | Other Cost | Estimated Total Cost |
|---|---|---|---|---|
| 1. Admission/Registration Fees | 300.00 | 60.00 | | 18000.00 |
| 2. Transportation to trip | | | | 0.00 |
| 3. Transportation during trip | | | | 0.00 |
| 4. Lodging | | | | 0.00 |
| 5. Food | | | | 0.00 |
| 6. Other (specify): | | | | 0.00 |
| 7. Other (specify): | | | | |

**TOTAL ESTIMATED TRIP COST** $ 18000.00

**TOTAL FUNDING PROVIDED** $ 18000.00

Difference 0.00

### PROJECTED FUNDING SOURCES

| ASB FUNDRAISERS | ASB PARENT DONATIONS | ASB/TRUST | DISTRICT STRING(S) | TOTAL ALL APPLICABLE |
|---|---|---|---|---|
| | 11440.00 | | 6560.00 | 18000.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | 0.00 |
| | | | | |
| 0.00 | 11440.00 | 0.00 | 6560.00 | 18000.00 |

| Fund | Resource | Goal | Funct | Object | Location | % | Bdgt Amt |
|---|---|---|---|---|---|---|---|
| 01.0 | 01370.0 | 11100 | 10000 | 5886 | 2900000 | 050 | 11440.00 |
| 01.0 | 63320.0 | 11100 | 10000 | 5886 | 2900000 | 050 | 6560.00 |
| | | | | | | | |
| Amount from additional strings (list attached) | | | | | | | |
| TOTAL | | | | | | $ | |

X

**PLEASE NOTE:** If the Total Estimated cost and Total Funding Provided amounts do not match, the request will be sent back for corrections.

If using Title I funds, please include Activity/Goal/Page: _____

### SIGNATURES:

GUERRERO CARMEN 03-30-2026
Certificated Trip Coordinator or Secretary — Date

SUSAN NEWCOMB 04-07-2026
Principal/ Director

KRISTINE CVAR CVAR 04-08-2026
Ed Services Director/Asst Superintendent — Date

JENNIFER WILLIFORD 04-08-2026
Fiscal Services Assigner — Date

ALVA DIAZ
Fiscal Officer #1 — Fiscal Officer #2

Superintendent — Date

b.

# REQUEST FOR TRAVEL and/or ATTENDANCE AT EDUCATIONAL MEETINGS

**NAME OF CONFERENCE/ACTIVITY:** SCHOOLS TO WATCH

**REF#/ PO #:** RT-26-1537

**SPONSOR:** NATIONAL FORUM-SCHOOLS TO WATCH

**WHEN:** 06/24/2026 TO 06/27/2026

**SITE/DEPT SUBMITTING REQUEST:** LOS ALISOS MIDDLE

**WHERE:** CRYSTAL GATEWAY MARRIOTT WASHINGTON DC

If outside District's boundaries, full address must be included

**PERSONS TO ATTEND: *** PLEASE USE PAYROLL/LEGAL NAMES (No nicknames) *** Attach separate sheet for additional attendees.**

| | | |
|---|---|---|
| 1) ANGELA TOGIA | 4) | 7) |
| 2) NICOLE BRISCO | 5) | 8) |
| 3) JENNIFER GARCIA | 6) | 9) |

**THRUSTS, ACTIVITIES AND SPEAKERS:**

2026 NATIONAL SCHOOLS TO WATCH CONFERENCE, A ONE-OF-A-KIND EVENT BRINGING TOGETHER PASSIONATE MIDDLE-LEVEL EDUCATORS FROM ACROSS THE NATION. THIS CONFERENCE IS ROOTED IN THE SCHOOLS TO WATCH (STW) MODEL, SHOWCASING SPECIFIC PRACTICES AND PROGRAMS THAT ARE ENHANCING STUDENT LEARNING AND DEVELOPMENT

**OUTCOMES AND BENEFITS TO THE DISTRICT:**

WITH INSPIRING KEYNOTE SPEAKERS, HANDS-ON SESSIONS, AND PEER-LED LEARNING OPPORTUNITIES, THIS EVENT IS DESIGNED TO FOSTER GROWTH, CONNECTIONS, AND INSPIRATION. WE INVITE YOU TO BE PART OF THIS UNIQUE JOURNEY OF PROFESSIONAL DEVELOPMENT AND CELEBRATION!

**ESTIMATED COST INFORMATION: (ALL REQUESTED EXPENDITURES SHALL COMPLY WITH RR 3450)**

| | | |
|---|---|---|
| ☒ **REGISTRATION** (Brochure/flyer/schedule email MUST be attached) | $1600.00 | |
| ☒ **CONFERENCE MEALS** (breakfast $11, lunch $17, dinner $27) | $660.00 | * |
| ☒ **LODGING** | $3150.00 | * |
| ☒ **TRANSPORTATION** (If applicable, airfare, mileage, car rental, etc.) | $4500.00 | * |
| ☐ **FOOD/ITEMS FOR DISTRICT EDUCATIONAL/OPERATIONAL MTGS** (obj 4305) | | |
| ☐ **CONFERENCE/SEMINAR INCIDENTALS** (not to exceed $100) | | * |
| ☐ **OTHER** (PRE-APPROVAL REQUIRED) | | |
| **TOTAL ESTIMATED COST:** | $ $9910.00 | |

*A TRAVEL EXPENSE CLAIM FORM must be submitted for each participant WITHIN 15 DAYS AFTER return from travel. Please use REF#/PO# above on expense claim.

BOARD APPROVAL REQUIRED: YES

APPROVED ABSENCE: YES

SUBSTITUTE NEEDED: NO

| | Fund | Resource | Goal | Funct | Object | Site | % |
|---|---|---|---|---|---|---|---|
| **CHARGE TO:** | 01.0 | 0072.0 | 1122 | 1000 | 5220 | 60 | 100 |
| **CHARGE TO:** | | | | | | | |

FUNDING STRING(S)

Funding Source Title: LCAP 2.7 Activity/Goal/Page

DISTRICT: WILL NOT RECEIVE REIMBURSEMENT FROM OUTSIDE SOURCES

**APPROVALS: REQUESTS MUST BE RECEIVED IN ACCOUNTS PAYABLE AT LEAST 15 WORKING DAYS IN ADVANCE OF CONFERENCE DATE(S).**

SUBMITTED BY:

STEPHANIE DERR DERR — 04-20-2026
Print Name — Date

**APPROVED:**

TOGIA ANGELA — 04-21-2026
Principal/Dept Head — Date

KRISTINE CVAR CVAR — 04-23-2026
Assistant Superintendent — Date

ALVA DIAZ — 04-24-2026
Fiscal Services — Date

Fiscal Services — Date

Superintendent — Date

All conference participants will share information from the conference with staff members as directed by their suppervisor and reproduce and distribute materials as appropriate.

**Bill to:**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd., Norwalk, CA 90650

ST-26-1111

Click here for helpful tips on completing cost and funding tables

C.

# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

## STUDENT TRIP APPROVAL REQUEST

**(Overnight, out-of-State, or out of Los Angeles/Orange Counties)**

**DATE SUBMITTED:** 04-24-2026

**SCHOOL NAME:** NORWALK HIGH

Student Group or Grade Level:
ESPORTS 9TH AND 11TH GRADE

Teachers / Staff Coordinators:
BENJAMIN HOPSON

**TRIP DATE(S):** **start** 06-25-2026 **end** 06-29-2026

**TRIP AND DESTINATION:**
FULL SAIL UNIVERSITY WINTER PARK, FL 3300 UNIVERSITY BLVD. WINTER PARK, FL 32792

Purpose of Trip: STUDENT COMPETE IS ESC NATIONAL CHAMPIONSHIP STUDENTS TOUR FULL SAIL UNIVERSITY CAMPUS LEARN ABOUT ESPORTS IN COLLEGE STUDENTS WILL PRODUCE NATIONAL ESPORTS EVENT WITH INDUSTRY PROFESSIONALS

Type of Trip: ATHLETIC COMPETITION

### ESTIMATED COST PER PARTICIPANT

| | Cost per Participant | # of participants | Other Cost | Estimated Total Cost |
|---|---|---|---|---|
| 1. Admission/Registration Fees | 185.00 | 8.00 | | 1480.00 |
| 2. Transportation to trip | 452.50 | 8.00 | | 3620.00 |
| 3. Transportation during trip | 33.75 | 8.00 | | 270.00 |
| 4. Lodging | 194.00 | 8.00 | | 1552.00 |
| 5. Food | 240.00 | 8.00 | | 1920.00 |
| 6. Other (specify): DISNEY WORLD | 199.00 | 8.00 | | 1592.00 |
| 7. Other (specify): | | | | |

**TOTAL ESTIMATED TRIP COST** $ 10434.00

**TOTAL FUNDING PROVIDED** $ 10434.00

Difference 0.00

X

**PLEASE NOTE:** If the Total Estimated cost and Total Funding Provided amounts do not match, the request will be sent back for corrections.

If using Title I funds, please include Activity/Goal/Page: _____

### PROJECTED FUNDING SOURCES

| ASB FUNDRAISERS | ASB PARENT DONATIONS | ASB/TRUST | DISTRICT STRING(S) | TOTAL ALL APPLICABLE |
|---|---|---|---|---|
| 1480.00 | | | | 1480.00 |
| 3620.00 | | | | 3620.00 |
| 270.00 | | | | 270.00 |
| 1552.00 | | | | 1552.00 |
| 1920.00 | | | | 1920.00 |
| 1592.00 | | | | 1592.00 |
| | | | | |
| 10434.00 | 0.00 | 0.00 | 0.00 | 10434.00 |

| Fund | Resource | Goal | Funct | Object | Location | % | Bdgt Amt |
|---|---|---|---|---|---|---|---|
| 01.0 | 58140.0 | 38000 | 10000 | 5886 | 0000045 | 100 | 3072.00 |
| 01.0 | 58140.0 | 38000 | 10000 | 5810 | 0000045 | 100 | 7362.00 |
| | | | | | | | |
| Amount from additional strings (list attached) | | | | | | | |
| **TOTAL** | | | | | | | $ |

### SIGNATURES:

MILTITA CASILLAS MILTITA CASILLAS — 04-24-2026
Certificated Trip Coordinator or Secretary — Date

JENNIFER WILLIFORD — 04-24-2026
Fiscal Services Assigner — Date

DAVID OLEA — 04-24-2026
Principal/ Director

ALVA DIAZ
Fiscal Officer #1 — Fiscal Officer #2

KRISTINE CVAR CVAR — 04-24-2026
Ed Services Director/Asst Superintendent — Date

Superintendent — Date

Form updated 12/16/19

ST-26-1097

Click here for helpful tips on completing cost and funding tables

d.

# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

## STUDENT TRIP APPROVAL REQUEST

**(Overnight, out-of-State, or out of Los Angeles/Orange Counties)**

**DATE SUBMITTED:** 03-31-2026

**SCHOOL NAME:** CTE

Student Group or Grade Level:
SKILLSUSA 6-12

Teachers / Staff Coordinators:
KEN COOK, KRISTI MELTON, DEREK WOOD

**TRIP DATE(S):** **start** 05-31-2026 **end** 06-06-2026

**TRIP AND DESTINATION:**
SKILLSUSA NATIONAL CONFERENCE, ATLANTA GA

Purpose of Trip: TAKE STUDENTS TO PARTICIPATE IN SKILLSUSA NATIONAL CONFERENCE

Type of Trip: CO-CURRICULAR ACTIVITY

## ESTIMATED COST PER PARTICIPANT

| | | Cost per Participant | # of participants | Other Cost | Estimated Total Cost |
|---|---|---|---|---|---|
| 1. | Admission/Registration Fees | 350.00 | 10.00 | | 3500.00 |
| 2. | Transportation to trip | 1000.00 | 10.00 | | 10000.00 |
| 3. | Transportation during trip | 2000.00 | 2.00 | | 4000.00 |
| 4. | Lodging | 2100.00 | 5.00 | | 10500.00 |
| 5. | Food | 440.00 | 10.00 | | 4400.00 |
| 6. | Other (specify): LUGGAGE | 100.00 | 10.00 | | 1000.00 |
| 7. | Other (specify): | | | | |

**TOTAL ESTIMATED TRIP COST** $ 33400.00

**TOTAL FUNDING PROVIDED** $ 33400.00

Difference 0.00

X

**PLEASE NOTE:** If the Total Estimated cost and Total Funding Provided amounts do not match, the request will be sent back for corrections.

If using Title I funds, please include Activity/Goal/Page: _____

## PROJECTED FUNDING SOURCES

| ASB FUNDRAISERS | ASB PARENT DONATIONS | ASB/TRUST | DISTRICT STRING(S) | TOTAL ALL APPLICABLE |
|---|---|---|---|---|
| | | | 3500.00 | 3500.00 |
| | | | 10000.00 | 10000.00 |
| | | | 4000.00 | 4000.00 |
| | | | 10500.00 | 10500.00 |
| 2000.00 | 1080.00 | | 1320.00 | 4400.00 |
| | | | 1000.00 | 1000.00 |
| | | | | |
| 2000.00 | 1080.00 | 0.00 | 30320.00 | 33400.00 |

| Fund | Resource | Goal | Funct | Object | Location | % | Bdgt Amt |
|---|---|---|---|---|---|---|---|
| 01.0 | 00720.0 | 38010 | 10000 | 5810 | 6000000 | 100 | 28530.00 |
| 01.0 | 35500.0 | 38000 | 10000 | 4300 | 6500000 | 100 | 1790.00 |
| 01.0 | 06000.0 | 11100 | 41100 | 4305 | 4500000 | 100 | 3080.00 |
| Amount from additional strings (list attached) | | | | | | | |
| **TOTAL** | | | | | | $ | |

## SIGNATURES:

TRACY HORTON — 03-31-2026
Certificated Trip Coordinator or Secretary — Date

KRISTINE CVAR CVAR — 04-23-2026
Principal/ Director

KRISTINE CVAR CVAR — 04-24-2026
Ed Services Director/Asst Superintendent — Date

JENNIFER WILLIFORD — 04-24-2026
Fiscal Services Assigner — Date

ALVA DIAZ
Fiscal Officer #1 — Fiscal Officer #2

Superintendent — Date

Form updated 12/16/19

# REQUEST FOR TRAVEL and/or ATTENDANCE AT EDUCATIONAL MEETINGS

**NAME OF CONFERENCE/ACTIVITY:** LEGISLATIVE SHARING DAY 2026

**REF#/ PO #:** RT-26-1516

**SPONSOR:** CALIFORNIA DEPARTMENT OF EDUCATION

**WHEN:** 05/05/2026 TO 05/06/2026

**SITE/DEPT SUBMITTING REQUEST:** SPECIAL EDUCATION

**WHERE:** SACRAMENTO, CA
If outside District's boundaries, full address must be included

**PERSONS TO ATTEND: *** PLEASE USE PAYROLL/LEGAL NAMES (No nicknames) *** Attach separate sheet for additional attendees.**

| | | |
|---|---|---|
| 1) IRIS BARKER | 4) | 7) |
| 2) JIM WOOD | 5) | 8) |
| 3) | 6) | 9) |

**THRUSTS, ACTIVITIES AND SPEAKERS:**

AN INSPIRATIONAL PROGRAM WHERE ATTENDEES CAN LEND THEIR VOICE IN ADVOCACY FOR STUDENT ACROSS SOUTHERN CALIFORNIA. THIS IS A SPECIAL EDUCATION PARENT AND VICE CHAIRPERSON OF THE COMMUNITY ADVISORY COMMITEE.

**OUTCOMES AND BENEFITS TO THE DISTRICT:**

EACH SPRING, SELPA ADMINISTRATORS, PARENTS OF STUDENT WITH DISABILITIES, AND OTHER EDUCATION LEADERS MEET TOGETHER WITH THEIR LEGISLATORS TO DELIVER MESSAGING ON SPECIAL EDUCATION ISSUES IMPACTING STUDENTS, FAMILIES AND EDUCATORS.

**ESTIMATED COST INFORMATION: (ALL REQUESTED EXPENDITURES SHALL COMPLY WITH RR 3450)**

| | | |
|---|---|---|
| ☐ **REGISTRATION** (Brochure/flyer/schedule email MUST be attached) | $150.00 | |
| ☐ **CONFERENCE MEALS** (breakfast $11, lunch $17, dinner $27) | $110.00 | * |
| ☐ **LODGING** | $161.48 | * |
| ☐ **TRANSPORTATION** (If applicable, airfare, mileage, car rental, etc.) | $349.91 | * |
| ☐ **FOOD/ITEMS FOR DISTRICT EDUCATIONAL/OPERATIONAL MTGS** (obj 4305) | | |
| ☐ **CONFERENCE/SEMINAR INCIDENTALS** (not to exceed $100) | $11.85 | * |
| ☐ **OTHER** (PRE-APPROVAL REQUIRED) | | |
| **TOTAL ESTIMATED COST:** | $ $783.24 | |

*A TRAVEL EXPENSE CLAIM FORM must be submitted for each participant WITHIN 15 DAYS AFTER return from travel. Please use REF#/PO# above on expense claim.

BOARD APPROVAL REQUIRED: YES

APPROVED ABSENCE: YES

SUBSTITUTE NEEDED: NO

| | Fund | Resource | Goal | Funct | Object | Site | % |
|---|---|---|---|---|---|---|---|
| **CHARGE TO:** | 01.0 | 33950.0 | 50010 | 11100 | 5220 | 69 | 100 |
| **CHARGE TO:** | | | | | | | |

FUNDING STRING(S)

Funding Source Title: ADR

Activity/Goal/Page

DISTRICT: WILL NOT RECEIVE REIMBURSEMENT FROM OUTSIDE SOURCES

**APPROVALS: REQUESTS MUST BE RECEIVED IN ACCOUNTS PAYABLE AT LEAST 15 WORKING DAYS IN ADVANCE OF CONFERENCE DATE(S).**

SUBMITTED BY:

LISA AGUILAR — Print Name — 04-09-2026 — Date

All conference participants will share information from the conference with staff members as directed by their suppervisor and reproduce and distribute materials as appropriate.

**Bill to:**
Norwalk-La Mirada Unified School District
12820 Pioneer Blvd., Norwalk, CA 90650

**APPROVED:**

JAMES WOOD — Principal/Dept Head — 04-09-2026 — Date

KRISTINE CVAR CVAR — Assistant Superintendent — 04-14-2026 — Date

LUCIA LOPEZ — Fiscal Services — 04-15-2026 — Date

Fiscal Services — Date

ROBERTS SKYE
TANIA MAGAÑA, INTERIM SUPERINTENDENT — Superintendent — 04-15-2026 — Date

2/10/26



# DISPOSAL OF UNUSABLE AND OBSOLETE BOOKS

School: La Mirada High School

| State Textbooks | District Textbooks | Library Books |
|---|---|---|
| ☐ Unusable | ☐ Unusable | ☐ Unusable |
| ☒ Obsolete | ☒ Obsolete | ☐ Obsolete |

Include only one type on each list. See Record Rules & Regulations No. 3350.

| QUANTITY | TITLE | EDITION | AUTHOR | PUBLISHER |
|---|---|---|---|---|
| | | | | |
| 36 | AP Chemistry | 978-0-618-71370-7 | Zumdahl | Houghton-Mifflin |
| 103 | AP Chemistry | 978-0-321-69345-7 | Timberlake | Prentice Hall |
| 260 | AP Psych | 978-0-470-64644-1 | Kowalski Westen | Wiley |
| 101 | AP Human Geography | 978-1-118-79314-5 | Foulberg, Murphy, DeBlu | Wiley |
| 28 | AP Economics | 978-0-07-891688-5 | McConnell Brue Flynn | McGraw-Hill Irwin |
| 95 | AP Environmental Science | 978-0-13-354014-7 | Withgott Laposata | Pearson |
| 45 | AP Environmental Science Test Prep | 978-0-13-354177-9 | Withgott Laposata | Pearson |
| 90 | AP Biology | 978-0-13-344700-2 | Reece Urray Cain Wasserman Minorsky Jackson | Pearson |
| 36 | AP Biology Test Prep | 978-0-13--45814-5 | Holtzclaw | Pearson |
| 154 | AP Human Anatomy | 0-13-193481-3 | Elaine N. Marieb | Pearson Benjamin Cummings |
| 29 | Java | 978-0-470-50948-7 | Horstmann | Wiley |
| 85 | Physics | 0-03-092210-0 | Serway Faughn | Holt Weinhart Winston |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

3/3/26
Date

Signature of Principal, School Media Tech or Librarian

3/18/26
Date

Signature of Assistant Superintendent

The Governing Board recognizes that youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP).

The Superintendent or designee shall ensure that placement decisions for youth are based on the students' best interests as defined in law and administrative regulation. To that end, he/she shall designate a staff person as the district liaison for youth to help facilitate the enrollment, placement, and transfer of youth experiencing mental health, physical or other barriers.

The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training on the enrollment, placement, and transfer of youth and other related rights.

The Board desires to provide youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement. The Superintendent or designee shall develop strategies to build the youth's feeling of connectedness with his/her school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of parents/guardians, group home administrators, and/or other caretakers in school programs and activities.

To address the needs of the youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, the county placing agency, social services, probation officers, and juvenile court officers. The Superintendent or designee shall explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of the youth.

At least annually and in accordance with the established timelines, the Superintendent or designee shall report to the Board on the outcomes for the youth regarding the goals and specific actions identified in the LCAP, including, but not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, and suspension/expulsion rates. As necessary, evaluation data shall be used to determine and recommend revisions to the LCAP for improving or increasing services for foster youth.

Education Code 51225.3 allows Districts to provide an alternative pathway to graduation by granting an exemption to local graduation requirements while meeting the California Minimum High School Graduation requirements. This will be facilitated through an individualized waiver process only to students at El Camino High School.

Legal Reference:

Norwalk-La Mirada Unified School District
Policies & Bylaws

EDUCATION CODE
32228-32228.5 Student safety and violence prevention
42238.01-42238.07 Local control funding formula
42920-42925 Foster children educational services
48645-48646 Juvenile court schools
48850-48859 Educational placement of students residing in licensed children's institutions
48915.5 Suspension and expulsion; students with disabilities, including foster youth
48918.1 Notice of expulsion hearing for foster youth
49061 Student records
49069.5 Foster care students, transfer of records
49076 Access to student records
51225.1 Exemption from district graduation requirements
51225.2 Pupil in foster care defined; acceptance of coursework, credits, retaking of course
51225.3 High school graduation
52060-52077 Local control and accountability plan
56055 Rights of foster parents in special education
60851 High school exit examination
60851.5 Suspension of high school exit examination
HEALTH AND SAFETY CODE
1522.41 Training and certification of group home administrators
1529.2 Training of licensed foster parents
120341 Foster youth: school placement: immunization records
WELFARE AND INSTITUTIONS CODE
300 Children subject to jurisdiction
309 Investigation and release of child
317 Appointment of legal counsel
361 Limitations on parental or guardian control
366.27 Educational decision by relative providing living arrangements
602 Minors violating law; ward of court
726 Limitations on parental or guardian control
727 Order of care, ward of court
16000-16014 Foster care placement
CODE OF REGULATIONS, TITLE 5
4600-4687 Uniform complaint procedures
UNITED STATES CODE, TITLE 20
1415 Procedural safeguards; placement in alternative educational setting
UNITED STATES CODE, TITLE 29
794 Rehabilitation Act of 1973, Section 504
UNITED STATES CODE, TITLE 42
670-679b Federal assistance for foster care programs
11431-11435 McKinney-Vento Homeless Assistance Act

Adopted:

California Education Code 51225.3 establishes minimum requirements for graduation from high school and allows the Board of Education to prescribe additional coursework (*e.g.*, service learning) or other requirements (*e.g.*, portfolios or senior projects) that students must complete in order to obtain a diploma. District high school graduation requirements (both state and local) are set in Board Policy 6146.1.

Education Code 51225.3 allows Districts to provide an alternative pathway to graduation by granting an exemption to local graduation requirements while meeting the California Minimum High School Graduation requirements. This will be facilitated through an individualized waiver process only to students at El Camino High School.

Students with mental, physical, or other barrier who transfer to high schools after their second year may graduate by completing minimum state graduation requirements if, at the time of transfer, they cannot reasonably complete District graduation requirements within four years of high school. School districts shall also take steps to determine if a student can complete the district graduation requirements with a fifth year of high school.

Existing law requires a pupil to complete designated coursework while in grades 9 to 12, inclusive, in order to receive a diploma of graduation from high school. These graduation requirements include, among others, the completion of 3 years of courses in English, 2 years of courses in mathematics, 2 years of courses in science, and 3 years of courses in social studies, as specified. Existing law authorizes the governing board of a school district to also adopt its own additional coursework requirements.

This bill clarifies that the governing board of a school district is expressly authorized, at its discretion, to adopt a policy to exempt pupils from its additional coursework requirements, as provided.

It is the intent of the Legislature that the policy include a consultation with the pupil and the educational rights holder for the pupil regarding any impact of not fulfilling locally required coursework on the pupil's ability to gain admission to an institution of higher education.

This Rule will allow Class of 2026 and beyond, students to earn a high school diploma with meeting the California Minimum High School Graduation Requirements, 130 credits in specific courses, mirroring the intent of AB 2251, as is similarly done for foster youth, homeless students, former juvenile court school students, children of military families, or migrant students under Education Code 51225.1. This will be facilitated through an individualized waiver process through El Camino High School.

Grade Point Average

The minimum grade point average graduation requirement shall be suspended for qualifying students.

Students who were unable to complete online original credit, credit recovery, or independent study courses, and were unable to meet graduation requirements prior to the end of the school year may

submit a request to transfer to El Camino Continuation High School to submit a waiver for graduation requirements.

School counselors may inform students and parents/guardians of the option for a waiver process at El Camino Continuation High School and assist in the completion of the waiver form.

Students must meet all the requirements below in order to be issued a diploma with this waiver:

1. Students must meet all of the 130 Credits listed by the State of California High School Graduation Requirements.
2. One year of English Language Arts electives, one year of Mathematics electives, one year of Physical Science, and one year of a VAPA/World Language/CTE course may be waived.
3. Physical Education and Social Science credits cannot be waived as these courses are required by the State of California.
4. 50 General Elective credits may be waived.

All individual student graduation waivers must be approved by the parent/guardian, school counselor, and site principal as indicated on the waiver for graduation requirements.

Legal Reference: Norwalk-La Mirada Unified School District Policies & Bylaws

EDUCATION CODE
California Education Code 51225.1
California Education Code 51225.3
Assembly Bill 2251

Adopted:

# Norwalk-La Mirada Unified School District
## Division of Human Resources
## Personnel Report - Employments
## April 27, 2026

| Name | Position | Mths | % | Scale/ Range | Step | Rate | Freq | Effective Date | Funding | Type |
|---|---|---|---|---|---|---|---|---|---|---|
| Malachi M. Johnson | C.K. Assistant | 11 | 100 | 216 | D | $3,665.00 | Per Month | 08/14/25 | Cafe - Nutrition | NP |
| Sabre A. Jacobs | Paraeducator - Special Education | 11 | 75 | 231 | A | $3,805.00 | Per Month | 04/13/26 | Gen - SpEd | NP |
| Stacilee A. Paul | Paraeducator - Special Education | 11 | 75 | 231 | B | $4,000.00 | Per Month | 03/30/26 | Gen - SpEd | NP |
| Fadi Kuntigi D. Adams | Supervision Aide/Noon Aide | 11 | 43.8 | 214 | A | $3,214.00 | Per Month | 03/03/26 | Gen - LCFF | NP |
| Toki Cabrera | Clerk Typist Junior | 10 | 43.8 | 222 | A | $3,398.00 | Per Month | 03/04/26 | Gen - Unrestricted | RP |
| April M. Routh | Custodian | 12 | 100 | 235 | A | $4,000.00 | Per Month | 02/25/26 | Gen - Unrestricted | RP |
| Oscar U. Alvarez Malaga | Groundsperson | 12 | 100 | 238 | B | $4,359.00 | Per Month | 04/01/26 | Gen - Routine Maintenance | RP |
| Erick C. Ramirez | Groundsperson | 12 | 100 | 238 | B | $4,359.00 | Per Month | 04/01/26 | Gen - Routine Maintenance | RP |
| Marcela Manzo | Lead Regional Manager, Expanded Learning | 12 | 100 | 660 | A | $9,045.00 | Per Month | 03/16/26 | Gen - ELO Grant | RP |
| Monica M. Herrera | Paraeducator - Preschool | 11 | 86.88 | 224 | C | $3,852.00 | Per Month | 03/04/26 | Child Dev - Head Start Local | RP |
| Martha E. Giron | Paraeducator - Special Education | 11 | 75 | 231 | A | $3,805.00 | Per Month | 03/25/26 | Gen - SpEd | RP |
| Samantha D. Hernandez | Paraeducator - Special Education | 11 | 75 | 231 | A | $3,805.00 | Per Month | 03/25/26 | Gen - SpEd | RP |
| Randall Yarbrough | Probationary 1st Year Teacher | 11 | 100 | 2 | 4 | $7,464.27 | Per Month | 03/02/26 | Gen - SpEd | RP |
| Jonathan Verdugo | Probationary 2nd Year Counselor - Supplemental Programs | 11 | 100 | 9 | 5 | $10,499.27 | Per Month | 08/12/25 - 06/05/26 | Gen - ELO Grant | RP |
| Jessica Rodriguez | Supervision Aide/Noon Aide | 11 | 36.1 | 214 | A | $3,214.00 | Per Month | 03/09/26 | Gen - LCFF | RP |
| Krystal M. Rojas | Temporary Speech & Language Pathologist | 11 | 100 | 21 | 2 | $9,167.91 | Per Month | 03/16/26 - 06/05/26 | Gen - SpEd | RP |
| Min H. Choi | Temporary Teacher | 11 | 100 | 2 | 1 | $6,771.55 | Per Month | 03/11/26 - 06/05/26 | Gen - Unrestricted | RP |
| Rosemary Herrera | Substitute Teacher | 11 | 100 | | | $205.00 | Per Day | 03/13/26 | Gen - Unrestricted | IP |

NP - New Position
RP - Replacement
IP - Increase Pool

# Norwalk-La Mirada Unified School District
## Division of Human Resources
## Personnel Report - Employments
## April 27, 2026

| Name | Position | Mths | % | Scale/ Range | Step | Rate | Freq | Effective Date | Funding | Type |
|---|---|---|---|---|---|---|---|---|---|---|
| Latiece D. Jackson | Substitute Teacher | 11 | 100 | | | $205.00 | Per Day | 03/24/26 | Gen - Unrestricted | IP |
| Vanessa L. Leal | Substitute Teacher | 11 | 100 | | | $205.00 | Per Day | 03/17/26 | Gen - Unrestricted | IP |
| Jordan N. Monteon | Substitute Teacher | 11 | 100 | | | $205.00 | Per Day | 03/16/26 | Gen - Unrestricted | IP |
| Victoria S. Pflanzer | Substitute Teacher | 11 | 100 | | | $205.00 | Per Day | 03/30/26 | Gen - Unrestricted | IP |
| Michael D. Los | Substitute Adult Teacher | 11 | 100 | 11 | 1 | $55.99 | Per Hour | 03/17/26 | Adult - AEP | IP |
| Carmen H. Rodriguez | Substitute Clerical Group | 12 | 100 | | A | | Per Hour | 03/02/26 | Gen - Unrestricted | IP |
| Melissa Llamas | Substitute Expanded Learning Site Leader - Elementary | 12 | 100 | 751 | A | $24.64 | Per Hour | 03/25/26 | Gen - ELO Grant | IP |
| Ana M. Gutierrez Berlin | Substitute Paraeducator - Preschool | 11 | 100 | 524 | A | $20.04 | Per Hour | 03/16/26 | Child Dev - Head Start Local | IP |
| Carmen H. Rodriguez | Substitute Paraeducator - Preschool | 10 | 100 | 524 | A | $20.04 | Per Hour | 03/02/26 | Child Dev - Head Start Local | IP |
| Jaylene R. Cesena-Lopez | Substitute Paraeducator - Special Education | 11 | 100 | 531 | A | $21.88 | Per Hour | 03/11/26 | Gen - SpEd | IP |
| Daniel N. Martinez | Substitute Paraeducator - Special Education | 11 | 100 | 531 | A | $21.88 | Per Hour | 03/16/26 | Gen - SpEd | IP |
| Kathleen N. Pinto | Substitute Paraeducator - Special Education | 11 | 100 | 531 | A | $21.88 | Per Hour | 03/10/26 | Gen - SpEd | IP |
| Carlos M. Rovira Jr | Substitute Security Assistant | 12 | 100 | 537 | A | $23.55 | Per Hour | 03/19/26 | Gen - Unrestricted | IP |
| Elisabetty Cervantes | Substitute Supervision Aide/Noon Aide | 11 | 100 | 514 | A | $18.48 | Per Hour | 03/09/26 | Gen - LCFF | IP |
| Toni A. Cottrell | Substitute Supervision Aide/Noon Aide | 11 | 100 | 514 | A | $18.48 | Per Hour | 03/02/26 | Gen - LCFF | IP |
| Brandon A. Mccovey | Substitute Supervision Aide/Noon Aide | 11 | 100 | 514 | A | $18.48 | Per Hour | 03/11/26 | Gen - LCFF | IP |
| Gustavo Tlatenchi | Certified Athletic Trainer | 11 | 100 | 770 | A | $36.13 | Per Hour | 03/12/26 | Gen - Athletics | RP |
| Donika Ochoa | Expanded Learning Site Leader - Elementary | 11 | 100 | 750 | A | $27.73 | Per Hour | 03/17/26 | Gen - ELO Grant | RP |

NP - New Position
RP - Replacement
IP - Increase Pool

**Norwalk-La Mirada Unified School District**
**Division of Human Resources**
**Personnel Report - Employments**
**April 27, 2026**

| Name | Position | Mths | % | Scale/ Range | Step | Rate | Freq | Effective Date | Funding | Type |
|---|---|---|---|---|---|---|---|---|---|---|
| Joseph A. Lopez | Student Worker - Cafeteria | 11 | 100 | 700 | A | $16.90 | Per Hour | 03/19/26 | Cafe - Nutrition | RP |
| Giovanni Perez | Student Worker - Cafeteria | 11 | 100 | 700 | A | $16.90 | Per Hour | 03/10/26 | Cafe - Nutrition | RP |
| Jose M. Rodriguez | Student Worker - Cafeteria | 11 | 100 | 700 | A | $16.90 | Per Hour | 03/16/26 | Cafe - Nutrition | RP |
| Ethan D. Caudle | Walk-On Coach/Freshman Soccer Assistant | 3 | 100 | | | $3,147.00 | Per Assign | 12/01/25 - 02/28/26 | Gen - Lottery Coaching | RP |

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**Norwalk-La Mirada Unified School District**
**Division of Human Resources**
**Personnel Report - Employee Change Actions**
**April 27, 2026**

| Name | Position | Action | Mths | % | Scale/ Range | Step | Rate | Effective Date | Funding | Type |
|---|---|---|---|---|---|---|---|---|---|---|
| Yahaira V. Casillas | Supervision Aide/Noon Aide @ 42.3% | Increase of Hours | 11 | 47.5 | 214 | A | $3,214.00 | 03/23/26 | Gen - LCFF | RP |
| Claudia M. Alvarez | To: Multi-Media Support Clerk<br>From: Child Care Aide/Bus Monitor HS | Reclass | 11 | 43.8 | 228 | B | $3,852.00 | 04/21/26 | Gen - LCFF | RP |
| Joshua N. Botelho | To: Equipment Operator<br>From: Groundsperson | Reclass | 12 | 100 | 243 | B | $4,641.00 | 02/02/26 | Gen - Unrestricted | RP |
| Omar J. Contreras | To: General Maintenance Technician<br>From: N.S. Driver | Reclass | 12 | 100 | 262 | B | $5,878.00 | 04/06/26 | Gen - Routine Maintenance | RP |
| Ariadne B. Garcia | To: Direct Intense Behavior Support Paraeducator<br>From: Paraeducator - Special Education | Reclass | 11 | 75 | 237 | B | $4,308.00 | 04/01/26 | Gen - SpEd | NP |
| Raelissa R. Gonzalez | To: Paraeducator - Special Education<br>From: Supervision Aide/Noon Aide | Reclass | 11 | 37.5 | 231 | B | $4,000.00 | 04/24/26 | Gen - SpEd | RP |
| Tony E. Fagundes | To: Temporary HVAC-R Technician II<br>From: General Maintenance Technician | Temp Reclass | 12 | 100 | 269 | E | $7,080.00 | 4/6/2026 - 04/30/26 | Gen - Routine Maintenance | RP |
| Mario J. Botelho | To: Temporary Custodian Senior, Elementary<br>From: Custodian | Temp Reclass | 12 | 100 | 242 | D | $5,060.00 | 03/09/26 - 04/17/26 | Gen - Unrestricted | RP |
| Denisse A. Holguin Acosta | To: Temporary N.S. Lead I<br>From: N.S. Assistant III | Temp Reclass | 11 | 87.5 | 224 | C | $3,852.00 | 03/02/26, 03/06/26 - 03/13/26, 03/16/26 - 03/17/26 | Cafe - Nutrition | RP |

NP - New Position
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**Norwalk-La Mirada Unified School District**
**Division of Human Resources**
**Personnel Report - Employee Change Actions**
**April 27, 2026**

| Name | Position | Action | Mths | % | Scale/ Range | Step | Rate | Effective Date | Funding | Type |
|---|---|---|---|---|---|---|---|---|---|---|
| Brandelia Marquez | To: Temporary Coordinator, Migrant Education<br>From: Bilingual Migrant Education Categorical Technician | Temp Reclass | 12 | 100 | 24 | A | $13,791.00 | 02/23/26 - 06/30/26 | Gen - ELO Grant | RP |
| Frank L. Medina | To: Temporary Supervisor, Maintenance & Operations<br>From: Administration Senior Custodian | Temp Reclass | 12 | 100 | 660 | A | $9,045.00 | 04/01/26 - 04/30/26 | Gen - Unrestricted | RP |
| Kyle R. Nault | To: Temporary Assistant Principal, Middle School<br>From: Dean of Students, Secondary | Temp Reclass | 11 | 100 | 55 | A | $12,271.00 | 03/10/26 - TBD | Gen - Unrestricted | RP |

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**Norwalk-La Mirada Unified School District**
**Division of Human Resources**
**Personnel Report - Leaves and Separations**
**April 27, 2026**

| Name | Position | Action | Effective Date |
|---|---|---|---|
| Lisette M. Garcia | Program Administrator, Special Education | Personal Leave Without Pay | 04/04/26 - 06/03/26 |
| Savannah L. Abril Ruiz | Attendance Clerk Junior | Resignation | 04/01/26 |
| Gilbert A. Arroyo | Student Worker - Cafeteria | Resignation | 03/11/26 |
| Adriana M. Cisneros | Expanded Learning Aide | Resignation | 06/05/25 |
| Veronica Flores | Substitute Nutrition Services Group | Resignation | 03/18/26 |
| Liliana A. Garcia | Supervision Aide/Noon Aide | Resignation | 04/02/26 |
| Rosemary Herrera | AVID Tutor | Resignation | 03/12/26 |
| Christaan R. Martinez | HVAC-R Technician II | Resignation | 03/27/26 |
| Thasha V. Medina Caban | Paraeducator - Special Education | Resignation | 04/10/26 |
| Vanessa R. Moreno | Child Care Teacher I | Resignation | 03/27/26 |
| Andrea M. Mundy | Paraeducator - Special Education | Resignation | 03/27/26 |
| Janeen M. Ramos | Walk-On Coach/Pep Squad | Resignation | 03/16/26 |
| Eddy Robleto | N.S. Assistant III | Resignation | 03/16/26 |
| Marco A. Sanchez | Director, Curriculum, Instruction, & Assessment K-12 | Resignation | 06/30/26 |
| Phillip Sanchez | Principal, Middle School | Resignation | 06/30/26 |
| Bobbi A. Terrell | Probationary 1st Year Teacher | Resignation | 04/12/26 |
| Evelin Villazano | N.S. Assistant III | Resignation | 03/27/26 |
| Patzy Zamora Hinojosa | Clerk Typist Jr. Bilingual | Resignation | 03/12/26 |
| Alfredo Guerra | Bus Driver | Retirement | 03/25/26 |
| Daniel Altamirano | Substitute Nutrition Services Group | Termination | 04/16/26 |
| Eddie Alvarez | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Agustin Alvarez Jr | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Shawn K. Armstrong | Substitute Maintenance and Operations Group | Termination | 04/16/26 |

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**Norwalk-La Mirada Unified School District**
**Division of Human Resources**
**Personnel Report - Leaves and Separations**
**April 27, 2026**

| Name | Position | Action | Effective Date |
|---|---|---|---|
| Laura M. Arteaga | Substitute Clerical Group | Termination | 04/16/26 |
| Gerardo Avalos | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Maira G. Barragan | Substitute Clerical Group | Termination | 04/16/26 |
| Lisseth Barrera | Substitute Expanded Learning Aide | Termination | 04/16/26 |
| Alexies C. Bautista | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Natalie L. Bejerano | Substitute Nutrition Services Group | Termination | 04/16/26 |
| Justine A. Bissett | Substitute Paraeducator Group | Termination | 04/16/26 |
| Marvin K. Bragg Jr | Substitute Security Assistant | Termination | 04/16/26 |
| Deborah M. Brown | Substitute Paraeducator Group | Termination | 04/16/26 |
| Audrey B. Candelario | Substitute Paraeducator - Preschool | Termination | 04/16/26 |
| Daisy G. Cardenas | Substitute Clerical Group | Termination | 04/16/26 |
| Adrian J. Castellanos Moreno | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Jose L. Castillo | Substitute Expanded Learning Site Leader - Elementary | Termination | 04/16/26 |
| Patricia Castorena | Substitute Nutrition Services Group | Termination | 04/16/26 |
| Casey P. Chattle | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Raul Chavez | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Martha L. Chirino | Substitute Paraeducator - Preschool | Termination | 04/16/26 |
| Aryanna N. Correa | Substitute Paraeducator Group | Termination | 04/16/26 |
| Virgilio M. Correia | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Joseph A. Cruz | Substitute Nutrition Services Group | Termination | 04/16/26 |
| Emanuel David | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Maria S. Dela Cruz-Cayas | Substitute Clerical Group | Termination | 04/16/26 |
| Marcia L. Denton | Substitute Nutrition Services Group | Termination | 04/16/26 |

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**Norwalk-La Mirada Unified School District**
**Division of Human Resources**
**Personnel Report - Leaves and Separations**
**April 27, 2026**

| Name | Position | Action | Effective Date |
|---|---|---|---|
| Laurette A. Dowling | Substitute Clerical Group | Termination | 04/16/26 |
| Remy A. Dupart | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Raul A. Escalera | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Christina J. Espinoza | Substitute Clerical Group | Termination | 04/16/26 |
| Rachael Fatout | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Mario Frias Mendoza | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Jose Gaeta | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Andrew M. Garcia | Substitute Nutrition Services Group | Termination | 04/16/26 |
| Alejandro Gastelum | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Pattie J. Gillam | Substitute Clerical Group | Termination | 04/16/26 |
| Ines Goncalves | Substitute Nutrition Services Group | Termination | 04/16/26 |
| Stephanie L. Gonzalez | Substitute Clerical Group | Termination | 04/16/26 |
| Mark C. Grimm | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Bianca P. Guerrero | Substitute Clerical Group | Termination | 04/16/26 |
| Tony Guerrero | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Vanessa C. Guerrero | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Lori A. Holland | Substitute Multi-Media Support Clerk | Termination | 04/16/26 |
| Esperanza R. Jimenez | Substitute Clerical Group | Termination | 04/16/26 |
| Alanah P. Jones | Student Worker - Cafeteria | Resignation | 01/20/26 |
| Michelle R. Juarez | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Janet Kulnapermsiri | Substitute Clerical Group | Termination | 04/16/26 |
| Jill K. Lamb | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Janelle M. Ledezma | Substitute Nutrition Services Group | Termination | 04/16/26 |

NP - New Position
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**Norwalk-La Mirada Unified School District**
**Division of Human Resources**
**Personnel Report - Leaves and Separations**
**April 27, 2026**

| Name | Position | Action | Effective Date |
|---|---|---|---|
| Vicki M. Linta | Substitute Expanded Learning Site Leader - Elementary | Termination | 04/16/26 |
| Mychael L. Lopez | Substitute Expanded Learning Site Leader - Elementary | Termination | 04/16/26 |
| Samantha Lopez | Substitute Expanded Learning Aide | Termination | 04/16/26 |
| Yasmin Lozano | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Matthew E. Lujan | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Nina M. Luna | Substitute Paraeducator Group | Termination | 04/16/26 |
| Darlene P. Maes | Substitute Clerical Group | Termination | 04/16/26 |
| Arturo M. Martinez | C.K. Assistant | Termination | 03/13/26 |
| Samantha K. Mendez | Substitute Nutrition Services Group | Termination | 04/16/26 |
| Cindy L. Mendoza | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Timothy R. Mora | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Omar Morales | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Jose M. Moreno | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Jocelyn A. Mota | Substitute Paraeducator Group | Termination | 04/16/26 |
| German Nunez | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Stella Ortega | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Indira A. Ortiz Medina | Substitute Expanded Learning Site Leader - Elementary | Termination | 04/16/26 |
| Jessica A. Padilla | Substitute Paraeducator Group | Termination | 04/16/26 |
| Christina M. Palma | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Elvira D. Perez | Substitute Paraeducator - Preschool | Termination | 04/16/26 |
| Valeria R. Perez | Substitute Expanded Learning Site Leader - Elementary | Termination | 04/16/26 |
| Araceli Perez Torres | Substitute Paraeducator - Preschool | Termination | 04/16/26 |
| Therese M. Picchi | Substitute Clerical Group | Termination | 04/16/26 |

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**Norwalk-La Mirada Unified School District**
**Division of Human Resources**
**Personnel Report - Leaves and Separations**
**April 27, 2026**

| Name | Position | Action | Effective Date |
|---|---|---|---|
| David Quintero | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Rebecca E. Quiroa | Substitute Elementary Student Support Specialist | Termination | 04/16/26 |
| Trevor D. Raley | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Gehna M. Rami | Substitute Paraeducator - Preschool | Termination | 04/16/26 |
| Kayle M. Reed | Substitute Clerical Group | Termination | 04/16/26 |
| Robert R. Rios | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Briana V. Robalino-Calderon | Substitute Clerical Group | Termination | 04/16/26 |
| Darissy Rodas Martinez | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Luis F. Rodezno Chicas | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Rigoberto A. Rodriguez | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Kevin A. Romero | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Darya Ronsal | Substitute Paraeducator - Preschool | Termination | 04/16/26 |
| Isabel M. Ruezga | Substitute Fiscal Control Technician/Secretary | Termination | 04/16/26 |
| Lizandra Salazar | Substitute Clerical Group | Termination | 04/16/26 |
| Justin A. Salinas Jr | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Anthony V. Silva | Substitute Maintenance and Operations Group | Termination | 04/16/26 |
| Gagandeep Singh | Substitute Elementary Student Support Specialist | Termination | 04/16/26 |
| Andrew R. Solis | Substitute Expanded Learning Aide | Termination | 04/16/26 |
| Maria I. Solorio | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Andrew P. Squire | Substitute Paraeducator Group | Termination | 04/16/26 |
| Jillian M. Tarbet | Substitute Clerical Group | Termination | 04/16/26 |
| Steven Tataje | Substitute Teacher | Termination | 03/06/26 |
| Jennifer Valdez | Substitute Nutrition Services Group | Termination | 04/16/26 |

# Norwalk-La Mirada Unified School District
## Division of Human Resources
## Personnel Report - Leaves and Separations
## April 27, 2026

| Name | Position | Action | Effective Date |
|---|---|---|---|
| Stephanie Valverde | Substitute Clerical Group | Termination | 04/16/26 |
| Bridgette Vega | Substitute Bus Driver | Termination | 04/16/26 |
| Jennifer Velasco Santamaria | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Leslie Vielmas | Substitute Expanded Learning Aide | Termination | 04/16/26 |
| Nancy Vogt | Substitute Supervision Aide/Noon Aide | Termination | 04/16/26 |
| Zineb Wang | Substitute Paraeducator - Preschool | Termination | 04/16/26 |

NP - New Position
RP - Replacement
IP - Increase Pool

# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
# AND THE
# CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #404
# 2025-2026 SCHOOL YEAR | TENTATIVE AGREEMENT

| Increase to Wages for All Bargaining Unit Members | |
|---|---|
| **On-Schedule/Ongoing**<br><br>**For the 2025-2026 school year, retroactive to July 1, 2025, or an employee's start date in the 2025-2026 school year, the Norwalk-La Mirada Unified School District and the California School Employees Association and Its Chapter #404 agree to an increase in the amount of 2.3% to all Monthly and Hourly Salary Schedules, Bilingual Stipend, Hygiene Stipend, and Chains Stipends.** | **2.3%**<br>**(Retroactive to July 1, 2025)** |
| **Including Master Agreement article(s) language items as denoted in subsequent pages.** | |
| **This tentative agreement concludes all negotiation items inclusive of salary and health & welfare benefits for the 2025-2026 school year.** | |

**FOR THE DISTRICT (NLMUSD):**

3-12-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3-12-26

Martha Jauregui — Date
President, CSEA Chapter 404

**FOR THE ASSOCIATION (CSEA):**

Breanna Koehler 3/19/26

Breanna Khoeler — Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# AND

# CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
# (CSEA CHAPTER 404)

# MASTER AGREEMENT

## JULY 1, 2022~~2~~5 – JUNE 30, 2028~~5~~

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## ARTICLE I – AGREEMENT

A. This agreement shall constitute a full and complete commitment between both parties and shall become effective on July 1, 2025~~2~~, and shall continue in effect through June 30, 2028~~5~~. During the term of this Agreement, the California School Employees Association, (CSEA) Chapter 404 and the Governing Board of the Norwalk-La Mirada Unified School District, (District) expressly waive and relinquish the right to meet and negotiate with respect to any subject or matters whether referred to or covered in this Agreement, even though such subject or matters may not have been within the knowledge or contemplation of either or both the District and CSEA at the time they met and negotiated on and executed the Agreement. However, nothing shall preclude reopening on any subject/article with the approval of both parties. TA: 11/04/25

B. The parties agree to meet for the purpose of negotiations annually. For 2026-2027 and 2027-2028, each party will have three (3) openers in addition to salary, health and welfare benefits, and calendar.

C. Within thirty (30) days after all proofreading has been accomplished and ratification of this Agreement by CSEA and the District has occurred, the District shall print and provide the Association with two-hundred (200) copies of the Agreement at no cost to CSEA. The most current Agreement shall be posted on the District website, available to download, and emailed to all current classified employees after final Board approval.

D. Monthly lists of new employees shall be provided to the CSEA Treasurer.

E. The Division of Human Resources shall provide new employees with a digital copy of the most current Master Agreement upon date of hire at no cost to the employee or CSEA.

F. The District shall provide twenty-five (25) smaller versions of the Agreement to the Chapter President.

## ARTICLE II - RECOGNITION

A. The District recognizes CSEA as the exclusive bargaining representation for the following employees in Appendix A of this Agreement.

B. Excluded from the bargaining unit are the positions found in management, supervisory, confidential, substitute, short-term, playground, apprentice and professional experts employed on a temporary basis for a specific project regardless of length of employment, full-time students employed part-time and part-time students employed part-time in any college work study programs, and Student Youth Employment Program Employees.

C. In the event that positions are established by the Board of Education which reflect job titles not covered in Section A and B above, and CSEA does not agree with the Board's designation as to inclusion in or exclusion from the recognized bargaining unit, an appeal may be made to the Public Employment Relations Board for review and final decision.

D. Included in the bargaining unit are the following groups: (For specific job titles, refer to APPENDIX A, Salary Schedule)

- ACCOUNTING GROUP
- ADULT EDUCATION/ PARAEDUCATOR GROUP
- NUTRITION SERVICES GROUP
- CLERICAL GROUP
- CUSTODIAL GROUP
- ITS INTEGRATED TECHNOLOGY SERVICES GROUP
- GROUNDS GROUP
- GYM ATTENDANT GROUP
- MAINTENANCE GROUP
- PARAEDUCATOR GROUP (PRE K-12)
- PUBLICATIONS GROUP
- PURCHASING GROUP
- SCHOOL AGED CHILD CARE GROUP
- SECRETARIAL GROUP
- SECURITY GROUP
- SPECIAL EDUCATION GROUP
- SUPERVISION AIDE/NOON AIDE GROUP
- TRANSPORTATION GROUP
- WAREHOUSE GROUP

## ARTICLE III – ASSOCIATION RIGHTS

A. Authorized CSEA Representatives shall, in accordance with the conditions noted herein, have the right to receive reasonable periods of released time without loss of compensation for the purpose of investigating and processing grievances beyond Step 2 Formal Level A. One (1), or two (2) representative(s) may investigate and process grievances. Prior to being released to serve in this capacity approval from the immediate supervisor must be obtained a minimum of twenty-four (24) hours in advance unless a safety issue arises or life-threatening emergency. The time line includes two (2) working days regardless of shift, with the first (1st) day of a two (2) day time line beginning the day after the notice is served. If one (1) representative is unable to serve, nothing will preclude another representative from serving or getting an extension of the time line upon request. Upon arriving at a work site, the CSEA representative(s) shall first report to the office of the site administrator supervisor to announce his or her or their presence and the intended purpose and length of visit. CSEA shall send to the District a written list of all authorized CSEA representatives, which shall be kept current by CSEA. Access to work locations will only be granted to CSEA representatives on the current list. Contacts with individual employees concerning CSEA business shall be restricted to non-working hours (lunch time, break time, before or after work). Contacts with individual employees shall not interfere with nor interrupt normal District or campus operations. Advance notification of such contacts should be given to the Superintendent or his/her designee whenever possible.

B. CSEA shall have reasonable access in the District for the posting or transmission of CSEA material. Any material to be distributed or posted must not be slanderous, libelous, obscene, or hold any individual to ridicule. It must be dated and must identify the person and organization responsible for its content and distribution.

C. CSEA shall have the right to post notices of CSEA concern on District designated employee organization bulletin boards which shall be placed in areas frequented by employees in the bargaining unit. CSEA shall provide to the District one (1) extra copy of the material no less than one (1) workday before it is to be posted. Mail delivered by CSEA to any work location will be given to the designated CSEA person for distribution. CSEA will provide the District a list of designated persons by July 15 of each year.

D. The District shall provide to the CSEA President at no cost to CSEA:

   1. A semiannual list of names, classifications and work locations of all employees in the unit.

   2. A semiannual list of names and address of employees in the unit if not specifically restricted by an employee in writing.

   3. Labels of names and work locations of all employees in the bargaining unit, when needed for CSEA business.

4. An updated, monthly list of existing and recently vacated jobs and location of jobs.

5. By May 20th of each year, the District will provide CSEA with a list of the employees selected for Summer School.

E. CSEA may use District facilities for local chapter meeting in compliance with District rules and regulations governing the use of such facilities.

F. An employee of the District may be represented by another employee or a CSEA representative(s) at any-meeting where disciplinary action will be discussed. When disciplinary action is contemplated, the supervisor will so inform the employee at least thirty-six (36) hours in written form prior to the start of the meeting, unless circumstances indicate that a threat to the safety of the employee or other employees, students or staff, property, equipment or materials exists. The meeting may be held earlier at the request of the employee. The time line includes three (3) working days regardless of shift with the first (1st) day of a three (3) day time line beginning the day after the notice is served.

G. The District will provide release time as needed to employees within this bargaining unit for the purpose of conducting CSEA business.

H. The District will provide a substitute for the CSEA President or designee two (2) days per week.

I. The District will provide the two (2) CSEA representatives sitting on the Superintendent's Cabinet release time to attend Cabinet meetings.

J. The District will provide release time for one (1) crew member and one (1) high school custodian selected by CSEA to attend monthly CSEA Chapter Meeting(s).

## ARTICLE IV – DISTRICT RIGHTS

A. It is understood and agreed that the District retains all its powers and authority to direct manage and control to the full extent of the law.

B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with law.

## ARTICLE V – DEFINITIONS

A. Additional/Extra Hours - Hours worked over and above the regularly scheduled daily hours up to eight (8) hours.

B. Agreement or Master Agreement - Contractual agreement stating the rights, responsibilities, and working conditions for a designated, negotiated time period.

C. Association and/or CSEA - California School Employees Association.

D. Bargaining Unit - Employees represented by CSEA as listed in Article II, D.

E. Board of Education or Board - Duly-elected Governing Board of the Norwalk-La Mirada Unified School District.

F. Business Day/Working Day - Calendar days exclusive of Saturday, Sunday, legal, and local holidays that the District Office of the Norwalk-La Mirada Unified School District is open for business. As used in this section, business days/working days start the day following the receiving, issuing, or conference regarding any grievance.

G. Classification - Each position in the classified service shall have a designated title, a regular minimum number of assigned hours per day, days per week, and months per year; a specific statement of the duties required to be performed by the employees in each position, and the regular monthly salary ranges for each such position.

H. Compensatory (Comp) Time - Time off duty or assignment, in lieu of Overtime, at 1 ½ times the employee's regular rate of pay.

I. Department - Groupings of classifications.

J. District - The Norwalk-La Mirada Unified School District.

K. Grievance - Formal written allegation by a grievant and or CSEA that has been adversely affected by a violation of the specific provisions of this Agreement. The grievance forms are available in the Division of Human Resources.

L. Grievant - CSEA or any employee of the District covered by the items of this Agreement who initiates a grievance pursuant to Article XVII, Grievance Procedure.

M. Immediate Family - defined as follows:

| | | | | |
|---|---|---|---|---|
| Aunt | Brother | Brother-in-law | Daughter | Daughter-in-law |
| Father | Father-in-law | Grandchild | Grandfather | Grandmother |
| Mother | Mother-in-law | Nephew | Niece | Stepparents |

Sister Sister-in-law Son Son-in-law Spouse
Stepchild Uncle

of the employee or spouse, registered domestic partner of the employee or any relative or person living in the immediate household of the employee.

N. Immediate Supervisor - Supervisor outside of the bargaining unit who has immediate jurisdiction over the employee.

O. LRR - Labor Relations Representative from CSEA field office.

P. Length of Service - Determined by date of hire in a probationary status.

Q. Negotiated in Good Faith - A sincere and honest effort on the part of each party to reach agreement.

R. PERB - Public Employment Relations Board

S. PERS or CalPERS - California Public Employees Retirement System for school and state employees.

T. Permanent Employee - A regular employee who successfully completes an initial six (6) month probationary period.

U. Personnel File - Shall refer to evaluations, and all written materials, regarding performance, which have been signed by the employee and properly processed, as defined in Article XVI, referring to an employee's performance and affecting the status of their employment. All personnel files shall be kept confidential and maintained in the Division of Human Resources.

V. Probationary Employee - A regular employee who will become permanent upon completion of a prescribed six (6) month probationary period.

W. Regular Rate of Pay - An employee's base pay plus longevity increments.

X. Seniority - Total length of service that a regular employee has been employed by Norwalk-La Mirada Unified School District and shall include time in class plus time in a higher class.

Y. Shift - A scheduled period of work or duty within a twenty- four (24) hour period.

Z. Site - An employee's assigned work location in a district division/school, where an employee normally reports to start his/her work shift.

AA. Short Term Employee – A person employed to perform a service for the District, upon completion of which, the service required or similar services will not be extended or needed on

a continuing basis not to exceed 75% of the school year, defined as one hundred ninety-five working days (195) in accordance with Ed Code 45103.

BB. Substitute Employee - Not covered by the CSEA Master Agreement.

CC. Sunshine - Public presentation of proposal shall be presented at Board of Education meeting and thereafter shall be public record (Govt. Code 3547).

DD. Tentative Agreement - When agreement is reached on the proposed successor agreement, it will be known as a Tentative Agreement and signed by the Chief Negotiator of CSEA and the Chief Negotiator of the District.

EE. Unit member - A classified employee who is a member of the appropriate unit as defined in Article II, Recognition and/or Appendix A, Salary Schedule.

## ARTICLE VI – CONTINUANCE OF WORK

A. The California School Employees Association (CSEA) recognizes the duty and obligations of its representatives to comply with the provisions of this Agreement and to make every effort toward inducing all members to do so. It is agreed and understood that there will be no strike, work stoppage, slow-down, picketing during the employee's work hours, or refusal or failure to fully and faithfully perform job functions and responsibilities or other interference with the operations of the District by CSEA or its officers, agents, or unit members during the term of this Agreement.

B. Any unit member, who fails for any reason to fully perform his/her assigned duties and responsibilities or attempts to interfere with the assigned duties and responsibilities of other District employees or to interfere with the operation of the District, shall be in direct violation of this Agreement.

C. The District agrees not to lock out unit members.

## ARTICLE VII – ORGANIZATIONAL SECURITY

CSEA shall have the sole and exclusive right to have membership dues deducted from employees in the bargaining unit by the District.

All bargaining unit employees, shall either become a member of CSEA or a unit member who declines to become a member of CSEA.

### A. DUES DEDUCTION

Bargaining unit employees may make their payment of dues by payroll deduction or by paying dues directly to CSEA.

1. Any member of the bargaining unit who is a member of CSEA or who has applied for CSEA membership, may sign and deliver to the District an assignment form authorizing deduction of CSEA membership dues. Such authorization for payroll deductions for payment of membership dues shall continue in effect until CSEA notifies the District in writing to stop the deduction.

2. District shall refer all employee questions about CSEA or dues to the CSEA President and Labor Relations Representative.

### B. NEW EMPLOYEES

Deduction for members of the bargaining unit who commence duties after the beginning of the school year and, therefore, are not subject to deductions until after the beginning of the school year, shall be prorated to the number of school months during the school year in which he/she is a member of CSEA. Dues deductions for new CSEA members will commence at the end of the first (1st) full month of work.

### C. TRANSMITTAL OF DUES

1. District Responsibilities

   a. Dues withheld by the District shall be transmitted to CSEA at the address specified in writing by CSEA for receipt of such funds. The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing fifteen (15) workdays or more after such submission.

### D. MEMBERSHIP INFORMATION

The District shall take all reasonable steps to safeguard the privacy of CSEA members' personal information.

## E. LIABILITY

CSEA shall indemnify and defend the District to the fullest extent of the law pursuant to California Government Code section 1157.12 for any claims and legal actions made by the employee against the District for deductions made from payroll in reliance on CSEA's certification requesting a deduction or reduction from the employee's wage. CSEA shall pay all legal fees and legal costs the District may incur defending against any court action and/or administrative action pertaining to deduction or reduction from the employee's wage. The District shall promptly notify CSEA of any such claim or legal action. CSEA shall have the exclusive right to determine whether any such action shall be compromised, resisted, defended, tried, or appealed.

## ARTICLE VIII - JOB NOTIFICATION

A. When a newly created job is being considered or when job descriptions are revised, the District shall notify CSEA. The District and CSEA shall come to an agreement within thirty (30) days on revised job notices and thirty (30) days on duties, classification, and salary prior to creation of a new position. Revised job notices shall state "Revised". Verbal changes are not valid. Until a CSEA officer acknowledges in writing the receipt of the document the thirty (30) day timeline shall not start. The CSEA officer will respond with a written receipt immediately upon arrival of document. If no response or changes are submitted within the timeframe, the initial job notification proposal will be deemed approved and final.

B. Job vacancies or new positions shall be offered to the most qualified candidate for each vacant position. Individuals on a reemployment list for an affected position shall be offered a vacancy before it is opened to current employees or outside applicants.

   1. All vacant positions shall first be opened to qualified permanent employees through the interview process.

   2. When no qualified permanent employee is recommended for the position, then the position shall be opened to all other qualified applicants inside or outside the District.

   3. When two (2) or more permanent employees are equal in the process, the most senior employee shall be offered the position.

   4. Job notices for a senior level position shall require three (3) years of experience in a like group within the District, and can only be filled by a permanent employee, unless there are no qualified applicants who apply. In this scenario, District will inform CSEA President and then adjust the requirement to one (1) year experience in a like group for a mutually agreed upon specific time period. These positions shall include Head of Plant, Nutrition Services Cafeteria Lead III, Plant Protection Officer, Head Bus Driver, Crew Leader, and Senior Custodian.

C. Notices of job vacancies shall be posted for all candidates. All job notices shall be sent by the Division of Human Resources to the President of CSEA.

D. The District's website shall be updated as positions become available and can be accessed on the Internet at www.nlmusd.org. Classified employees interested in positions during the summer or during alternative calendar breaks shall check the District website for openings and apply.

E. All notices regarding job vacancies shall be emailed in a timely manner to all sites/department at least five (5) working days prior to closing date; and before winter and spring break.

F. Whenever a test is required whether it be written, oral or practical application, it shall be announced on the Job Notice.

G. All tests shall either be purchased from a certified testing agency or testing instruments developed by the Assistant Superintendent of Human Resources or his/her designee, Supervisor/Department head or designee, and a CSEA unit member from the job classification who shall be approved by the CSEA President.

H. All tests shall be kept under a locked security environment in the Division of Human Resources.

I. All testing dates, time, and place shall be communicated to applicants to be interviewed by telephone and email. The District shall make a good faith effort to provide applicants with this notice no less than three (3) working days prior to the date of the test.

J. Applicants shall sign in when taking a test and the proctor administering the test will log the start and completion of the test.

K. The applicant's test scores shall be made available to the applicant upon request. Also, upon request the span of final scores, for passing tests, shall be given to any applicant.

L. Applicants may contact the Division of Human Resources and schedule an appointment for general feedback regarding the questions they missed.

M. Interviews

1. A minimum of two (2) qualified applicants shall be required prior to the commencement of any interview process for all vacant positions unless mutually agreed upon by the Assistant Superintendent of Human Resources or his/her designee and the CSEA President or his/her designee.
    a. In the event that a candidate who is scheduled to interview cancels or fails to attend, the hiring panel may proceed with the recruitment process. The CSEA President must be notified by email at the time of interviews.

2. Interviewees should be notified of the date, time, and place that the interview shall be held at least two (2) working days prior to interview date.

3. Interviews shall be conducted by a panel approved by the Division of Human Resources and a CSEA representative appointed or approved by the CSEA President.

4. The CSEA President shall be notified of all interview dates. The CSEA President shall be notified two (2) working days prior to the interview that a CSEA employee is needed to serve on an interview panel.

5. The unit person selected and approved by the CSEA President, for the panel should be a person that shall work with the new hire unless there are special circumstances that this

procedure cannot be followed and must be communicated to the ~~Division of~~ Coordinator, Human Resources. TA: 11/04/25 The CSEA President must approve all classified employee representative alternates in the event of an emergency.

6. The final selection shall be forwarded to the Division of Human Resources.

N. Employees who have applied, interviewed, and are not selected for positions are to be sent a letter of regret within five (5) working days or no longer than (10) ten working days from when the selection was made. Internal applicants who are selected for a position shall be notified of their selection as soon as possible.

O. A permanent employee who applies for a position but will not be interviewed, shall be notified in writing or by phone by the Division of Human Resources prior to the interview and given the reason upon request.

P. Employees who have applied for positions and were not selected are entitled to request a conference with an administrator of the Division of Human Resources and hear verbally why they were not selected and/or ways they may improve their competitiveness for future positions.

Q. Any employee who drives a district vehicle must submit to a pre-employment drug/alcohol test as well as post-accident testing.

## ARTICLE IX - HOURS

A. The length of the workday and work shift shall be designated by the District for each unit member in accordance with the provisions set forth in this Agreement.

   1. Whenever the length of the workday and work shift or scheduled work hours are to be changed on a permanent basis, the employee and the CSEA President must be notified thirty (30) days prior to the change.
   2. If permanent change(s) to the unit member's schedule results in reduction of hours, work shift, and/or workdays, CSEA reserves the right to negotiate the decision and effects and impact of such change.
   3. An employee shall when possible be notified five (5) working days in advance on a Staff Development student free and/or a training/conference day when training may necessitate a change in working hours.

B. The regular workweek for a full-time employee shall be forty (40) hours of work within a period of not more than five (5) consecutive days. The regular work week of a part-time employee shall be less than forty (40) hours. A full-time workday shall consist of eight (8) hours of work.

C. Four (4) Consecutive Day Work-week for a full-time employee shall consist of a ten (10) hours-per-day, forty (40) hour, four (4) consecutive-day work-week for all, or certain classes of employees, or for employees within a class when, by reason of the work location and duties actually performed by such employees, their services are not required for a work-week of five (5) consecutive days, provided the establishment of such a work-week has the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through CSEA.

D. Nine (9) Hour-Per-Day, Eighty (80) hour-per-two Week Work Schedule for a full-time employee shall consist of nine (9) workdays, eight (8) of which shall be nine (9) hour days, and one of which shall be an eight (8) hour day provided the establishment of such a work schedule has the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through CSEA.

E. Any employee who is reassigned from a normal work-week of five (5) consecutive days, eight (8) hours per day, or is assigned to work a schedule of four (4) days per week, ten (10) hours per day or nine (9) hours per day, eighty (80) hours per two (2) weeks, shall not suffer any loss of overtime privileges, sick days, vacation days, or holidays as provided in the current agreement or Ed. Code.

F. Clerk Typist Juniors, Elementary, Middle School and High School secretaries shall be advised of their required workdays in July and August no later than the preceding June 1. Changes in the schedule shall be made only by mutual consent of the supervisor and the employee.

   1. Elementary secretary shall be an eleven (11) month position.

2. Clerk Typist Juniors shall be a ten (10) month position.

G. Health Care Support Providers are one hundred eighty-one (181) day employees. Department administrator will decide how the one (1) training day is to be used. The training day will consist of an eight (8) hour day for all participants.

H. Nutrition Services Cafeteria Leads, Central Kitchen Assistant Leads, Central Kitchen Assistants, and Nutrition Services Drivers are one hundred eighty-one (181) day employees. ~~Department administrator will decide how the one (1) training day is to be used~~. The workday prior to the first day of school shall be a regular workday for preparation. ~~The training day will consist of an eight (8) hour day for all participants.~~ TA: 11/04/25

I. Licensed Vocational Nurses are one hundred eighty-two (182) day employees. One (1) workday will be added the workday immediately prior to the first day of student return to campus in the regular school year. One (1) workday will be added during an elementary, middle, or high school non-student day not currently identified as a workday for the employee(s), as identified by the Department supervisor(s). The additional days will be for the same number of hours they work per their daily regular shift.

J. **LUNCH PERIOD**

1. Employees who work four (4) hours or more per day shall be granted and shall take an unpaid, uninterrupted meal period of not less than thirty (30) minutes to be scheduled approximately at the halfway point on their work schedule. When an employee's lunch break is interrupted for job-related purposes, compensatory time off or overtime pay will be granted, as determined by management.

2. When a work period of not more than six (6) hours will complete the day's work, a meal period may be waived by mutual consent of the employee and his/her immediate supervisor.

K. **REST PERIOD**

1. All employees shall be entitled to a paid, uninterrupted rest period of fifteen (15) minutes for every four (4) consecutive hours of work or major fraction thereof at times approved by the immediate supervisor. Rest periods should not be scheduled during the first or last hour of the workday, unless approved by the immediate supervisor.

2. All employees having a workday of less than four (4) hours shall not be entitled to a rest period.

3. All employees who work six (6) hours or more a day shall be granted two (2) daily fifteen (15) minute rest periods.

4. Rest period are non-accumulative time periods. Rest periods will be scheduled by management.

## L. ADDITIONAL/EXTRA TIME HOURS FOR NON-EIGHT (8) HOUR EMPLOYEES

1. Whenever additional/extra time hours of work are available at a site, they shall be distributed, by seniority and rotated on an ongoing basis, to the employees within the same job classification at the site first, providing that the additional hours do not necessitate overtime.

2. When no employee at the site wishes the additional/extra time hours, the hours shall be offered to other employees within the bargaining unit.

3. Additional/extra time hours, when mutually agreed upon, can be used as time off in lieu of payment.

4. An employee shall record approved earned additional extra time hours on a District approved "Additional/Extra Time Record" form. This form is to be given to the supervisor. The form is to be signed by both employee and supervisor and a copy given to the employee.

5. An accurate, approved record shall be kept by the supervisor or designee on all additional/extra time earned, used, and balance available on each employee. Their record of additional/extra time must be kept in a log and the log must be made available upon request by the employee. Records in the log must be kept for three (3) years.

## M. SUMMER SCHOOL HOURS

1. When it is determined by the District that summer school shall be offered, the Division of Human Resources will advertise all bargaining unit job opportunities to the bargaining unit members only. A job notice shall be issued to include job classification, work location, and the number of hours to be worked per day.

2. No District employee shall work more than two (2) consecutive years unless (1) there is an insufficient number of employees who apply within the employee's same classification; (2) an employee applies and accepts an assignment to work with a specific Special Education student.

    a. Special Education Staff, including Paraeducators – Special Education, Health Care Support Providers, and Direct Intense Behavior Support Paraeducators (DIBS), assigned to work with a specific special education student during the regular school year, will have priority to work every summer with their student if they apply and elect to work.

3. The Division of Human Resources shall distribute application forms to all unit members by March 1st of each year. Applications shall be returned to the Division of Human Resources by March 15th.

4. The Division of Human Resources shall make summer school selections from qualified applicants within a classification.

5. When there are no qualified applicants in the desired classification, the Division of Human Resources may hire any other qualified unit member from another classification.

6. Selected applicants working in the same classification as during the regular school year shall receive their same rate of pay.

7. Selected applicants working out of their classification shall be paid at Step B of the classification worked, including longevity, or their regular rate of pay, whichever is greater.

8. The Division of Human Resources shall notify, in writing, those unit members selected and those not selected for employment in summer school assignments on or before May 1st of each year. A list of all members selected for summer employment shall be given to the CSEA President on or before May 20th of each year.

9. Employees shall be paid for any holiday that occurs during the summer school session if they are in paid status the work-day before or the work-day after the holiday.

10. An employee may use earned accumulated sick days, if available, when absent during the summer school session for illness purposes as defined in Article XI-Leaves of Absence. Accumulated sick days are based on the employee's average work hours in the month.

11. Employee Requirement

    a. Unit members shall indicate on the application their specific District assignments during the regular school year. The unit members shall also indicate his/her past experience on the application and indicate the name of the position he/she is seeking or which he/she desires to work.

    b. All unit members must indicate that they will be available for the entire summer assignment as a qualification of employment. Employees who work less than half (1/2) of their entire summer assignment will not be eligible for a summer school assignment the following year unless the employee's absence is Board or administratively approved, or an employee takes a leave of absence under the terms of the parties' Collective Bargaining Agreement.

    c. It shall be the candidate's responsibility to see that the application is complete and in the

Division of Human Resources by the deadline date.

12. When an employee is not selected for a position, he or she may request and shall receive a statement of the reason for not being selected.

## ARTICLE X – WAGES

A. The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Appendix A. The regular rate of pay shall include any longevity increments as found in this Agreement.

B. Employees shall be paid once per month. When the normal pay date falls on a holiday, the warrant shall be issued on the preceding workday.

1. Any error in an employee's earnings shall be corrected as soon as possible, but in no more than five (5) workdays in accordance with Education Code. If Education Code changes, the District will comply with the required timeline.

C. **MILEAGE RATE**

1. Whenever an employee is required by his/her immediate supervisor to use his/her vehicle for District business, the employee is to be reimbursed for mileage.

2. The employee shall be reimbursed not less than the current IRS Mileage Rate or the rate approved by the Board of Education whichever is higher.

D. **TRAINING SESSIONS/CONFERENCES**

1. Employees who receive prior approval and attend training session/conferences during their normal employment hours shall be paid for those normal hours. Employees who attend training session/conferences after their normal employment hours will have the cost of enrollment and materials, if any, of those training session/conferences paid for by the District.

E. **STAFF DEVELOPMENT DAYS**

1. When planned activities are scheduled by site or department for Classified employees on a Staff Development Day, employees are required to attend. Employees, whose site/department has a Staff Development Day and planned activities have not been scheduled to include Classified employees, have the options to work, take a vacation day, if accumulated, take a Personal Business Day (if available), take other Leaves of Absence as appropriate, comp time or take a days deduct.

    a. On any teacher Non-Contract/Student Free Day/ or Student Free Day, a 180-day employee shall be entitled to take a vacation day (if accumulated), comp time, or an unpaid day if the day falls within their scheduled work year. This includes employees who have training dates added to their work-year but work directly with students.

## F. OVERTIME

1. Regular work-week employees whose work-week consist of eight (8) hours per day for five (5) consecutive days shall have any hours in excess of (8) hours per day or forty (40) hours per week defined as overtime. An employee's regular workday begins at the start of their scheduled work shift. Before any employee is scheduled to work other than the regular work-week, the District shall have the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through CSEA.

2. Employees who regularly work less than forty (40) hours per week or less than eight (8) hours per day are paid one and one-half (1 1/2) times their regular rate of pay for any work performed on the sixth (6th) or seventh (7th) day of their week.

3. Employees who are required to work on a holiday designated in this Agreement shall receive the regular pay for the holiday and shall be compensated at the rate of one and one-half (1 1/2) times the regular rate of pay for any time actually worked on the holiday.

4. Employees shall not work overtime unless given direction or authorization to do so by the immediate supervisor.

5. Four (4) consecutive day work-week employees whose work-week consists of ten (10) hours per day for four (4) consecutive days shall have any hours in excess of ten (10) hours per day or forty (40) hours per week defined as overtime.

6. Nine (9) hours per day, eighty (80) hours per two week employees whose work-week consists of nine (9) workdays within a fourteen (14) day period shall have any hours in excess of nine (9) hours on the first eight (8) days defined as overtime and in excess of eight (8) hours on the ninth (9) day defined as overtime. When this schedule is altered, any time the employee works in excess of eighty (80) hours within the fourteen (14) day period, any hours in excess of eighty (80) shall be defined as overtime.

7. For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off or other paid leave of absence shall be considered as time worked by the employee.

## G. DISTRIBUTION OF OVERTIME

1. Overtime shall be distributed to employees by seniority and rotated within the job classification needed for the assignment on an ongoing basis beginning July 1st and ending June 30th, among employees in the bargaining unit at each work site or department. After exhausting all eligible employees within the classification at the site or department, overtime may be offered to employees by seniority, at the site or department, who perform similar and usual duties within their current classification and who possess the appropriate

specialized skills for the needed assignment.

2. When the employee declines the overtime assignment, it first shall be offered to the next employee within the respective classification by seniority at the site until the assignment is filled. After the exhausting all eligible employees within the classification at the site, overtime may be offered to the employees who possess the same specialized skills at the site, by seniority.

3. An employee may be skipped if his/her usual and customary duties and/or specialized skills do not match that of the overtime assignment. In addition, an employee may be skipped in order to maintain workflow of a current project or assignment or when an emergency arises.

4. Declination by an employee in the bargaining unit of any overtime assignment shall not waive his/her right under this section to be offered any subsequent overtime assignment in the ongoing rotation. Employees who decline recurring overtime opportunities shall submit their declination in writing.

5. Employees who cancel an accepted overtime assignment or fail to report to the overtime assignment may be bypassed in the next overtime rotation unless the absence is due to verified industrial accident or bereavement.

6. An accurate record showing hours worked or assignments refused by the employee (designated by "R") shall be kept by the supervisor or designee on all overtime offered. Additional symbols regarding the distribution of overtime shall be established within sites/departments when agreed upon by both employees and supervisor.

    a. Monday through Friday overtime shall be posted on a weekly, rotational ongoing basis, by month, for all classified employees at all work sites and/or departments. Records must be kept for three (3) years.

    b. Saturday, Sunday, and holiday overtime will be posted on a weekly, rotational, ongoing basis, by month, for all classified employees at all work sites and/or departments. Records must be kept for three (3) years.

    c. Any employee who did not report to work for their entire work shift on the Friday prior to the overtime assignment due to illness, industrial accident or days deduct shall be bypassed for weekend or holiday overtime if they are next in rotation.

7. Distribution of Extra Hours/Trip Time for Transportation Employees Licensed to drive commercial motor vehicles per student calendar for Transportation Division.

    a. All of the extra hours/trip time assignments discussed below shall be on a voluntary sign-up basis. Thereafter, any eligible employee who signs-up to receive extra hours/trip time shall be placed equal to the employee with the highest number of extra hours/trip time

(effective as of the date the employee signs up).

b. The following procedures shall be followed for the purpose of assignment of extra hours/trip time for employees qualified to drive District vehicles in the District's Transportation Department.

c. Extra hours/trip time: Any and all hours worked beyond an employee's regularly scheduled workday/week. Extra hours/trip time shall be inclusive of mandatory meetings and training. The calculation of extra hours/trip time shall be made beginning the first official workday for all transportation employees.

d. Assignments shall be rotated based on seniority among those qualified employees who have signed up for extra hours/trip time. Rotation based on seniority shall occur for the first rotation only. Thereafter, employees shall be assigned extra hours/trip time based upon the principle that all extra hours/trip time shall be made as equitable as possible. There shall be no more than 20 hours variance amongst drivers for extra hours/trip time assignments per student calendar.

e. If two (2) employees have equal number of extra hours/trip time worked, they shall be assigned based on seniority.

f. Employees are required to turn in extra hours/trip time for the workweek, every Friday or Sunday if extra hours/trip time is scheduled for that weekend. Employees not complying with the above stated rule shall, after three (3) warnings, be dropped from the extra hours/trip time list for 30 calendar days.

g. The District shall post by the 5th workday of each month a list updating the number of hours worked by individuals who have extra hours/trip time. Extra hours/trip time assignments shall be posted on Wednesday or, when Monday is a holiday, third (3rd) working day for the upcoming week (Monday to Sunday).

h. Refusals of extra hours/trip time shall count as hours worked, provided that employees on jury duty who are assigned extra hours/trip time shall not have such hours/time count as hours worked.

i. When a driver is assigned trips that require him/her to take chains, he/she will be paid an additional stipend of two dollars and fourteen ~~nine~~ cents ($2.14~~09~~) TA: 03/02/26 an hour for the duration of that trip.

## H. OVERTIME COMPENSATION

1. No employee shall work overtime without prior approval of the supervisor. Employees who work overtime shall have the choice of being granted:

a. Pay equal to one and one-half (1 ½) times their regular rate of pay; or

b. Compensatory time off in lieu of paid overtime at the rate of one and one-half (1 ½) times the overtime hours worked. Must be mutually agreed upon by management and the employee.

c. Authorized compensatory time may be accumulated up to, but not exceed, a total of forty (40) actual hours worked at any given time. All accumulated compensatory time must be used within a twelve (12) month period from the date it was earned. Any compensatory time not used during the required period shall be paid as overtime at the rate earned. When both the employee and the supervisor are in agreement, twelve (12) month deadline for using accumulated compensatory time can be extended.

1) An employee shall record approved earned compensatory time on a District approved "Comp. Time Record" form. This form is to be given to the supervisor upon completion. The form is to be signed by both employee and supervisor, a copy given of the employee and earned comp. time is to be recorded in the Comp. Time Log.

2) An employee that wants to take earned comp. time off must fill out a "Time Off Request" form and submit the form to the supervisor. The form is to be presented five (5) days in advance of the requested time off, signed by both employee and supervisor, a copy given to the employee and used comp. time is to be recorded in the Comp. Time Log. In case of emergency the five (5) day prior notice may be waived.

3) An accurate, approved record shall be kept by the supervisor or designee on all additional/extra time earned, used and balance available on each employee. Their record of additional/extra time must be kept in a log on a district approved form and the log must be made available upon request by the employee. Records in the log must be kept for three (3) years.

2. When an employee is selected by the school site and agrees to work at an athletic event in the positions listed below, they will receive a flat rate of $29.89 per hour or their overtime rate, whichever is greater.

| VARSITY FOOTBALL |
|---|
| 1 Game timer (3 hrs.) |
| 2 Chain Persons (3 hrs.) |
| 1 Game Announcer (3 hrs.) |
| 4 Gate Attendants (3.5 hrs.) |
| 2 Ticket Sellers (3 hrs.) |
| 4 Ticket Takers (3 hrs.) |

| J.V. FOOTBALL |
|---|
| 1 Game Timer (3 hrs.) |
| 1 Chain Person (3 hrs.) |

| FROSH FOOTBALL |
|---|
| 1 Game Timer (3 hrs.) |
| 1 Chain Person (3 hrs.) |

| VARSITY BASKETBALL-BOYS |
|---|

| J.V. BASKETBALL B BOYS |
|---|

1 Game Timer (2 hrs.)
1 Door Attendant (1.5 hrs.)
1 Ticket Seller (1.5 hrs.)

1 Game Timer (2 hrs.)

**VARSITY BASKETBALL B GIRLS**
1 Game Timer (2 hrs.)
1 Ticket Seller (1.5 hrs.)

**FROSH BASKETBALL B BOYS**
1 Game Timer (2 hrs.)

**J.V. BASKETBALL - GIRLS**
1 Game Timer (2 hrs.)

**WRESTLING**
1 Game Timer (3 hrs.)
1 Ticket Seller (1.5 hrs.)

**TRACK**
6 Timers (3 hrs.)
4 Field Events (3 hrs.)

## I. LONGEVITY PLAN

Employees covered by this Agreement shall receive additional pay for longevity as follows:

| | |
|---|---|
| After thirteen (13) years of service | 2% |
| After fifteen (15) years of service | 3% for a total of 5% |
| After twenty (20) years of service | 3% for a total of 8% |
| After twenty-five (25) years of service | 2% for a total of 10% |

Computing time for years of service need not be consecutive. Military leave (with or without pay) or any other leave of absence with pay shall be included in computing time for years of service. An employee shall begin receiving longevity pay on the first (1st) day of the month following completion of the necessary years of service. No service performed as a temporary, intermittent or substitute employee shall count as a part of the required service.

## J. WORKING OUT OF CLASS

Any employee covered by this Agreement who assumes a major portion of duties and responsibilities performed by a higher classification for more than five (5) workdays within a fifteen (15) day period, shall receive the salary of the higher classification for the entire time spent in the higher classification.

## K. ADDITIONAL HOURS/EXTRA TIME COMPENSATION FOR NON EIGHT (8) HOUR EMPLOYEES

Employees shall be compensated at the regular rate of pay for any time required to be worked in excess of the regular work schedule in the regular workday or work-week which does not qualify as overtime.

## L. CALL BACK TIME

1. Employees who are called back to work on an unscheduled basis, outside their regular work hours or work-week, shall be guaranteed a minimum of three (3) hours pay at the appropriate overtime rate.

2. When overtime is scheduled prior to leaving work, then the employee shall be compensated for a minimum of one (1) hour at the appropriate overtime rate.

Employees who are required by management to extend their regular workday beyond eight (8) hours for a 5/40 work-week, or beyond ten (10) hours for a 4/40 work-week, or beyond nine (9) hours per day or eight (8) hours on the last day worked for a 9/80 work-week, in order to finish their assigned task, shall receive overtime pay to the nearest quarter hour completed.

## M. SHIFT DIFFERENTIAL

All employees covered by this Agreement shall receive a five percent (5%) shift differential if fifty percent (50%) of their shift falls after 5:00 p.m. Any employee who is assigned to the 4:30 a.m. shift, or earlier starting time shall receive a five percent (5%) shift differential. An employee receiving shift differential shall continue to be paid the differential if temporarily assigned in the same class to a shift not qualifying for such payment for twenty (20) workdays or less.

## N. PAYROLL

1. Once each year, by October 31, employees shall receive a statement from the District indicating accumulated vacation and sick days, and the present vacation rate being earned.

2. All payments for overtime and/or extra time shall be made no later than the tenth (10th) workday of the month following the month in which overtime and/or extra time is earned.

3. The District shall provide the option of direct deposit of the employee's basic assignment monthly pay warrant to an authorized financial institution of the employee's choice.

## O. ANNIVERSARY DATE FOR STEP ADVANCEMENT

Each employee shall advance to the next higher step of the salary schedule upon completion of their probationary period. This date establishes their anniversary date for all subsequent advancement on the salary schedule. Reemployed employees shall receive a new anniversary month.

## P. HYGIENE DUTY

Effective May 9, 2023, employees supporting students in Grades TK and higher, who are required to change the diaper of one or more students for at least 50% of the student days in any calendar month (e.g., 11 days in a 21-day month), shall be paid a monthly stipend as

follows:

- Regular shift of four or more hours per day: One-Hundred and Sixty-Eight~~Four~~ Dollars and Thirty-Two ~~Fifty-Four~~ Cents ($16~~84~~.32~~54~~) TA: 03/02/26
- Regular shift of less than four hours per day: Eighty-~~Two~~ Four Dollars and Sixteen~~Twenty-Seven~~ Cents ($8~~42~~.16~~27~~) TA: 03/02/26
- This stipend shall not apply during the month of June for employees who are working only on their regular calendar.

## Q. BILINGUAL STIPEND

Employees who are selected by site administration, except in the Preschool programs, to assist with bilingual translations and/or interpretations ~~in Spanish~~ TA: 11/04/25 as part of their daily normal duties shall receive a bilingual stipend of one-hundred and thirty-four~~one~~ dollars and four ~~three~~ cents ($13~~41~~.0~~43~~) TA: 03/02/26 per month during the employees' regular work-year. Current bilingual positions shall be eligible for the bilingual stipend, but shall not be required to undertake the qualifying testing requirement outlined below as these employees previously passed the test. Each school site and selected departments will be allocated at least one bilingual stipend. The District will determine the need for additional stipends at each site based on the needs of Spanish-speaking families. Any changes or increases in workload, or regular duties, related to the provision of this bilingual stipend shall be subject to negotiations.

Employees interested in the stipend must meet the following requirements:

Testing:

- Employee must pass the District-administered Bilingual Test.

To be eligible for consideration and testing, the employee must meet the following criterion:

- Employee must not be on any active performance improvement plan.
- Employee must not have been subject to any negative personnel actions within the last six (6) months.
- Employee must not have been a recipient of a negative evaluation from the previous school year.
- The Assistant Superintendent of Human Resources or designee may determine an exception to the criteria above.

Duties:
The employee must be able to:

1.) Communicate orally either in person or telephonically in Spanish and English.
2.) Translate written text from English to Spanish or from Spanish to English, such as: developing, editing, and filing routine written materials (e.g., e-mails, letters, notices, publicity materials) in Spanish.
3.) Interpret orally between Spanish and English speakers.

# ARTICLE XI – LEAVES OF ABSENCE

## DEFINITION

A leave of absence is an authorization for an employee to be absent from duty for an approved purpose and generally for a specific period of time.

A. For the following leaves of absence, an employee must notify his/her department or site no later than one (1) hour prior to the start of his/her assignment. When a substitute is required, the employee must also leave a message prior to the start of their regular work shift allowing as much time as possible. The District's Absence Management system is available online, but is limited to Senior Custodians, Custodians, Paraeducator Special Education, Health Care Support Providers, Direct Intense Behavior Support Paraeducator, Paraeducator Preschool, School Secretary, and Security Staff.

1. Sick Leave
2. Bereavement Leave
3. Personal Necessity Leave

B. **AFFIDAVIT OF ABSENCE**

Within two (2) days after returning from an absence, each employee shall complete an Employee Affidavit of Absence form.

When returning from absence for illness reasons, the absent employee shall complete an Employee Affidavit of Absence form. Additionally, it shall be the prerogative of the District to require verification of absence if the District has reason to believe that the leave day(s) may not have been used for the purpose stated.

C. A leave protects the employee by holding a place for such employee in the District until the leave expires, with the right to return to the District in the same position at the conclusion of the leave, provided a position remains within the employee's classification or an equivalent position if the original position no longer exists and the employee has sufficient seniority to be entitled to the position. Employees on authorized leaves shall be subject to layoff and bumping in the same manner as if they were working.

D. The Sick Leave Bank will be used by CSEA members for themselves, their spouse, registered domestic partner or child with a catastrophic illness when the employee has already used all of his or her own accumulated sick leave, if qualified. (Refer to Appendix D).

1. The Sick Leave Bank will receive the sick days to be distributed to the employees through voluntary contributions from CSEA members of their own personal sick leave days.

2. The Sick Leave Bank will be administered by the CSEA President, Vice President and three (3) CSEA members at large appointed by CSEA.

E. The leave benefits which are expressly provided by this article, are the sole leave benefits which are part of this collective Agreement, and it is agreed that other statutory or regulatory leave benefits are not incorporated, either directly or in an implied manner, into this Agreement.

F. By July 15, of each year, the District shall make available to all employees, position titles of the supervisors by department, who are authorized to approve vacation requests, leaves of absence and evaluations. This excludes leaves which require Board approval.

G. Employees may request a leave of absence with the leave provisions enumerated below:

Sick Leave
Bereavement Leave
Personal Necessity Leave
Pregnancy and Child Birth Leave
Parental Leave (AB2393)
Military Leave
Jury Duty Leave
Industrial Accident & Illness Leave
Family Care Leave
Parent Obligation Leave
Special Obligation Leave
Training & Study Leave
Miscellaneous Leave

1. **SICK LEAVE**

a. Beginning July 1, 2026, sick days will be accrued in accordance to the chart below in hours proportionate to the amount of hours worked TA: 11/04/25 Effective July 1st of each year, while in a paid status for a minimum of eleven (11) days per month, all employees earn one (1) day of sick leave per month, plus an additional (four) 4 days, formerly identified as Family Illness Leave as follows:

| | | |
|---|---|---|
| (1) | 10-month employees | 14 days or 1.4 per month |
| (2) | 11-month employees | 15 days or 1.363636 per month |
| (3) | 12-month employees | 16 days or 1.333 per month |

b. Employees who are absent because of illness or accident and have used up the total number of days of current and accumulated sick leave shall receive fifty percent (50%) of their regular salary during an additional period of absence up to a maximum of one-hundred (100) working days. The one-hundred (100) working days shall exclude all eligible paid holidays.

c. Employees shall be allowed to use their accumulated sick leave whenever a spouse, registered domestic partner, or child, or child of a registered domestic partner has an illness.

d. As provided by Labor Code § 233, employees may use up to one-half (1/2) of their annual entitlement of full-paid sick leave for the following reasons: (1) for the diagnosis, care, or treatment of an existing health condition of, or preventative care for an employee's family

member; and (b) for an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code §§ 230(c) and 230.1(a). For purposes of this section, "family member" is defined as the unit member's parent, parent-in-law, grandparent, grandchild, or sibling. All conditions and restrictions on the use of sick leave also shall apply to the use under this section. This leave shall not count against the days of personal necessity, shall not accumulate from year-to-year, and shall come from available sick leave. The intent of this section is to follow the requirements of Labor Code 223. If this law should be amended, the District shall be obligated to comply with the laws' requirements as amended.

e. Pay for hour(s) or day(s) of illness or injury need not be accrued prior to taking such leave by the employee and such leave may be taken at any time during the employee's assigned work year. When an employee does not have accumulated sick leave on the books, he/she shall be limited to what would have been normally earned in that fiscal year. Probationary employees of the District shall not be eligible to take more than (6) days, or the proportionate amount to which they may be eligible, until the first day after completion of the probationary period.

f. When an employee does not take/use the full amount of full days sick leave accrued in any one year, the amount not used shall be accumulated from year to year.

g. In computing pay for sick day, all applicable salary differentials shall be included. Sick day accrual shall continue throughout all paid leave. In the event all accumulated sick leave is exhausted, employees shall be, at their option, entitled to use vacation in lieu of sick leave. In cases of catastrophic illness or injury, refer to Sick leave Bank, Appendix C.

   After the use of paid sick leave, employees shall be granted an unpaid sick leave not to exceed six (6) months, plus one (1) six (6) month extension upon certification of employee's personal physician or health care provider (See Section H, Article IX).

h. Employees absent due to illness or injury must notify their Department or Site of intent to be absent and the anticipated duration of the illness as far in advance of the start of the work shift as possible. If a substitute is required, the employee must also notify the Division of Human Resources. The District's Absence Management system is available online, but is limited to Senior Custodian, Custodian, Paraeducator Special Education, Health Care Support Provider, Direct Intense Behavior Support Paraeducator, Paraeducator Preschool, School Secretary, and Security staff.

i. The Board of Education or the Superintendent or Superintendent's designee may require the employee to submit to a physical examination by a physician selected by the Board, at any time during the leave, at District expense. The Board of Education may use the results of the examination in determining if illness leave is appropriate to determine if the employee is capable of returning to work in accordance with ADA regulations.

## 2. BEREAVEMENT LEAVE

a. The District agrees to grant necessary leave of absence "per death" with pay at the employee's regular rate not to exceed five (5) days or seven (7) days if the employees lives more than 1,000 miles from the deceased, when the employee travels to attend the services, on account of the death of any member of the "immediate family" or of a registered domestic partner of a member of the bargaining unit (Refer to Article V, Definitions).

b. Employees may request permission of their immediate supervisor to be absent without pay due to the death of any other relative or friend not designated above.

c. Employees shall be required to contact their immediate supervisor, school/department office, or the Division of Human Resources prior to the start of their regular work shift to notify that Bereavement Leave will be used. Failure to do so may result in ineligibility for paid leave and may be considered to be an unauthorized absence.

d. Employees shall be required to complete an Employee Affidavit of Absence leave verification form provided by the District.

    1) If the Bereavement Leave extends beyond five (5) workdays, the employee shall be required to provide proof of eligibility to their immediate supervisor.

    2) Additionally, it shall be the prerogative of the Division of Human Resources to require verification of absence if the Division of Human Resources has reason to believe that the Bereavement Leave days may not have been used for the purpose stated.

e. Bereavement Leave must begin at approximately the time the death of the family member occurred or when Memorial Services are conducted.

## 3. REPRODUCTIVE LOSS LEAVE

a. Effective January 1, 2024, Senate Bill (SB) 848 provides employees with reproductive loss leave. SB 848 provides up to five (5) days of reproductive loss leave following a reproductive loss event.

b. A "reproductive loss event" is defined as "miscarriage, unsuccessful assisted reproduction, failed adoption, failed surrogacy, or stillbirth."

    1) An unsuccessful assisted reproduction includes method(s) of achieving a pregnancy through an artificial insemination or an embryo transfer but does not include an attempt to become pregnant through sexual intercourse.

    2) A failed adoption includes the dissolution or breach of an adoption agreement with the

birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party.

3) A failed surrogacy includes both the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate.

4) A miscarriage includes not only a miscarriage suffered by the employee or the employee's spouse or registered domestic partner, but also a miscarriage suffered by another individual if the person would have been a parent of a child born as a result of the pregnancy – it would therefore appear, for example, that a miscarriage suffered by a surrogate after an initially successful embryo transfer would qualify as a reproductive loss event for the intended parent(s).

c. Employees may qualify for this leave up to four (4) times during a twelve (12)-month period, must be taken within three (3) months of the event and may be taken on nonconsecutive days. Employees become eligible for the leave after thirty (30) working days of employment.

d. Employees are entitled to use a paid leave such as accrued and available vacation, sick leave, or compensation time off, if applicable. In lieu of using a paid leave, employees may take an unpaid leave for this purpose. Within two (2) days after returning from this leave, employees must complete an Employee Affidavit of Absence Form. Additionally, it shall be the prerogative of the District to require verification of absence if the District has a reason to believe that the leave day(s) may not have been for the purpose of this leave.

## 4. PERSONAL NECESSITY LEAVE

a. Days of absence for illness or injury earned and available to the employee may be used in cases of personal necessity, provided that use of such Personal Necessity Leave does not exceed twelve (12) days in any school year, effective July 1, 2007. Personal Necessity Leave is defined to include the following:

1) Death of a member of the immediate family (as defined in Article V, Definitions) when additional leave is required beyond the provisions.

2) Accident, involving the employee or his/her property, or the person or property of a member of the employee's immediate family (as defined in Article V, Definitions).

3) Imminent danger, involving the employee or his/her property, or the person or property of a member of the employee's immediate family (as defined in Article V, Definitions)

4) Appearance in any court or before an Administrative tribunal as a litigant party or witness under subpoena or any order made with jurisdiction.

5) Attendance at high school, college, and/or university level graduation exercises for a member of the immediate family (as defined in Article V, Definitions).

6) Observance of no more than one (1) nationally recognized personal observance day other than those scheduled on the employee work year calendar.

b. Up to a maximum of six (6) days per year may be utilized in this section for Personal Business, effective July 1, 2007. Personal Business Leave shall not be granted during the first or last week of school, nor any day immediately preceding or following a holiday, a legal or local holiday as enumerated in Article XIII Holidays. Any leave days utilized are subtracted from Personal Necessity Days, and hence from Sick Leave. (Sick Leave need not be accrued prior to taking such leave).

Whenever possible, the employee will obtain advance permission before using Personal Necessity Leave.

c. Personal Necessity Leave shall not be granted during a scheduled vacation or Leave of Absence with the exception of bereavement as found in 3 a (1).

## 5. PREGNANCY AND CHILD-BIRTH LEAVE

a. A unit member disabled by pregnancy, childbirth and related medical conditions shall be entitled to use sick leave, vacation, and other paid and unpaid leaves, under the same terms and conditions as employees suffering from other temporary disabilities. If after exhausting all available leaves, paid and unpaid, a unit member continues to be disabled by pregnancy or child-birth, she may request additional leave.

b. The period of leave for disability caused by pregnancy, childbirth and related medical conditions shall be determined by the unit member and her physician. A unit member returning to work after a pregnancy or childbirth-related disability shall provide a doctor's verification of the ability to return to work.

c. Unit members shall provide a least thirty (30) calendar days' notice of the anticipated birth of a child.

d. Pregnancy disability leave shall not be used for childbirth preparation or child bonding.

The intent of this section is to follow the requirements of the laws that pertain to pregnancy and child birth. If these laws should be amended, the District shall be obligated to comply with the laws' requirements as amended.

## 6. PARENTAL LEAVE (AB2393)

a. Effective January 1, 2017, as provided by Education Code section 45196.1, unit members shall be entitled to parental leave as set forth in this section.

b. For purposes of this section, "parental leave" shall be defined as leave for reason of the birth of the unit member's child, or the placement of a child with the unit member for adoption or foster care.

c. Unit members shall be entitled to use all current and accumulated sick leave for parental leave, for a period of up to twelve (12) work-weeks.

d. When a unit member has exhausted all current and accumulated sick leave and continues to be absent on account of parental (child-bonding) leave under the California Family Rights Act (CFRA), he/she shall be entitled to 50% pay for any of the remaining twelve (12) work-week period. Such 50% pay shall be paid as set forth in Article XI – Leaves of Absence, Section 1. Sick Leave, b., but shall not count against the leave entitlement set forth in that Section. In order to use substitute 50% pay, the unit member must be eligible for leave under the California Family Rights Act, except that he/she is not required to have worked 1,250 hours in the twelve (12) months immediately preceding the leave.

e. Any leave taken under this section shall count against any entitlement to child-bonding leave under the California Family Rights Act and the aggregate amount of leave taken under this section and CFRA shall not exceed twelve (12) work-weeks in any twelve (12) month period.

f. A unit member shall not be entitled to more than one (1) twelve (12) week period for parental leave in any twelve (12) month period.

g. Leave under this section shall be in addition to any leave taken for pregnancy or childbirth-related disability.

h. A unit member shall give at least thirty (30) calendar days' notice of the birth of a child and intent to take parental leave under this section. Leave shall be taken in increments of at least two (2) weeks' duration except on two (2) occasions. Leave under this section must be completed within twelve (12) months of the birth of the child or placement for adoption or foster care.

The intent of this section is to follow the requirements of Parental Leave AB 2393. If this law should be amended, the District shall be obligated to comply with the law's requirements as amended.

## 7. MILITARY LEAVE

a. Employees who enlist or are called into the armed forces of the United States shall be entitled

to the benefits of Sections 395.01 to 395.01.4 of the California Military and Veterans Code.

b. Employees employed for one (1) calendar year or more shall receive full pay for the first thirty (30) days of such military service, in accordance with the above listed code sections.

c. Upon return to service of the District, said employee shall have the right to return to his/her former or comparable position and shall be granted step credit for the period of time while on leave. Said employee shall also have sick leave and unused vacation benefits restored.

## 8. JURY DUTY LEAVE

a. Employees covered by this Agreement shall be granted a jury duty leave of absence with full pay subject to the provisions of Paragraph (2) below. Jury fees shall be remitted to the District who in turn shall pay the employee his/her full salary. Mileage, parking, and meal allowance may be retained by the employee as well as jury fees earned on days for which the employee does not receive pay from the District. When the daily jury fee exceeds the employee's daily gross earnings for that day, the employee shall remit only the amount equal to his/her daily gross earnings.

b. To be eligible to receive paid Jury Duty Leave benefits, employees within the unit must comply with the following:

1) Employees shall be required to notify their Supervisor upon receipt of notice of required Jury Duty Service.

2) Employees who serve Jury Duty during the major portion of their working assignment are required to return to work during any day or portion of a day that they are not required to serve as a juror.

3) Employees required to serve as a juror during a minor portion of their workday will be expected to return to work as soon as possible after completing their service as a juror. Employees who serve as a juror during the day who work a major portion of their regular shift will not be required to pay any portion of their jury duty fees to the District.

## 9. INDUSTRIAL ACCIDENT AND ILLNESS LEAVE

a. Employees who have attained permanency within any classification who sustain an injury or illness arising directly out of and in the course of their employment with the District shall be eligible for a maximum of sixty (60) workdays paid leave in any one (1) school year per accident. This leave shall not be accumulated from year to year. Industrial Accident or Illness leave shall commence on the first (1st) day of absence.

b. Payment for wages lost on any day shall not, when added to an award granted under the

Workers' Compensation laws of this state, exceed the normal wage for the day. Industrial accident and illness leave will be reduced by one (1) day for each day of authorized absence, regardless of a compensation award made under the Workers' Compensation. When an industrial accident or illness occurs at a time when the full sixty (60) days shall overlap into the next school year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the industrial injury or illness occurred, for the same illness or injury.

c. Industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to their sick leave, vacation or other paid leave shall be used. If however, an employee is still receiving temporary disability payments under the Workers' Compensation laws of this state at the time of the exhaustion of benefits under this section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave which, when added to the Workers' Compensation award, provides for a day's pay at the regular rate of pay.

d. The employee shall have the right to request his/her leave be canceled and that he/she be reinstated to his/her position anytime during the first (1st) six (6) months of the leave. The employee shall be reinstated in a position in the same class without loss of status or benefits.

e. Benefits to permanent part-time employees shall be granted in the proportion that their total time of employment during the year bears to full-time employment.

f. When an employee is absent from duty on account of an industrial accident or illness, he/she shall submit within the first (1st) seven (7) days of leave, a statement from a licensed physician or other evidence as may be required by the District affirming that the industrial accident or illness does exist.

g. The Board of Education may require the employee to submit to a physical examination by one of several physicians selected by the Board at any time during the leave, at district expense. The employee must provide medical clearance before returning to work. The Board of Education may use the results of the examination in determining if injury is appropriate or in determining if the employee is capable of returning to work.

h. No employee in the unit shall suffer any loss of pay or benefits as a result of any delay in returning to work between the time the employee furnishes his/her own medical clearance for return to work and the time the District schedules an examination by a physician selected by the Board.

## 10. FAMILY AND MEDICAL LEAVE

a. An employee shall be entitled to up to twelve (12) work-weeks of unpaid leave during a

twelve (12) month period if the employee has been employed for at least twelve (12) months and have worked 1,250 hours in the twelve (12) months prior to commencing the leave for the following reasons:

1) Birth of the employee's child and to care for the newborn, adopted or foster child of the employee within twelve (12) months after the birth or placement for adoption or foster care.

2) To care for the employee's spouse, registered domestic partner (CFRA leave only), child or parent (including parent-in-law) with a serious health condition, or

3) An employee's serious health condition that makes the employee unable to perform the functions of his or her own position.

4) In addition, paid sick leave may be used to care for a designated person, which may be an individual related by blood or whose association with the employee is equivalent to a family relationship. No more than one designated person shall be named by the employee in any single twelve-month period. The person shall be named by the employee in any single twelve-month period. The person shall be designated by the employee at the time the paid sick leave is requested.

5) Because of any qualifying exigency arising out of the fact that an employee's parent, spouse, or child is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (FMLA leave only).

6) Because of a serious injury or illness incurred in the line of duty on active duty in the Armed Forces in support of a contingency operation affecting an employee's spouse, child parent, or next of kin, who is a service member of the Armed forces, including the National Guard Reserves, for whom the employee is needed to provide care (FMLA leave only).

b. The District shall grant to employees needing leave for the identified qualifying reasons, family care leave up to a twelve (12) work-weeks of leave benefit for each twelve (12) month school year (extending from July 1 through June 30). An employee taking leave to care for an injured service member as set forth in paragraph a(5) above, shall be entitled to twenty-six (26) work-weeks of leave in a twelve (12) month period commencing on the first day leave is taken to care for the service member.

c. An employee must provide at least 30 days advance notice before leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned medical treatment for a serious injury or illness of a covered service member. When an employee becomes aware of a need for family and medical leave less

than 30 days in advance, the employee shall provide notice to the District as soon as practicable.

d. The District shall continue all group health coverage plans for an employee on such leave at the same level of benefits and under the same conditions that existed while the employee was working. While on a family and medical leave, an employee remains responsible for and must continue to pay any share of the insurance premiums he/she now pays for which the employee would be responsible if working. If the District changes a health plan during the leave, including any changes in employee or District contributions, the change applies to the employee as if he/she were working.

e. On or before the first day of an employee's family and medical leave, the employee shall notify the District of his/her anticipated date of return to work. If because of changed circumstances an employee requires more or less leave than originally anticipated, the employee shall give the District at least (2) business days' notice of his/her intent to return to work. Human Resources personnel may call during the leave for an update on the employee's intent to return to work.

f. The District may require the employee to provide verification of the qualifying reason for the leave and of the family relationship as provided by law. An employee who takes family and medical leave for his/her own serious health condition shall present certification from his/her health care provider to the effect that he/she is able to resume to work.

g. An employee who takes a family and medical leave shall be reinstated to the same position held before the leave with the same pay, benefits, and terms and conditions of employment on return from FMLA and/or CFRA-protected leave. If the leave extends beyond the end of the employee's FMLA and/or CFRA entitlement, the employee does not have return rights under FMLA and/or CFRA, but may have them under other provisions of this Agreement.

h. If an employee does not return to work following FMLA and/or CFRA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee to FMLA and/or CFRA leave; 2) the continuation, recurrence or onset of a covered service member's serious injury or illness which would entitle the employee to FMLA leave; or 3) other circumstances beyond the employee's control, he or she may be required to reimburse the District for its share of health insurance premiums paid on the employee's behalf during any unpaid portion of the FMLA and/or CFRA leave.

i. During a family and medical leave, the employee may, at the employee's option, concurrently use any available sick leave, extended illness leave, vacation leave, other accrued time off, or any other available paid leave. Such paid leave may only be used for reasons specified and under the terms and conditions set forth in this Agreement or applicable laws, policies, and regulations, unless otherwise agreed to by the District and employee.

j. The intent of this section is to comply with the requirements of the FMLA and CFRA, including the regulations under each law. Where there is a conflict between FMLA and CFRA, the law or regulations that provide the greater benefit to the employee shall apply.

### 11. PARENT OBLIGATION LEAVE

The Board of Education shall allow employees, who are parents, guardians, or grandparents having custody of one (1) or more children in K-12, inclusive, to take off up to forty (40) hours each school year, not exceeding eight (8) hours in any calendar month of the school year, to participate in school activities of any such child. Employee(s) may utilize personal necessity or personal business leave for such school visits. The employee may also utilize time off without pay to conduct such school visits. The employee shall provide the school District with twenty-four (24) hours advance notice prior to making such a school visit during normal work hours.

### 12. SPECIAL OBLIGATION LEAVE

Observance of no more than one (1) Special Obligation Day will be recognized for personal observance or personal conviction day other than those scheduled on the employee work year calendar.

### 13. TRAINING AND STUDY LEAVE

The Board of Education may grant an unpaid leave of absence to an employee for study or retraining, at its discretion. No leave shall be more than six (6) months nor shall any employee receive more than one such leave.

### 14. MISCELLANEOUS LEAVES

When no other leaves are available, a leave of absence may be granted to an employee, not to exceed one (1) year, on a paid or unpaid basis, at any time, upon terms acceptable to the District.

## H. RETURN TO POSITION (AFTER PAID OR UNPAID ABSENCE)

1. An employee authorized to return to work prior to the scheduled end of his/her authorized leave of absence, shall provide at least five (5) days written notice to the District's Division of Human Resources. Employees on authorized leaves of absence shall have a right to return to the same or equivalent position at the end of the authorized leave, unless layoffs have occurred in the affected classification. In such cases, employees on authorized leaves shall have the same rights as if they were working.

2. Exhaustion of Leaves:

    a. A permanent employee who has exhausted all entitlement to sick leave, vacation,

compensatory overtime, or other available paid leave and who is absent because of non-work-related accident or illness may be granted additional leave, paid or unpaid, not to exceed six months. The employee shall be notified, in writing, that available paid leave has been exhausted, and shall be offered an opportunity to request additional leave. The Board of Education may renew the leave of absence, paid or unpaid, for two additional six-month periods or lesser leave periods that it may provide but not to exceed a total of 18 months.

b. An employee, upon ability to resume the duties of a position within the class to which he/she was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. The employee shall be restored to a position within the class to which the employee was assigned and, if at all possible, to his/her position with all the rights, benefits and burdens of a permanent employee.

c. If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his/her position, the employee shall be placed on a reemployment list for a period of 39 months. At that time, during the prescribed 39 months, the employee is able to assume duties of his/her position the employee shall be reemployed in the first vacancy in the classification of his or her previous assignment. The employee's reemployment will take preference of all other applicants except for those laid off for lack of work or funds, in which case the employee shall be ranked according to his/her proper seniority. Upon resumption of duties, the break in service will be disregarded and the employee shall be fully restored as a permanent employee.

3. The Board of Education authorized the Superintendent or his/her designated representative to require medical examinations of employees when, in the District's opinion, the employee is unable to perform the essential functions of his/her job, and to do so in a manner that does not pose a direct threat to the employee or others in the workplace, including students and other staff. This examination is without loss of pay to the employee. When such examination is required, it shall be conducted by a doctor selected by the district and at no cost to the employee. The District may use the results of the examination in determining whether any leave is appropriate or in determining if the employee is able to return to work and perform the essential functions of his/her position with or without reasonable accommodation and without posing a direct threat to himself/herself or others in the workplace.

## ARTICLE XII – HEALTH AND WELFARE BENEFITS

A. The District shall assume full cost for all employees to establish and maintain the Employee Assistance Service for Education (EASE) program. The EASE Program is located at 10630 Downey Ave., #100, Downey, CA 90241. Phone: (562) 922-6683, Website: www.lacoe.edu/ease.

B. The District shall provide the benefits as shown in Appendix C to all employees in the bargaining unit employed twenty (20) hours or more per week.

C. Employee's coverage commences upon meeting the eligibility requirements of the insurance program.

D. Employee's coverage shall terminate in accordance to the various insurance programs in effect at the time an employee leaves the District.

E. Upon the death of a classified employee, the coverage for the District paid health ~~and accident~~ TA: 12/09/25 plan in effect at that time shall remain in effect for the employee's eligible dependents for three (3) months after the end of the month in which the death occurred.

F. An employee is eligible for retirement with PERS provisions after five (5) years of service and attaining the age of fifty (50).

G. An employee, may convert unused sick leave to retirement credit in accordance to the PERS and/or STRS provisions.

H. Any classified employee who retires shall have the opportunity to enroll in a District medical insurance plan at no cost to the District. The retired classified employee shall have the opportunity to continue this medical insurance at his/her cost, for life.

I. Each classified employee who retires from the Norwalk-La Mirada Unified School District that meets the following provisions will be eligible for certain medical insurance benefits:

   1. The retiring employee will receive a retirement allowance from PERS as determined by statute and the PERS Board.

   2. The retiring employee has served continuously with no break in service in the Norwalk-La Mirada Unified School District as either a probationary or permanent employee with fifteen (15) years of service.

   3. The retiring employee is enrolled in a medical plan at the date of retirement.

   4. The retiree shall remain enrolled in the medical plan which is currently being offered to District employees. The retiree may switch to another sponsored medical insurance plan

during the open enrollment period of each year.

5. Employees who are eligible for health benefits and retire, including a spouse, registered domestic partner, or dependent (effective day after Board approval), will make the same contributions as active employees for medical premiums, based on the plan selected for a period of six (6) years or to age sixty-five (65) whichever comes first. (For retirees this is a medical plan only (no vision, dental, or life insurance).

    a. Upon the death of a classified or retired classified employee having served the District twenty (20) years or more, any surviving spouse or registered domestic partner (as defined by law) shall have the option to enroll or continue health insurance coverage available through the District at no cost to the District in accordance with CalPERS guidelines.

6. A classified employee who experiences a qualifying event, in accordance with CalPERS guidelines, may add or subtract dependents to their selected health benefits plan at any time during the year by completing the necessary forms in the Risk Management Department.

7. Classified employees who work to the end of a complete school year shall have Health and Welfare benefits under the District's Health and Welfare benefit program effective through the last day of August. Classified employees who are employed subsequent to the first day of the school year and who sign the appropriate enrollment forms by the end of the month shall have Health and Welfare benefits commence at the beginning of the month following the signing of the forms which shall be effective through the last day of August.

## J. ALTERNATIVE RETIREMENT PROGRAM FOR PART-TIME EMPLOYEES

1. Part-time employees with the District are automatically a participant in the Alternative Retirement Program at no cost to the employee.

    a. The values of the benefits are calculated upon other factors:

        1) Annual wages

        2) Age at retirement

        3) Number of years worked in the District

    b. If cash value of benefit is under three thousand, five hundred dollars, ($3,500), benefit will be received in cash lump sum.

2. Part-time classified employees that receive benefits from STRS or PERS are not eligible for this Alternative Retirement Program.

K. For married couples or registered domestic partner (as defined by law) employed by the District and entitled to health and welfare benefits, or retired with benefits, the District will provide one medical insurance package with no contributions for premiums. (For retirees, this is a medical plan only, no vision, dental, or life).

## ARTICLE XIII – HOLIDAYS

A. CSEA shall give input for the Classified Calendar. Classified Calendar should include the months of July and August, staff development days and holidays for both regular and alternative schools.

B. All full-time, twelve (12) month per year employees shall be entitled to the following holidays:

1. Independence Day
2. 1st Monday in September (Labor Day)
3. Veteran's Day
4. The additional day each fiscal year as mutually agreed upon by the parties of the Agreement
5. Thanksgiving
6. Friday after Thanksgiving
7. Christmas Eve
8. Christmas
9. New Year's Day
10. Martin Luther King, Jr.'s Birthday
11. Lincoln's Birthday
12. Washington's Birthday
13. Friday Prior to Spring Recess
14. Last Monday in May - Memorial Day
15. Juneteenth (June 19th)

C. Persons employed less than twelve (12) months per year shall be granted such holidays as fall in their period of employment.

D. Employees shall be entitled to any holiday declared by the President of the United States, Governor of California or the Board of Education provided the holiday falls within the employee's normal work year.

E. When a holiday falls on a Saturday, the preceding workday not a holiday shall be deemed to be that holiday when a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday.

F. Employees who work full time in the Adult Education Program and Independent Study Programs on a four (4) day work-week shall be granted compensatory time off for all holidays which fall on a Friday at the rate of 6.5 hours per day. Further, they will receive 6.5 hours compensatory time for Thanksgiving Day. Compensatory time will be taken at a time agreeable to both the employee and the site administrator.

G. District Security employees whose regularly scheduled day off falls on a District approved holiday have the option to schedule a replacement day within a thirty (30) day period, prior to or after the holiday, at a time agreeable to both the employee and the site/department administrator.

H. An employee must be in paid status on the workday immediately preceding or succeeding the holiday to be paid for the holiday. Employees in the bargaining unit who are not normally assigned to duty during the school holidays shall be paid for those holidays provided that they were in a paid status during any portion of the workday of their normal assignment immediately preceding or succeeding the holiday period.

I. Employees who work less than full-time shall be granted holidays on a proportional time basis.

J. No holiday shall be scheduled while school is in session for students.

## ARTICLE XIV – VACATION

A. All employees in the bargaining unit shall earn paid vacation under this Article. Vacation benefits are earned on a fiscal year basis: July 1- June 30 (See Article X Wages, M.I).

B. Except as otherwise provided in this Article, paid vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned. When requested by the employee, and within reasonable work needs of the District as determined by immediate supervisor, the paid vacation shall be granted in the fiscal year in which it is earned.

C. Vacation time shall be earned and accumulated on a monthly basis in accordance with the following schedules:

| Vacation Days Years of Service = | Earned per Month | # of vac. Days per year for 12 month employees | # of vac. Days per year for 11 ½ month employees | # of vac. Days per year for 11 month employee | # of vac. Days per year for 10 ½ month employees | # of vac. Days per year for 10 month employees |
|---|---|---|---|---|---|---|
| 1-5 | 1.25 | 15 | 14.38 | 13.75 | 13.13 | 12.50 |
| 6-9 | 1.42 | 17 | 16.33 | 15.62 | 14.91 | 14.20 |
| 10-11 | 1.58 | 19 | 18.17 | 17.38 | 16.56 | 15.80 |
| 12-13 | 1.67 | 20 | 19.21 | 18.37 | 17.54 | 16.70 |
| 14-17 | 1.75 | 21 | 20.13 | 19.25 | 18.38 | 17.50 |
| 18-19 | 1.83 | 22 | 21.05 | 20.13 | 19.22 | 18.30 |
| 20 | 2.00 | 24 | 23.00 | 22.00 | 21.00 | 20.00 |
| 21 & On | 2.08 | 25 | 23.92 | 22.88 | 21.84 | 20.80 |

In order to earn vacation as per table above, the employee must be in a paid status for a minimum of eleven (11) days per calendar month.

Employees who work less than a full eight (8) hour day, forty (40) hour week, earn vacation on a proportional basis.

D. At the beginning of each fiscal year, the full amount of vacation leave granted under this section shall be credited to each employee. Credit for vacation leave need not be accrued prior to taking such leave and such leave may be taken anytime during the year if/when mutually agreed upon between the employee and the immediate supervisor. Probationary employees of the district shall not be eligible to take more than the proportionate amount to which they may be eligible, until the first (1st) day after completion of the probationary period.

E. As of June 30th of each year, any employee working less than twelve (12) months, shall be compensated by cash payment for any balance of accumulated vacation. This payment shall be mailed to the employee by the fifteenth (15th) workday of July of the same year.

F. Upon separation from employment, the employee shall be entitled to lump sum compensation of all earned and unused vacation time.

G. Vacation accrual shall continue throughout all paid leaves.

H. In computing pay for vacation, all applicable salary differentials shall be included and vacations shall be paid at the salary rate in effect at the time the vacation is taken.

I. When a bargaining unit employee's vacation becomes due during the period when the employee is on bereavement leave, the employee may request that his/her vacation be changed, and the District shall grant such request.

J. An employee who has been dismissed or resigned after receiving unearned vacation shall have the appropriate amount deducted from their final warrant(s).

K. It is the intent of the parties that twelve (12) month employees be permitted to take, and actually does take, his/her full accrued vacation. However, if an employee is not permitted to take his/her full annual vacation during the allotted period, the amount not taken shall accumulate for use in the next years.

L. Vacation may be taken at any time during the year in which it is earned, subject to the vacation approval procedures listed herein.

1. Approval by immediate supervisor or designee is needed.

2. Supervisors must receive in writing requests for vacation at least ten (10) workdays prior to first day of the requested vacation. Exceptions must be mutually agreed upon by both parties.

3. Approval or denial must be given in writing within five (5) workdays of request. Cause for denial must be given in writing. If the response is not given in five (5) workdays, the request shall be approved.

4. If vacation is denied, the employee, when possible, will give the immediate supervisor alternate dates to take vacation.

5. If alternate dates are denied, the employee may appeal to an Administrator of the Human Resources Division.

6. If no work is scheduled, Nutrition Services and Transportation employees may take vacation during Winter Break, Spring Break, or Summer breaks.

7. If no work is scheduled, site Secretaries must take vacation during Winter Break, and Spring

Break.

8. Implementation of f. and g. shall not result in a reduction of the work-year for bargaining unit employees.

9. Full-time employees may not take more consecutive workdays of vacation than they earn per year unless approved by the immediate supervisor designated to approve vacations.

10. Vacation may be taken before actually being earned, and vacation so taken must later be earned during the remainder of the fiscal year.

M. Employees who fail to make the proper arrangements and receive prior approval regarding scheduling of vacations shall have the appropriate amount deducted from their warrants.

N. Vacations may be interrupted or terminated in order to begin sick leave and bereavement under the following conditions:

1. Notice is given to the District no later than the first (1st) day of the new leave.

2. Substantiating data to be provided, if requested, to the immediate supervisor.

## ARTICLE XV – EVALUATION PROCEDURE

A. Each permanent employee shall receive a formal, written performance evaluation within the scope of employee's job description at least once every three (3) years by the employee's immediate supervisor. If the evaluator is other than the immediate supervisor, the evaluator shall confer with the immediate supervisor prior to the completion of the evaluation. Supplemental performance assessment can occur any time within the three (3) year period.

B. Evaluations shall be in the form of a completion of a document prepared by the District followed by a conference between the immediate supervisor and the employee only. A copy of the evaluation document shall be provided to the employee at the conference.

C. Evaluations shall be based on observations and knowledge in accordance with the facts as known at the time of the evaluation. In addition, no evaluation shall be based upon derogatory materials in the employee's personnel file unless the employee has previously been given sufficient prior notice of same, an opportunity to review and comment upon it, and had such comments attached to the materials. If any derogatory material is to be used or referred to in the evaluation, they shall not be more than two (2) years old.

D. If or when the employee reasonably believes that the evaluation shall result in, or evolve into, a disciplinary action, said employee has the right to CSEA representation at an evaluation meeting.

E. Evaluations reflecting "Improvement Needed" or "Unsatisfactory" ratings must be explained in Section B on the evaluation form by the immediate supervisor with specific suggestions for the improvement of the evaluatee's performance. An evaluation with a rating of three (3) or more "Improvement Needed" (IN) or one (1) "Unsatisfactory" (U) in any category evaluated will result in an overall negative evaluation. An employee's signature on said materials shall not be construed to represent the employee's agreement with the content of said material, but only that the evaluation was received.

F. An employee shall have a period of ten (10) workdays following the evaluation conference to prepare and submit a written response to the evaluation. Such response will become a permanent attachment to the evaluation and be placed in the employee's personnel file.

G. PROBATIONARY PERIOD - New employees will serve a six (6) month probationary period per Ed. Code before becoming a permanent employee of the District and shall not include leaves of absences as part of the probationary period.

   1. The probationary period for new employees shall be completed the first (1st) day after the completion of six (6) months of active service with the District.

   2. The evaluator shall be the immediate supervisor.

3. Each probationary employee shall receive written performance from evaluations at the end of the second (2nd) month and fifth (5th) month of the probationary period or within five (5) workdays of the end of the month from the immediate supervisor.

4. Evaluations delayed from the second (2nd) month, and fifth (5th) month of the probationary period due to the absence of the evaluatee or evaluator are deemed valid.

5. Evaluations delayed by absence should be completed within reasonable time, five (5) workdays after the return of the evaluatee or the evaluator. If the evaluator is other than the immediate supervisor, the evaluator shall confer with the immediate supervisor, prior to the completion of the evaluation.

## ARTICLE XVI – PERSONNEL FILES

A. Materials in personnel files of employees which may serve as a basis for affecting the status of their employment shall be signed, dated when written, and date/time stamped upon receipt by the Human Resource Office and made available to the employee involved. Derogatory materials without employee's knowledge and signature shall not be filed.

B. Information of a derogatory nature shall not be placed in an employee's personnel file until the employee is supplied with a copy and has had an opportunity to respond within ten (10) workdays and the rebuttal will be attached to the said material. After receipt of the response or ten (10) workdays after the notice was given, whichever occurs first, the document shall be placed in the personnel file.

C. Derogatory material contained in the personnel file of any employee, may either be removed from the file, or sealed separately, two (2) years after inclusion in the file. Material so sealed may be reviewed only in specific circumstances by the Superintendent or the Assistant Superintendent of Human Resources, after written notification to the CSEA member and in the presence of same and if desired, a CSEA representative.

D. An employee may inspect materials in his/her personnel file at a time mutually convenient to the employee and the person charged with maintaining the file. Such inspection shall not occur during a time when the employee is actually required to render services to the District. An employee shall have the right to request and obtain copies of any materials in his/her personnel file.

E. An employee may be accompanied by his/her representative at such time as he/she is given an opportunity to review the material in his/her personnel file. Upon written authorization, the employee's representative may review an employee's personnel file and obtain copies of any materials in the file without the presence of the employee.

F. An employee desiring to prepare a response to an adverse evaluation, progress report, or other material in his/her personnel file may be released from work for such purposes, approved in advance by the immediate supervisor, not to exceed thirty (30) minutes.

# ARTICLE XVII – GRIEVANCE PROCEDURE

## DEFINITIONS

A. A "Grievance" is a formal written allegation by a Grievant and/or CSEA that has been adversely affected by a violation of the specific provisions of this Agreement. The Grievance forms are available in the Division of Human Resources.

B. A "Grievant" is CSEA or any employee of the District covered by the terms of this Agreement who initiates a grievance pursuant to this Article.

C. "Business Days/Workdays" means calendar days, exclusive of Saturday, Sundays, legal and local holidays that the central Administrative Office of the Norwalk-La Mirada Unified School District is open for business. As used in this section, business days/workdays start the day following the receiving, issuing, or conference regarding any grievance.

D. The "Immediate Supervisor" is one who has immediate jurisdiction over the Grievant and the authority to adjust grievances.

## FILING LIMITS

A. An aggrieved employee must inform the appropriate supervisor of the existence of his/her grievance and the facts pertaining to his/her grievance within twenty (20) workdays after the event or within twenty (20) workdays of the time that the employee knew, or should have known, of the event giving rise to the grievance.

B. Failure by the District to reply to the employee's and/or CSEA's grievance within the time limits specified shall permit the Grievant and/or CSEA to proceed to the next step.

C. Failure of an employee and/or CSEA to appeal from one (1) level to the next within the time limits established in this grievance procedure causes the grievance to be considered settled on the basis of the last decision and the grievance shall not be subject to further appeal or reconsideration.

D. Any level of review, or any limits established in this procedure, may be waived or extended by mutual agreement and may be so confirmed in writing, if requested by either party.

E. By mutual agreement, the grievance may revert to a prior level for reconsideration.

F. The Grievant may request the presence of CSEA member, Union Steward, or LRR in the informal level.

   a. The Grievant may request the assistance of a CSEA Union Steward and/or LRR in the presence and processing of all formal level grievances.

b. Any CSEA bargaining unit member, Union Steward, or LRR shall be permitted to attend at the informal level, if so requested by the employee.

G. If an employee or his/her immediate supervisor or next highest supervisor is absent from his/her position on an approved leave of absence of three (3) months or less or because his/her assignment period is other than a twelve (12) month basis, the proceedings will automatically cease until he/she returns to work and will then resume as though there had been no interruption. If the employee wishes to continue the proceedings when not actually working on the job, mutual agreement between the Grievant and the respondent must be reached to continue the proceedings.

H. All grievances must be resolved within one (1) year of the filing date of the grievance unless item G or other approved leaves are in effect.

## GOVERNING REGULATIONS

A. The Grievant has the right to CSEA representation at any informal or formal grievance meeting conducted.

B. The CSEA Union Steward and/or LRR has the right to be present at any informal or formal grievance proceeding that directly involves the interpretation or application of the specific terms and provisions of this contract. A LRR shall accompany the Grievant and Union Steward at Step 3-Formal Level-B Appeal to the Next Highest Supervisor.

C. No Grievant shall suffer reprisals or loss of salary as a result of having presented a grievance or as a result of appearing as a witness in a grievance procedure.

D. With mutual consent, individual grievances may be grouped for the purpose of resolving and expediting the procedures.

E. All records, including documents and communications related to the processing of the grievance, shall be filed with the Grievance Officer in the Division of Human Resources, but separated from the employee's personnel file. The Grievant shall have access to all grievance documents in the grievance file. The records shall be treated as confidential.

F. Prior to filing a formal grievance, an informal conference must be held.

## STEP 1 INFORMAL LEVEL

A. At least one (1) conference to attempt to resolve the complaint shall be held between the Grievant and his/her immediate supervisor.

B. Any CSEA bargaining unit member, Union Steward, or LRR shall be permitted to attend at the informal level, if so requested by the employee.

C. The immediate supervisor shall advise the employee of his/her decision within ten (10) workdays following the conference.

## STEP 2 FORMAL LEVEL A – APPEAL TO THE IMMEDIATE SUPERVISOR

A. If the Grievant is dissatisfied with the decision at the informal conference level, the Grievant within ten (10) workdays from the date he/she received his/her immediate supervisor's decision, may file a formal, written grievance.

B. Before filing a formal, written grievance, the Grievant shall inform a Union Steward of such intent.

C. If the Grievant does not wish to be represented by CSEA, the Grievant shall be required to provide CSEA with a signed form waiving their right to CSEA representation.

D. Step 2 Formal Level A shall be filed on Grievance Form provided by the District which contains the following:

1. Name of Grievant
2. Work location and classification
3. Date alleged grievance occurred
4. Date of informal conference of Step 1 Informal Level
5. Specifics: Article allegedly violated
6. Statement of Grievance: A clear concise statement of specific actions to have contributed to the grievance
7. Remedy: Specify the action sought to remedy the alleged grievance

E. Step 2 - Formal Level A shall be filed with the Grievance Officer in the Division of Human Resources.

F. The immediate supervisor shall schedule a conference with the Grievant within ten (10) workdays after receiving the appeal.

G. Within ten (10) workdays after the conference, the immediate supervisor shall summarize his/her decision in writing and submit the response to the Grievant, the Union Steward, and the Division of Human Resources.

H. Failure by the immediate supervisor to reply to the Grievant, within ten (10) workdays, shall terminate Step 2-Formal Level A and the Grievant may proceed to Step 3 Formal Level B.

## STEP 3 FORMAL LEVEL B – APPEAL TO THE NEXT HIGHEST SUPERVISOR

A. If the Grievant is dissatisfied with the decision at Step 2 Formal Level A conference or the immediate supervisor fails to reply within the specified time limits, the Grievant, within ten (10) workdays after receipt of the decision or after the decision was due, may appeal to the Superintendent and/or designee who shall designate the next highest supervisor.

B. A copy of the original grievance, and reason for the appeal shall be attached to Step 3-Formal Level B.

C. Within ten (10) workdays after receiving the appeal, the next highest supervisor to whom the appeal is being made shall schedule a conference with the Grievant, Union Steward, and LRR.

D. Within ten (10) workdays after the conference, a summarized statement of his/her findings and the decision shall be in writing and the response submitted to the Grievant, Union Steward, LRR, and the Division of Human Resources.

E. Failure by the next highest supervisor to reply to the employee within the time limit specified shall terminate Step 3-Formal Level B, the Grievant may proceed to Step 4-Formal Level C.

## STEP 4 FORMAL LEVEL C – APPEAL TO ADVISORY ARBITRATION

A. If the Grievant is dissatisfied with the decision at Step 3-Formal Level B, the Grievant may request that CSEA submit the grievance to an arbitrator within ten (10) workdays after receiving the decision. Request for Advisory Arbitration must be approved by CSEA.

B. If CSEA concurs with the Grievant's request for Advisory Arbitration, CSEA shall notify the Superintendent and the Grievant in writing. The grievance shall be submitted for Advisory Arbitration.

C. The parties shall first attempt to select a mutually acceptable arbitrator. In the event the parties cannot accept a mutually acceptable arbitrator, the Superintendent or his/her designee shall request the State Mediation and Conciliation Service to provide the parties with a list of five (5) names from which the parties will attempt to mutually select an arbitrator. If, after ten (10) workdays after receiving the names, the parties cannot agree on an arbitrator, the parties will alternately strike names until there is one name remaining.

D. Arbitration of a grievance hereunder shall be limited to formal grievance as originally filed by the employee to the extent that said grievance has not been satisfactorily resolved. Arbitration hereunder shall be conducted in accordance with applicable rules and procedures adopted or specified by the American Arbitration Association (AAA) unless the parties hereto mutually agree to other rules or procedures for the conduct of such arbitration. The fees and expenses of the arbitrator, if any, for the conduct of such arbitration shall be shared equally by the District and

the Grievant or CSEA, if CSEA is representing the Grievant.

All other expenses shall be borne by the party incurring them and neither shall be responsible for the expenses of the witnesses called by the other.

E. The decision of an arbitrator resulting from arbitration of grievances hereunder shall not add to, subtract from, or otherwise modify the terms and conditions of this contract. The arbitrator must rule only on the specific violation of the contract as presented in the grievance and only on the facts presented.

F. The written decision of the arbitrator shall be sent to the Grievant and the Superintendent. The decision will be rendered within ten (10) workdays of the termination of the arbitration conference. The arbitrator's decision will then be provided to the Board of Education for the final decision.

## STEP 5 FORMAL LEVEL D – REVIEW BY THE BOARD OF EDUCATION

A. The Board of Education may either adopt or reject the recommendations of the arbitrator. Within the next two (2) regularly scheduled meetings of the Board of Education following receipt of the arbitrator's decision, the Board of Education shall render a final decision.

B. If the arbitration is bypassed by mutual consent of both parties, the Grievant may appeal the decision of the prior level to the Board of Education within ten (10) workdays after receipt by the Grievant of the prior level decision. The Grievant and/or his/her representative may be permitted to make a statement to the Board of Education at the time it is considering the appeal. Within the next two (2) regularly scheduled meetings of the Board of Education following receipt of the grievance appeal by the Board of Education, the Board of Education shall render the final decision.

# ARTICLE XVIII – TRANSFERS AND PROMOTIONS

## A. VOLUNTARY TRANSFERS AND PROMOTIONS

1. A voluntary transfer is defined as a request by a permanent employee to change his/her worksite or work shift and involves no change in classification nor an increase in pay or hours worked. Such requests will be considered applying the criteria in this section unless the District has determined to fill the vacancy as an involuntary transfer or "Good of the Service" transfer, pursuant to sections B and C, respectively, of this Article. An employee shall have the right to a voluntary transfer from one division to another at the same work site with the exception of:

    a. In positions which are less than four (4) hours, additional minutes may be added without a selection process, provided that the additional minutes do not increase the position beyond three (3) hours and fifty-nine (59) minutes.

    b. In positions which are more than four (4) hour, sixty (60) minutes may be added without a selection process, provided that the additional time does not increase the position beyond eight (8) hours.

2. One (1) voluntary transfer per fiscal year may be granted to any individual employee.

3. A "Transfer Request" form can be submitted online to the Division of Human Resources through SharePoint (https://www.nlmusd.org/departments/hr). The "Transfer Request" form shall be time stamped by the Division of Human Resources when the form is submitted. TA: 11/04/25

4. An employee may request a voluntary transfer at any time, however, there must not be any pending disciplinary action against the employee or an overall negative evaluation or disciplinary action on file within the last two (2) years. This request must be made on the appropriate form provided by the Division of Human Resources. The Transfer Request form shall be time-stamped by the Division of Human Resources when the form is submitted. The request shall remain in effect until the end of the academic year (July 1 - June 30) in which it was submitted. A new transfer request must be submitted each academic year in order to be valid for that period.

    a. An employee may request a transfer prior to a vacancy occurring.

    b. If there is more than one (1) employee transfer request on file for the position, the employee with the most seniority, within the respective classification not having disciplinary action in progress or, pending or an overall negative evaluation or disciplinary action in the last two (2) years, will be assigned the position. In case of a tie, due to seniority, whichever applicant submitted his/her request first (1st) shall be selected.

An employee may request a transfer at any time. A job vacancy shall be posted and all requests for transfer shall be accepted up until the closing date.

c. When a vacancy is posted for a new or additional position or a vacancy occurs within the same classification an employee may submit a Request for Transfer for the position(s). (Refer to Article XVIII. 1. a or b) The most senior person, not having disciplinary action in progress or, pending or an overall negative evaluation or disciplinary action in the last two (2) years shall be assigned the position. In the event of a tie due to seniority, whichever applicant submitted his/her request first (1st) shall be selected.

d. When a vacancy is posted and there are no Requests for Transfer on file, applicants for the position will participate in the District's hiring process of permanent classified employees as stated in Article VIII, Job Notifications.

e. Vacancies which are not filled by a permanent employee, will be opened to qualified outside applicants.

5. When an additional position is added, or a vacancy occurs within a classification, unit members currently serving in that classification may apply for the transfer. The vacancy shall be posted for not less than five (5) workdays. Notices of all job vacancies shall be posted on designated bulletin boards in prominent locations at each site.

6. An employee who meets the criteria outlined in Article XVIII. 4. a, b, c, and d, and has their voluntary transfer request bypassed by an Involuntary Transfer or "Good of the Service" Transfer, shall have the right to appeal the decision to the Assistant Superintendent, Human Resources, or designee. The decision of the HR administrator shall be final. This section does not preclude the employee from exercising their rights under Article XVII – Grievance Procedures regarding the procedural nature of the appeal process.

## B. INVOLUNTARY TRANSFERS

1. An involuntary transfer shall be defined as a transfer within the same classification that occurs without the employee's permission or intention to request a change in his/her work location or work shift as determined by the District.

2. No employee shall be subject to an involuntary transfer except for the reasons listed below:

a. Improved efficiency of the District, including the need for organizational restructuring or operating changes to increase productivity, streamline processes or enhance educational services.

b. A change in enrollment or workload necessitating transfer, including a shift in student

enrollment or workload distribution requiring staffing adjustments.

c. Balance of the work force, including distribution and allocation of employees across worksites for operational and resource efficiency or legal compliance issues.

d. Closing of schools or District departments necessitating relocation of affected employees.

e. Financial capabilities of the District, including budget constraints and the need to reduce expenditures or reallocate resources.

3. An employee may request a conference with the appropriate administrator. In addition, a written statement regarding the reason(s) for the involuntary transfer shall be provided to the employee.

4. The District shall give the Association a five (5) workday notice prior to any involuntary transfer.

5. Displaced special education staff being reassigned due to a change in student needs and/or enrollment will be involuntarily transferred as soon as a new placement is identified. If the new placement requires a permanent change in hours, a five (5) day notice is required but may be waived by the employee at his/her written election.

## C. GOOD OF THE SERVICE

1. A transfer which results from the District, the employee, or both, seeking a transfer of the employee to a different work location or work shift for reasons other than those listed in Sections A and B of this Article shall be termed for the "good of the service."

2. The District and CSEA agree to meet and resolve "Good of the Service" transfers on a case by case basis.

3. For positions that require packing of materials and personal belongings, employees transferred under this section will be provided a two (2) workday notice. This does not apply if discipline was issued that resulted in this transfer.

4. "Good of the Service" transfers shall not be subject to Section A and/or B of this Article.

## ARTICLE XIX – LAYOFF PROCEDURES

### A. NOTICE OF LAYOFF

1. The Board of Education may layoff and reemploy classified employees in accordance with applicable law and procedures provided in this Agreement. Specifically, classified employees may be laid off or reduced in hours and/or months for lack of work or lack of funds.

    a. The decision of the Board of Education to lay off is not grievable.

    b. Lack of work shall mean that the majority of the duties of a position or class of positions are no longer required by the District.

    c. Lack of funds shall mean that the duties of a position or class of position are still required by the District but adequate funds are not available to sustain the position(s).

    d. Layoffs/reduction in hours effected under this policy shall be considered involuntary and shall not in any way reflect discredit against the employee.

    e. When, as a result of a bona fide reduction or elimination of the service(s) being performed by any department, classified employees shall be subject to layoff/reduction in hours, and informed of their displacement rights, if any, and reemployment rights.

2. The District shall, upon request by CSEA, negotiate the decision and effects of any reduction in hours/work year of a bargaining unit employee/position. The District shall, upon request, negotiate the effects of the Governing Board's decision to layoff an employee or eliminate a position.

### B. SENIORITY AND ORDER OF LAYOFF

1. When a classified employee is laid off, the order of layoff within the class shall be determined by the length of service. "Length of Service" shall be defined by date of hire in a probationary status. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first (1st). Reemployment shall be in reverse order of layoff.

2. Seniority shall include all regular time in a class plus time in higher classes. In the event of a tie, the tie shall be broken by original District date of hire in a probationary position. Should the employees still be tied, the tie shall be broken using the employees' employee identification number, with the lowest employee identification number designating the most senior employee.

3. In the event an employee has resigned and is re-employed in the same job classification, only the most recent date of hire will be considered as the seniority date.

4. Time spent on approved leaves with pay (FMLA and/or CFRA) and on (paid or unpaid) military leave shall not interrupt accrual of seniority.

5. No regular employee shall be laid off from any position while employees serving under limited-term appointment are retained in positions of the same class in the same organizational unit unless the regular employee declines the limited-term or substitute position.

6. Only the most recent date of employment shall be counted for employees who have resigned and who have subsequently been reemployed. Resignations due to military service shall be considered as a leave of absence and the time absent shall count toward seniority, providing the employee returns to work within the time limits specified by state and federal law.

## C. BUMPING RIGHTS

1. Regular employees who are to be laid off may exercise bumping rights in an equal or lower class in which they have served and hold seniority credit greater than that of an incumbent. The employee to be bumped shall be the one with the least seniority in the class.

2. An employee who has been bumped shall have the same bumping rights afforded by this rule as if his/her position had been abolished or discontinued.

3. Bumping into a lower class shall be considered a voluntary demotion.

4. An employee accepting a position in a lower class in lieu of layoff, shall be placed on a Step in the new Range which is nearest to, but not higher than his/her present salary; and, in any case, shall not exceed the maximum Step of the new Range. The employee shall retain his/her anniversary date for subsequent salary advancement. The number of months worked per year shall have no effect on bumping privileges.

## D. DEMOTION TO CLASSIFICATION WITHOUT SERVICE IN THAT CLASSIFICATION

1. An employee who is laid off may elect demotion to a lower classification in which he/she had not served in a permanent or probationary status if there is a vacancy in a lower classification and if he/she qualifies for the vacancy. Such qualifications shall include all factors originally included for the classification.

2. An employee who demotes to a lower classification, in which he/she has not served, shall be considered as probationary in that class.

## E. REEMPLOYMENT

1. A re-employment list for each class subject to layoff shall be established and maintained for thirty-nine (39) months for permanent and probationary employees.

2. Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff or to remain in their present positions rather than be reclassified or reassigned, shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to 24 months provided that the same test for fitness under which they qualified for appointment to the class still applies.

3. Subsequent vacancies shall be filled from the reemployment lists. The names shall be listed in reverse order of layoff.

4. Laid off employees do not accumulate but do retain seniority credit at time of layoff, while on a reemployment list.

5. Offer of Reemployment - When a vacancy occurs, offer of reemployment in a class, for which a layoff reemployment list has been established, the senior employee shall be notified and given an opportunity to accept the vacancy. The laid off employee may decline the offer of employment and retain his/her position on the list. If he/she twice declines an appointment, his/her name will be removed from the list and he/she forfeits all rights to which he/she would otherwise be entitled. The employee will be notified by U.S. Mail at his/her last known address. He/she must advise the District within ten (10) calendar days of notification whether he/she accepts or not. Failure to respond to notice of a vacancy within the specified timelines shall be deemed a refusal of reemployment. If he/she does accept, he/she must report to work within ten (10) workdays from the day he/she was notified.

6. Additional reasons for the removal of a name from a reemployment list are as follows:

    a. Conviction of a crime or crimes which would be sufficient to support dismissal of a permanent employee. (Sex offense, Narcotics.)

    b. Conduct which would cause dismissal under the provisions of Policy 4421 (Suspension).

    c. Making a false statement or knowingly omitting a statement as to any material fact on an application form or health history form.

    d. Dismissal for cause from employment subsequent to layoff.

7. Permanent employees laid off shall be reinstated as permanent employees, retain permanent status in the class (and all prior classes in which they had attained permanency) upon reassignment or reemployment and shall be reinstated with all rights and benefits accorded to him/her at the time of layoff.

8. A probationary employee who is laid off during the probationary period shall, in the event of reemployment within one (1) year, be required to complete only the balance of the probationary period. A probationary employee who is laid off and reemployed more than one (1) year after layoff shall be required to complete the entire probationary period regardless of previous time served.

9. An employee who has been laid off for lack of work or lack of funds and who is on a layoff reemployment list may be employed as a temporary or short-term employee (as that latter term is defined in Education Code) in his/her original class or any other class for which he/she is qualified and such employment shall in no manner jeopardize or otherwise affect his/her status or eligibility for re-employment.

10. Permanent employees who are laid off shall receive a new anniversary date which will be based on the amount of time served on the Step held at the time of layoff so that an employee will be required to spend no more nor less than one (1) calendar year on a Step. Probationary employees who are laid off shall be credited with the time served on the initial step of the salary schedule and their anniversary date shall be adjusted accordingly. Employees who accept a voluntary demotion shall retain their anniversary date.

11. In order to be reinstated, and employee must be capable of performing the normal and customary duties of the job. Employees who, at the time called, suffer from a physical or mental disability that prevents them from being able to perform the essential functions of the job with or without reasonable accommodation, shall be kept on the reemployment list until another vacancy occurs and the employee is able to perform the essential functions of the job with or without reasonable accommodation, or for a period of thirty-nine (39) calendar months from the date of layoff, whichever occurs first.

12. All accumulated sick leave shall be restored unless transferred to a new district as provided by law. In such case, only the sick leave available at the new district shall be restored.

    a. For twelve (12) month employees returning within forty-five (45) days from their separation, the rate of earned and accumulated vacation shall be the same as at time of layoff. (See Article XIV, Section C.)

    b. For less than twelve (12) month employees returning from their separation within sixty-one (61) days which occurs in June and July, the rate of earned and accumulated vacation shall be the same as at time of layoff. (See Article XIV, Section C.)

## F. EXPIRATION OF SPECIALLY FUNDED PROGRAMS

When classified positions must be eliminated as a result of the expiration of a specially funded program, the employees to be laid off shall be given written notice not less than 60 days prior to the effective date of their layoff informing them of their layoff date and their displacement rights,

if any, and reemployment rights.

## ARTICLE XX – SAFETY AND SECURITY COMMITTEE

A. It is the intent of the District to comply with applicable standards of the Division of Industrial Safety of the State of California and those requirements imposed by state or federal law.

B. Employees shall be encouraged to report potentially unsafe or existing unsafe conditions to their site Safety and Security Committee or the CSEA representatives of the District Committee. The District level Safety and Security Committee shall comply with all District Safety Standards.

C. When the work duties of an employee reasonably require use of any equipment or gear to insure the safety or work performance of the employee or others as determined by the District Safety and Security Committee, the District agrees to furnish such equipment or gear.

D. Any District Safety and Security Committee that meets shall have at least three (3) bargaining unit members. The District level Safety and Security Committee will have three (3) bargaining unit members appointed by CSEA.

E. The CSEA President shall be provided the scheduled meeting dates and a list of the District Safety and Security Committee members.

F. The District shall provide a means of communication to acquaint members of the existence of the Safety and Security Committee and the ways unsafe and/or security conditions can be reported.

G. All safety inspection tours will be made by the site Safety and Security Committee.

H. The District shall make every effort to see that classified employees shall not be required to perform tasks or work under conditions which jeopardize their safety or cause an employee to be liable.

I. The District shall take reasonable steps to provide adequate security to insure the safety of employees.

    1. Any employee (with the exception of District Safety Officers) called back between 11:00 p.m. and 5:00 a.m. shall be accompanied by a fellow employee or a supervisor.

## ARTICLE XXI – REPLACING OR REPAIRING PERSONAL PROPERTY

### A. PERSONAL EQUIPMENT

The District shall reimburse employees represented by CSEA to a maximum of five hundred dollars ($500.00) per incident for any loss, damage, or destruction of personal equipment of the employee on school premises, unless such damage is due to negligence by the employee. To be eligible for reimbursement, the individual must complete a District form, at the time the article is brought to school District department accurately describing the item, and the specific dollar figure of its current replacement value. Claims must be submitted on a form provided by the District within thirty (30) days of the date of the loss. No reimbursement shall be made for mysterious disappearances, accidental damage, or any other loss suffered because of lack of supervision by the owner.

### B. PERSONAL PROPERTY

The District shall provide for the payment of the costs of replacing or repairing personal property of an employee, when any such property is damaged in the line of duty without negligence on the part of the employee. Personal property is defined as eyeglasses and clothing only and specifically excludes automobiles or other personal property. The District shall not pay on items of less than twenty-five dollars ($25.00) with the maximum payment for any loss of three hundred and fifty dollars ($350.00). The District shall not be financially responsible for any part of eyeglass losses reimbursed by an insurance carrier, District authorized and paid, in part or in full, by District funds. Claims must be submitted to the Business Office within ten (10) workdays after the accident and be verified by the immediate supervisor. The District shall not cover any loss of personal property for which the employee has made a duplicate claim for that same loss of any applicable personal insurance carrier. The employee shall, as a condition of reimbursement, certify in writing that no other claim has been filed and that no reimbursement has been paid or received as a result of the loss.

### C. DAMAGES TO AUTOMOBILE

Damage to an employee's purchased and owner driven automobile due to vandalism shall be paid if the site administrator has reasonable cause to believe that the damage occurred within the scope and the course of employment in the District. Vandalism shall include, but not be limited to slashed tires, stolen batteries, broken windows. The District shall reimburse the individual for up to a maximum of nine hundred and twenty-five dollars ($925.00) per each incident, limited to two (2) claims per year, providing a police report is filed and appropriate District forms are completed and submitted within ten (10) workdays of the incident. All repairs must be made and claims for reimbursement submitted to the Business Office within twelve (12) calendar months following approval of a claim.

## D. UNIFORMS

1. The Board of Education requires the wearing of a distinctive uniform by members of the bargaining unit, as identified below. The uniform shall be supplied and repaired or replaced by the Board of Education at no cost to the employee on an as needed basis as determined by the District. Unless otherwise authorized by the supervisor, uniforms must be worn by such employees during the performance of job assignments and duties.

    a. Maintenance and Operations staff, School Safety staff, Transportation and Mechanics shall be provided uniforms at no cost to the employee on an as needed basis as determined by the District. Warehouse staff, Plant Protection Officers, Security Assistants, Nutrition Services Drivers, Technology Services Technicians, and Gym Attendants will be provided five (5) polo shirts or t-shirts, and Health Care Support Providers and Licensed Vocational Nurse will be provided five (5) smocks annually, at no cost to the employee. Plant Protection Officers and Security Assistants will also be provided with four (4) pants, one pair of shorts, and a hat to complete their uniform at no cost to the employee. Shorts must extend to the knee or no more than two (2) inches above the knee. Shorts must not be excessively tight-fitting or excessively loose. The District-provided hat can be worn at the employee's discretion. TA: 02/24/26

        1) All shirts ~~and~~, smocks, pants, shorts, and hats are to be distributed by the end of August of each year. TA: 02/24/26

    b. District and Campus security personnel shall be provided one (1) windbreaker jacket with liner and lettering identifying the wearer as security personnel. Windbreaker jacket will be replaced as needed through normal wear and tear or damage sustained while performing job duties.

    c. If a jacket, sweater or other garment is worn over the uniform, the employee must wear District identification displayed in plain view. In the event of a special occasion or circumstance, to be determined by the School District, the employee may wear appropriate clothing for said occasion or circumstance by mutual agreement with the Administrator/Director of the Site/Department. The employee must continue to wear proper identification while on District property.

2. Alternate uniforms for School Safety Officers consisting of four (4) polo shirts will be provided at no cost to the employee and should not be worn during the regular student school session calendar days.

    a. Employees will provide their own blue jeans and tennis shoes. They must be clean and in good condition.

    b. During the times School Safety personnel are allowed to wear their alternate attire, they

shall keep a regular uniform in their locker and available to be worn at the direction of the Chief of School Safety.

3. If through the employee's negligence, clothing or equipment supplied by the District is destroyed, lost or damaged, the District will repair or replace it, but the costs will be borne by the employee.

4. All uniforms, shirts, and smocks are the property of the School District and must be returned when the employee separates from the School District.

## E. WORK TOOLS

The District shall supply all tools and equipment necessary for safe and proper work performance, as determined by management, for all employees covered by this Agreement.

## ARTICLE XXII – PROFESSIONAL GROWTH

A. Professional Growth Committee is hereby established to be composed of three (3) members appointed by the District and three (3) members appointed by the CSEA President. The professional growth committee shall meet to review and vote on employee requests under this Article at least one time every two months or as needed. The District shall contribute accordingly to cover all expenditures awarded by the Professional Growth Committee to bargaining unit members.

B. The intent of the program is to assist employees in developing, their skills that relate to their job duties and prospective job duties in the District by allowing bargaining unit members to participate in appropriate courses: university, college, adult school, institutes, conferences, seminars, workshops, and training within the state of California.

C. Expenses will be compensated for as authorized in the Professional Growth Manual. An individual employee may request up to three thousand dollars ($3,000) per year. Authorized expenses shall include cost of tuition, conference or seminar fees, cost of textbooks or other written materials and portions thereof. Any other expenses shall not be covered by Professional Growth funding.

D. A Professional Growth Manual that includes application forms will be distributed through District mail by the District to every bargaining unit employee at no cost to the employee or CSEA.

E. The decision of the committee on any application is final and not subject to review or grievance.

## ARTICLE XXIII – SUPPORT OF AGREEMENT

The Board of Education and CSEA agree that it is to their mutual benefit to encourage the resolution of problems or concerns through the negotiation process. Therefore, it is agreed that the Board of Education and CSEA shall support this Agreement for its term as a demonstration of the cooperation and consistency to this end.

## ARTICLE XXIV – SUCCESSOR AGREEMENT

A. CSEA agrees that it shall make a good faith effort to submit its initial proposal for the successor Agreement to the District no later than June 30th of the year this agreement expires unless mutually agreed in writing to extend the deadline. TA: 11/04/25

B. The District and CSEA shall make a good faith effort to initiate, meet and negotiate sessions on a successor Agreement no later than June 30th of the year this agreement expires unless mutually agreed in writing to extend the deadline. TA: 11/04/25

C. Meetings shall be as mutually agreed upon.

D. Attendance at negotiations shall be limited to nine (9) members of CSEA and the Management team.

## ARTICLE XXV – APPROVAL OF AGREEMENT

This Agreement is approved and ratified by the officers and members of the California School Employees Association, Chapter 404, and by the Board of Education, Norwalk-La Mirada Unified School District on April 27, 2026~~May 8, 2023~~.

Dr. Robert Cancio
President, Board of Education
Norwalk-La Mirada Unified School District

Martha Jauregui
President, California School Employees Association,
Chapter 404

Tania Magaña
Interim Superintendent
Norwalk-La Mirada Unified School District

Joshua N. Botelho
Co-Chairperson/Grounds Representative,
California School Employees Association,
Chapter 404 Negotiating Team

Michael R. Gotto, Ed.D.
Assistant Superintendent, Human Resources
Norwalk-La Mirada Unified School District

Christian F. Macias Solis
Co-Chairperson/Maintenance & Operations Representative,
California School Employees Association,
Chapter 404 Negotiating Team

Breanna Koehler
California School Employees Association,
Labor Relations Representative

Clayton H. Barragan, Custodial Representative
Maria G. Castillo, Paraeducator Representative
Rudy Diaz Jr., Transportation Representative
Lenore Z. Duran, District Office Representative
Valarie A. Gonzales, Health Care Representative
Angela Hernandez, Elementary Representative
Heather L. Jaeger, Middle School Representative
Angela A. Moschetti, Nutrition Services Representative
Martin A. Rojas, High School Representative
Maricela Vargas, School Safety Representative
Elizabeth Bautista, Recorder

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025~~2~~-2028~~5~~

| RANGE | ACCOUNTING GROUP |
|---|---|
| 285 | Facilities Accounting Technician II |
| 280 | Benefits Technician |
| 280 | Lead Accounting Technician |
| 280 | Lead Payroll/Retirement Technician |
| 280 | Preschool Programs Lead Accounting Technician |
| 265 | Educational Services Accounting Technician |
| 265 | Fiscal Control Technician/Secretary |
| 260 | Mandated Cost Specialist |
| 257 | Account Clerk, Senior |
| 257 | Payroll Clerk III |
| 250 | Account Clerk, Senior First 5/LAUP |
| 250 | Senior Nutrition Services Account Clerk |
| 244 | Account Clerk Intermediate |
| 244 | Medical Account Clerk, Intermediate |
| 240 | Nutrition Services Bilingual Account Clerk Junior |
| 240 | Payroll Clerk II |
| 239 | School Finance Clerk |
| 234 | Account Clerk, Junior |
| 232 | Payroll Clerk I |

| RANGE | ADULT EDUCATION PARAPROFESSIONAL GROUP |
|---|---|
| 219 | Assessment Center Testing Aide – Adult School |
| 219 | Career Tech Ed Center Aide – Adult |
| 219 | Paraeducator Aide - Adult |
| 219 | Paraeducator E.S.L. Aide - Adult |
| 219 | Paraeducator Individual Learning Center Aide - Adult |
| 21400 | Child Care Aide - Adult |
| 21403 | Child Care Leader - Adult |

| RANGE | CLERICAL GROUP |
|---|---|
| 275 | Facilities Planning Technician Special Projects |
| 253 | JTPA Senior Program Assistant |
| 250 | Human Resources Specialist |
| 249 | Energy Management & Maintenance Software Systems Technician |
| 248 | Educational Program Technician |
| 247 | Bilingual Migrant Education Categorical Technician |
| 247 | Categorical Program Assistant |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 20252-20285

| RANGE | CLERICAL GROUP (CONTINUED) |
|---|---|
| 247 | McKinney-Vento Categorical Program Assistant |
| 245 | Adult School Support Services Technician |
| 245 | Assessment Systems Technician |
| 245 | Educational Support Services Technician |
| 245 | P.D.C. Technician |
| 245 | Risk Management Technician |
| 243 | Software Technician |
| 240 | Personnel Clerk II |
| 239 | Headstart/Preschool Fiscal Technician |
| 239 | Project Fiscal Technician |
| 238 | Assessment & Evaluation Technician |
| 238 | Resource Center Technician |
| 238 | Workability Specialist |
| 237 | District Textbook Clerk |
| 237 | School Library Clerk, Senior |
| 237 | Special Education Technician |
| 236 | Media Technician-Middle School |
| 235 | Assessment Center Receptionist |
| 235 | Job Development Specialist |
| 235 | Records/Receptionist Clerk |
| 235 | School Clerk |
| 235 | Workability Job Development Specialist |
| 2342 | Data Technician~~Clerk~~ |
| 233 | Computer Lab Media Technician |
| 233 | Media Technician-Elementary |
| 233 | Textbook Clerk |
| 232 | Adult School Clerk |
| 232 | Clerk Typist, Senior |
| 232 | Office Technician, Middle School |
| 232 | Registrar Clerk |
| 231 | Bilingual District Operator/Receptionist |
| 230 | Human Resources Clerk |
| 228 | Alternative School Clerk |
| 228 | Attendance Clerk |
| 228 | Clerk Typist, Intermediate |
| 228 | Clerk Typist, Maintenance |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025~~2~~-2028~~5~~

| RANGE | CLERICAL GROUP (CONTINUED) |
|---|---|
| 228 | Job Placement Clerk |
| 228 | Multi-Media Support Clerk |
| 228 | Work Experience Clerk |
| 226 | Driver/Clerical Aide |
| 226 | Health Clerk |
| 222 | Attendance Clerk Jr. |
| 222 | Clerk Typist Junior, Bilingual |
| 222 | Clerk Typist, Junior |
| 222 | Clerk Typist, Workability |
| 219 | Career Education Technician |
| 219 | Clerk |
| 219 | Food Services Clerk |
| 219 | P.A.B.X. Operator/Receptionist Assistant |

| RANGE | CUSTODIAL GROUP |
|---|---|
| 258 | Crew Leader |
| 258 | Head of Plant - Preschool Facilities |
| 258 | Head of Plant-Adult Facilities |
| 254 | Head of Plant, High School |
| 246 | Administration Senior Custodian |
| 245 | Custodian Senior, Middle School |
| 243 | Custodian Leadperson |
| 242 | Custodian Senior, Elementary School |
| 235 | Custodian |

| RANGE | GROUNDS GROUP |
|---|---|
| 280 | Grounds Foreperson |
| 262 | Gardener |
| 262 | Irrigation Technician |
| 255 | Gardener Assistant |
| 255 | Sprinkler Repairperson Assistant |
| 246 | Grounds Leadperson |
| 243 | Equipment Operator |
| 243 | Tree Trimmer/Grounds Specialist |
| 238 | Groundsperson |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025~~2~~-2028~~5~~

| RANGE | GYM ATTENDANT GROUP |
|---|---|
| 235 | Gym Attendant-Boys |
| 235 | Gym Attendant-Girls |

| RANGE | INTEGRATED TECHNOLOGY SERVICES GROUP |
|---|---|
| 282 | Database Application Analyst |
| 282 | Network Engineer II |
| 280 | Instructional Applications Specialist |
| 280 | System/Network Analyst |
| 277 | Lead Client Support Analyst |
| 273 | Network Operations Analyst |
| 273 | State Reporting Data Analyst |
| 269 | Client Support Analyst |
| 269 | Radio Support Technician |
| 269 | Telecom. Technician II |
| 260 | Student System Technician II |
| 253 | Technology Support Technician |
| 252 | Network Technician I |
| 252 | Telecom Technician I |
| 251 | Office Manager/Dispatch |
| 251 | Student Information System Support Technician |
| 245 | Help Desk Technician |

| RANGE | MAINTENANCE GROUP |
|---|---|
| 283 | Environmental Technician |
| 283 | Maintenance Foreperson |
| 269 | Carpenter Leadperson |
| 269 | Early Maintenance Crew Leadperson |
| 269 | Electrician Leadperson |
| 269 | Fire Alarm/Low Voltage Technician |
| 269 | Heating/Refrigeration Mechanic Leadperson |
| 269 | Painter Leadperson |
| 269 | Plumber Leadperson |
| 265 | Cabinetmaker |
| 265 | Carpenter |
| 265 | Electrician |
| 265 | Glazier |
| 265 | HVAC-R Technician II |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025~~2~~-2028~~5~~

| RANGE | MAINTENANCE GROUP (CONTINUED) |
|---|---|
| 265 | Maintenance Locksmith |
| 265 | Office Equipment Repairperson |
| 265 | Painter |
| 265 | Plumber |
| 265 | Welder |
| 262 | General Maintenance Technician |
| 262 | HVAC-R Technician I |

| RANGE | NUTRITION SERVICES GROUP |
|---|---|
| 265 | Head Start Nutrition Specialist |
| 258 | Central Kitchen Warehouse Lead |
| 250 | Central Kitchen Lead |
| 250 | Central Kitchen Warehouse Assistant |
| 243 | Nutrition Services Lead III |
| 240 | Nutrition Services Driver |
| 240 | Nutrition Services Lead, Special Programs |
| 234 | Nutrition Services Lead II |
| 225 | Central Kitchen Assistant Lead |
| 224 | Nutrition Services Lead I |
| 222 | Nutrition Services Assistant Lead III |
| 219 | Nutrition Services Clerk |
| 218 | Nutrition Services Assistant III |
| 216 | Central Kitchen Assistant |
| 215 | Nutrition Services Assistant II |
| 214 | Nutrition Services Worker I |

| RANGE | PARAEDUCATOR GROUP |
|---|---|
| 280 | Elementary Student Support Specialist |
| 280 | Intervention Specialist |
| 270 | Bilingual Early Intervention Specialist |
| 245 | Bilingual Parent Community Aide |
| 245 | J.T.P.A. Program Assistant |
| 245 | McKinney-Vento Intervention Liaison |
| 245 | Migrant Special Program Assistant |
| 245 | Outreach Liaison Aide |
| 243 | Puente Community Mentor Liaison |
| 242 | Tobacco Related Prevention Specialist |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025~~2~~-2028~~5~~

| RANGE | PARAEDUCATOR GROUP (CONTINUED) |
|---|---|
| 238 | Bilingual Even Start Community Health Aide |
| 238 | Bilingual Translator |
| 238 | Child Welfare/Attendance Specialist |
| 238 | Outreach Liaison |
| 237 | Intervention Activities Assistant, Middle School |
| 232 | Bilingual Head Start Family Services Worker |
| 230 | Bilingual Community Health Aide |
| 228 | Bilingual Student Community Intervention Coach |
| 226 | Bilingual Clerk, Liaison of Community Affairs |
| 226 | Bilingual Community Liaison |
| 226 | Bilingual Health on Wheels Medical Technician |
| 226 | Bilingual Home/School Community Liaison |
| 226 | Bilingual Home/School Literacy Liaison |
| 226 | Community Center School Liaison |
| 226 | Head Start/State Preschool Bilingual Community Health Aide |
| 226 | Health Education Paraeducator Aide/Driver |
| 226 | Health on Wheels Medical Technician |
| 226 | Healthy Start Bilingual Community Liaison |
| 226 | Home/School Community Aide (CAP) |
| 226 | Literacy Assistant |
| 224 | Paraeducator Preschool |
| 222 | Activities Aide |
| 222 | Bilingual McKinney-Vento Parent Aide |
| 222 | Community Center Liaison |
| 221 | Intervention Activities Aide |
| 221 | Specialist Teacher Aide |
| 219 | Assessment Center Testing Aide |
| 219 | Bilingual Health Aide - Head Start |
| 219 | Bilingual Resource Aide |
| 219 | Career Ed Technician |
| 219 | Classroom Accommodation Assistant |
| 219 | Community Resource Aide |
| 219 | Computer Technician Aide |
| 219 | E.S.L. Reading Aide |
| 219 | Headstart Disabilities Aide |
| 219 | Health Aide - Headstart |
| 219 | Independent Study Aide |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025~~2~~-2028~~5~~

| RANGE | PARAEDUCATOR GROUP (CONTINUED) |
|---|---|
| 219 | Lab Resource Aide |
| 219 | Learning Lab Resource Aide |
| 219 | Learning Lab Technician Aide |
| 219 | Math Lab Aide |
| 219 | Media Center Aide |
| 219 | Paraeducator - Success for All Reading Program |
| 219 | Paraeducator Aide - Bilingual |
| 219 | Paraeducator Aide - Elementary Reading/Math Coach |
| 219 | Paraeducator Aide - ESL |
| 219 | Paraeducator Aide - PDC |
| 219 | Paraeducator Aide - Regular Classroom |
| 219 | Paraeducator Physical Education |
| 219 | Parent Involvement Aide |
| 219 | Peer Mediation Aide |
| 219 | Preparation Time Aide |
| 219 | Reading Lab Aide |
| 219 | Recovery/Outreach Aide |
| 219 | Resource Aide |
| 219 | Social Service Aide |
| 218 | Paraeducator Reading/Math Tutor |
| 214 | Child Care Aide/Bus Monitor Preschool |
| 214 | Child Care Aide/Even Start |

| RANGE | PUBLICATIONS GROUP |
|---|---|
| 261 | Graphic Specialist |
| 247 | Publications Specialist |
| 238 | Publications Technician |
| 238 | Resource Center Technician |

| RANGE | PURCHASING GROUP |
|---|---|
| 273 | Buyer |
| 251 | Junior Buyer |
| 250 | Purchasing Clerk III |
| 239 | Purchasing Clerk II |
| 230 | Purchasing Clerk I |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 20252-20285

| RANGE | SCHOOL AGED CHILD CARE GROUP |
|---|---|
| 240 | Child Care Teacher III |
| 218 | Child Care Teacher II |
| 215 | Child Care Teacher I |
| 214 | Child Care Assistant |

| RANGE | SECRETARY GROUP |
|---|---|
| 257 | Administrative Secretary |
| 257 | Business Operations Secretary - Construction, Maintenance & Operations |
| 251 | Business Services Secretary |
| 251 | Child Welfare/Attendance Secretary |
| 251 | Educational Services Secretary |
| 251 | Facilities Secretary |
| 251 | Integrated Technology Services Secretary |
| 25140 | Maintenance & Operations Secretary |
| 251 | Nutrition Services Secretary |
| 251 | School Operations Secretary |
| 249 | Secretary III |
| 2497 | School Office Manager – Middle ~~School Secretary - Middle School~~ |
| 247 | Categorical Grant Program Assistant |
| 247 | Head Start Secretary |
| 247 | School Secretary - Middle School |
| 246 | Project Secretary - Categorical Aid |
| 2464 | School Office Manager – Elementary ~~School Secretary - Elementary~~ |
| 244 | School Secretary - Elementary |
| 240 | District Guidance Secretary |
| 240 | Maintenance Secretary |
| 240 | Secretary I |

| RANGE | SECURITY GROUP |
|---|---|
| 2653 | Lead School Safety Officer |
| 254 | Clerk Dispatcher, Senior |
| 254 | Senior School Safety Officer |
| 2520 | School Safety Communications Officer |
| 2520 | School Safety Patrol Officer |
| 251 | Safety Sargent |
| 237 | Security Assistant |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025~~2~~-2028~~5~~

| RANGE | SPECIAL EDUCATION GROUP |
|---|---|
| 288 | Behavior Specialist |
| 270 | Licensed Vocational Nurse |
| 268 | Certified Interpreter Deaf & Hard of Hearing |
| 248 | Paraeducator/Behavior Support |
| 238 | Bilingual Special Education School/Community Specialist |
| 238 | Braille Transcriber |
| 238 | Interpreter/Deaf and Hard of Hearing |
| 237 | Direct Intense Behavior Support Paraeducator |
| 237 | Special Education Technician |
| 233 | Health Care Support Provider |
| 231 | Paraeducator – Special Education* |
| 230 | Bilingual Special Education Community Aide |
| 226 | Bilingual Special Education Health Aide |
| 226 | Bilingual Special Education Home/School Community Aide |
| 226 | Paraeducator Aide - Deaf and Hard of Hearing |
| 226 | Paraeducator Deaf & Hard of Hearing |
| 226 | Paraeducator Special Education – Visually Impaired |
| 226 | Special Education Paraeducator Aide/Workability |
| 288 | Behavior Specialist |

| RANGE | TRANSPORTATION GROUP |
|---|---|
| 283 | Automotive Foreperson |
| 277~~65~~ | Heavy Duty Truck/Bus Technician~~Automotive Mechanic II~~ |
| 268 | Bus Driver/Instructor |
| 267 | Mechanic Leadperson |
| 257 | Head Bus Driver |
| 257 | Transportation Dispatcher/Bus Driver |
| 257 | Transportation Dispatcher/Clerk |
| 257 | Transportation Scheduler |
| 255 | Transportation Service Worker |
| 250 | Bus Driver |
| 250 | Bus Driver/Transportation Account Clerk |
| 250 | Senior Transportation Account Clerk |
| 244 | Account Clerk Intermediate |

## POSITION OF CLASSIFICATION TO RANGE, (Appendix A) 2025~~2~~-2028~~5~~

| RANGE | WAREHOUSE GROUP |
|---|---|
| 261 | Warehouse Foreperson |
| 251 | Stock Clerk, Senior |
| 243 | Stock Clerk |

*Paraeducator – Severely Handicapped
Paraeducator – Non-Severely Handicapped
Paraeducator – RSP
Condensed to Paraeducator - Special Education

**214 Supervision Aide/Noon Aide
Pending Job Description review

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
DIVISION OF BUSINESS SERVICES

ALL BARGAINING UNITS
HEALTH AND WELFARE BENEFITS - APPENDIX C
Effective: January 1, 2026~~5~~

Employee Medical Plan Elections and associated fees shall be consistent with what is offered through CalPERS.

| Medical Plan Elections | Level of Coverage | Tenthly Payroll Deductions |
|---|---|---|
| Anthem HMO Select | Employee Only<br>Employee + One<br>Employee + Family | $41.77~~140.74~~<br>$83.54~~281.48~~<br>$108.61~~365.92~~ |
| Anthem HMO Traditional | Employee Only<br>Employee + One<br>Employee + Family | $48.97~~163.55~~<br>$97.94~~327.09~~<br>$127.32~~425.22~~ |
| Blue Shield Access+ HMO | Employee Only<br>Employee + One<br>Employee + Family | $39.83~~127.17~~<br>$79.66~~254.34~~<br>$103.56~~330.64~~ |
| Blue Shield Trio HMO | Employee Only<br>Employee + One<br>Employee + Family | $36.99~~113.30~~<br>$73.99~~226.60~~<br>$96.18~~294.58~~ |
| Health Net Salud y Mas | Employee Only<br>Employee + One<br>Employee + Family | $32.11~~109.66~~<br>$64.23~~219.32~~<br>$83.50~~285.11~~ |
| Kaiser | Employee Only<br>Employee + One<br>Employee + Family | $42.05~~142.22~~<br>$84.10~~284.44~~<br>$109.33~~369.77~~ |
| United Health Care Alliance | Employee Only<br>Employee + One<br>Employee + Family | $37.78~~132.99~~<br>$75.57~~265.98~~<br>$98.24~~345.78~~ |
| United Health Care Harmony | Employee Only<br>Employee + One<br>Employee + Family | $33.22~~116.09~~<br>$66.43~~232.17~~<br>$86.36~~301.83~~ |
| PERS Gold PPO | Employee Only<br>Employee + One<br>Employee + Family | $41.66~~133.26~~<br>$83.31~~266.52~~<br>$108.31~~346.47~~ |
| PERS Platinum PPO | Employee Only<br>Employee + One<br>Employee + Family | $62.13~~193.98~~<br>$124.26~~387.96~~<br>$161.53~~504.35~~ |

Payroll deduction is authorized for voluntary deductions, i.e., United Way, Credit Unions, Camino, Long Beach School Employees, School's First, and First Financial for CSEA members, voluntary life insurance and flexible spending accounts. The District DOES NOT contribute to these. Direct Deposit is available. Necessary forms for direct check deposit are available in the Payroll Department.

CSEA
APPENDIX C
Health and Welfare Benefits

In order to fund expenses of health plans (health insurance, dental insurance, life insurance and vision insurance) for eligible employees and dependents, as of January 1, 2025 the District agrees to contribute annually a total amount equal to $11,475 (effective January 2025) per benefited employee contribution effective February 1, multiplied by the number of benefited employees to a fund to be designated the Health and Welfare Self Insurance Fund (an internal service proprietary fund).

The district shall also make a Health and Welfare District Contribution to the Health and Welfare Insurance Fund of $1,000,000 ongoing that will cover the first $1,000,000 of any increase in total cost of premiums from plan year to plan year. If total cost of premiums from plan year to plan year exceed $800,000, the increase will be borne by all eligible active employees on a floating percentage tied to the health benefit plan option selected by the benefited employee (employee only, employee + one and employee plus family) for PPO, HMO and Kaiser plans.

In a plan year where the total cost of premiums does not exceed $1,000,000, District will still contribute the full amount and use any excess to mitigate employee out of pocket expenses for the upcoming plan year.

All costs attributable to employee health benefits will be expensed to this fund. Any surplus funds at year end shall remain in the fund for the following year to defray any future increases in health benefit costs which may occur. Any rebates of payments shall accrue to the Health and Welfare Self Insurance Fund.

Should health benefit costs exceed the funds in the Health and Welfare Self Insurance Fund, the expenses in excess of the balance in the Fund will be borne by all eligible active employees based on a floating percentage model tied to the health benefit plan option selected by the benefited employee (employee, employee + one and family) for PPO, HMO and Kaiser plans.

A Health Benefit Committee, comprised of representatives of employee bargaining units and management is charged with the task of annually reviewing the District's health insurance plans and recommending changes.

The following health and life insurance plans will be provided:

Section A.

1. Health Insurance: CalPERS

The District shall continue to provide the following five health insurance plans for employees:

- Option A – Preferred Provider organization (PPO): Carriers and Plans offered by CalPERS

- Option B – Health Maintenance organization: (HMO): Carriers and Plans offered by CalPERS

2. Dental Insurance

The District shall offer coverage under the Delta Preferred Dental program to include spouses, domestic partners (as defined by law), and dependents. The District shall continue to offer one dental Preferred Provider Organization (PPO) and one dental Health Maintenance Organization (HMO).

3. Life Insurance

The District shall offer a life insurance policy to all benefited employees which shall have a death benefit of thirty thousand dollars ($30,000) through a fiscally responsible carrier. This policy shall not be a decreasing term policy.

4. Vision Insurance

The District shall continue to provide the policy currently in effect, Vision Service Plan.

## SICK LEAVE BANK - APPENDIX D

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 404

PREAMBLE:

The purpose of the CSEA sick leave Bank is to assist classified employees, who are members of California School Employees' Association (CSEA) Chapter 404, that earn sick leave from the school district but who have suffered a catastrophic illness or injury and have used up all available sick leave. The intent is to allow employees time to be restored to health so that they may return to work. "Catastrophic" is understood to be a debilitating illness or injury which results in the loss of ability to work a minimum of ten (10) workdays as verified by a physician. Eligible employees shall be able to receive benefits pursuant to this policy when approved by the Sick Leave Bank Committee.

ELIGIBILITY:

1. Employees who suffer a catastrophic illness or injury which results in the employee using all available credit leave (including accrued vacation time as well as sick time), shall become eligible to use the Sick Leave Bank subject to the restrictions and conditions outlined in this policy.

2. The use of this Sick Leave Bank shall only be available to those CSEA classified employees who have made a donation to the Bank. (The exception to this restriction shall be any classified employee who was absent due to an approved catastrophic illness allowed under this policy at the time of the adoption of this policy.)

3. Catastrophic illness or injury to the spouse or registered domestic partner or children of the employee is also covered by this policy.

SICK LEAVE BANK:

CSEA Chapter 404, shall establish a Sick Leave Bank to which all classified employees that are members of CSEA may donate earned and unused sick leave days to the Sick Leave Bank. This donation shall be irrevocable and shall be accomplished by the classified employee filing a CSEA Sick Leave Bank Membership Form". The form shall clearly state that the sick leave days being donated are irrevocable given to the Sick Leave Bank and cannot be rescinded for any reason whatsoever. A donation to the Sick Leave Bank shall be a general donation. Sick leave days donated to the Sick Leave Bank but unused by the end of any contract year shall accumulate from year to year.

DONATION OF DAYS:

1. Employees must contribute a minimum of one (1) day per year to maintain eligibility in the Sick Leave Bank during the enrollment period of benefits.

a. A Sick Leave Membership Form will be sent by Sick Leave Bank Committee at the beginning of each school year.

b. The Sick Leave Membership Form must be returned to CSEA by the last Friday of the second week in October.

c. Membership will automatically continue each year with the transfer of a minimum of one day, but not more than two if requested, of their sick leave to the Sick Leave Bank. The Sick Leave Bank Committee will have the discretion to allow membership in any year to continue without any transfer or contribution of day(s) for that year.

d. Members who wish to discontinue participation must submit a letter of withdrawal to CSEA by the last Friday of the second week in October.

e. Open enrollment will run from May 1st through May 31st each year for the following fiscal year.

2. In addition to the one (1) day eligibility contribution a classified employee may donate up to a maximum of two (2) of their yearly earned sick leave.

3. For bookkeeping purposes, a sick leave day given by a full-time or part-time employee is considered a day given whether to be used by a full-time or part-time employee.

4. Employees who plan to retire or separate from the District may donate their accrued sick days to the Sick Leave Bank by a letter of intent to the Sick Leave Bank Chairperson, which will then be submitted to Division of Human Resources for approval.

SICK LEAVE BANK COMMITTEE:

1. The Sick Leave Bank Committee shall consist of five (5) CSEA members. The President, Vice President and three appointed CSEA members at large.

2. The decisions of the Committee shall be final and binding and is not a grievable item.

SICK LEAVE BANK FORMS:

A copy of all Sick Leave Bank forms shall be forwarded to the CSEA President who will be responsible for their distribution to the Committee and Payroll.

Form A: Sick Leave Bank Membership Form
Form B: Request for Use of Sick Leave Bank/Physician's Statement
Form C: Notice of Sick Leave Bank Committee Action

MAXIMUM NUMBER OF DAYS/UNUSED DAYS:

The maximum number of days allowed to be utilized by one employee for a single catastrophic illness or injury shall not exceed one hundred (100) half days or fifty (50%) percent of the total available bank, whichever is less. Allocated Sick Bank days must run concurrently with the District's reduced rate or "half pay" days.

APPROVED DAYS NOT USED:

Any days approved by the Sick Leave Bank Committee that are unused by the employee shall be returned to the Sick Leave Bank.

APPROVED DAY(S) EQUAL TO EMPLOYEE'S REGULAR PAY:

If an employee uses a day from the Sick Leave Bank, pay for that day shall be the same pay the employee would have received had the employee worked that day.

PAID LEAVE STATUS:

Employees who are granted use of Sick Leave Bank days shall be considered in "regular paid status" during such use.

DONATED SICK TIME

1. Classified employees may donate sick leave to another member of the classified employee bargaining unit who qualifies for leave due to an unforeseen event affecting the employee's health, and the employee has exhausted all paid leaves of absence.

2. Employees who choose to donate sick leave may donate from his/her earned sick leave.

3. For this situation, sick leave donation shall be made in terms of hours and shall be utilized in terms of hours.

4. Employees who would like to donate sick hours to a specific employee must complete a Sick Leave Donation form and return said form to the Sick Leave Bank Committee.

5. Donations will be transferred to the recipient as needed in the order they are received by the Sick Leave Bank Committee. Donated sick leave not used by the recipient shall be returned to the individual donors by the end of the fiscal year in question.

6. The recipient of donated sick leave shall be required to exhaust sick leave and vacation as it is credited during the absence due to the unforeseen event, as provided in the Education Code.

7. Nothing in this section shall be interpreted to entitle an employee to a leave of absence, with or without pay. Entitlement to leave shall be regulated by Education Code.

## VIDEO SURVEILLANCE PROCEDURE – APPENDIX E

A. The District maintains video surveillance systems on District property to promote the safety and security of students, staff, visitors, and District facilities, and to protect District property and resources. The District may use video surveillance footage for any legitimate District purpose, including but not limited to safety, security, investigation of incidents, and enforcement of District policies, rules, and regulations.

Video cameras shall not be placed in areas where there is a reasonable expectation of privacy, such as restrooms, locker rooms, or employee break rooms. While video cameras shall not be used to routinely evaluate employee work performance, video footage may be reviewed if performance concerns are brought to the District's attention and may be used in connection with investigations or disciplinary actions.

B. The District retains the sole discretion to access, review, and use video surveillance footage at any time. Video footage may be used in the investigation of workplace incidents or misconduct and may serve as evidence in disciplinary proceedings, including those that may lead to disciplinary action up to and including termination.

If video footage is relied upon as part of the basis for discipline, the employee shall be provided an opportunity to view the relevant footage and may request the presence of a CSEA representative during such review.

C. Video surveillance footage is the property of the District. Copies or access to footage shall be provided to employees or their representatives at the District's sole discretion, unless required by law, subject to confidentiality, privacy, and security considerations.

TA: 02/24/26

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| Range | Longevity Increment | MONTHLY SALARY SCHEDULE Step A | Step B | Step C | Step D | Step E | HOURLY SALARY SCHEDULE Step A | Step B | Step C | Step D | Step E |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **214** | Base | **$3,288.00** | **$3,319.00** | **$3,476.00** | **$3,658.00** | **$3,844.00** | **$18.90** | **$19.07** | **$19.99** | **$21.00** | **$22.10** |
| | After 13 Years | $65.76 | $66.38 | $69.52 | $73.16 | $76.88 | $0.38 | $0.38 | $0.40 | $0.42 | $0.44 |
| | After 15 Years | $164.40 | $165.95 | $173.80 | $182.90 | $192.20 | $0.95 | $0.95 | $1.00 | $1.05 | $1.11 |
| | After 20 Years | $263.04 | $265.52 | $278.08 | $292.64 | $307.52 | $1.51 | $1.53 | $1.60 | $1.68 | $1.77 |
| | After 25 Years | $328.80 | $331.90 | $347.60 | $365.80 | $384.40 | $1.89 | $1.91 | $2.00 | $2.10 | $2.21 |
| **215** | Base | **$3,298.00** | **$3,351.00** | **$3,523.00** | **$3,703.00** | **$3,893.00** | **$18.95** | **$19.25** | **$20.22** | **$21.26** | **$22.38** |
| | After 13 Years | $65.96 | $67.02 | $70.46 | $74.06 | $77.86 | $0.38 | $0.39 | $0.40 | $0.43 | $0.45 |
| | After 15 Years | $164.90 | $167.55 | $176.15 | $185.15 | $194.65 | $0.95 | $0.96 | $1.01 | $1.06 | $1.12 |
| | After 20 Years | $263.84 | $268.08 | $281.84 | $296.24 | $311.44 | $1.52 | $1.54 | $1.62 | $1.70 | $1.79 |
| | After 25 Years | $329.80 | $335.10 | $352.30 | $370.30 | $389.30 | $1.90 | $1.93 | $2.02 | $2.13 | $2.24 |
| **216** | Base | **$3,307.00** | **$3,395.00** | **$3,567.00** | **$3,749.00** | **$3,941.00** | **$19.00** | **$19.52** | **$20.50** | **$21.55** | **$22.64** |
| | After 13 Years | $66.14 | $67.90 | $71.34 | $74.98 | $78.82 | $0.38 | $0.39 | $0.41 | $0.43 | $0.45 |
| | After 15 Years | $165.35 | $169.75 | $178.35 | $187.45 | $197.05 | $0.95 | $0.98 | $1.03 | $1.08 | $1.13 |
| | After 20 Years | $264.56 | $271.60 | $285.36 | $299.92 | $315.28 | $1.52 | $1.56 | $1.64 | $1.72 | $1.81 |
| | After 25 Years | $330.70 | $339.50 | $356.70 | $374.90 | $394.10 | $1.90 | $1.95 | $2.05 | $2.16 | $2.26 |
| **217** | Base | **$3,317.00** | **$3,434.00** | **$3,613.00** | **$3,796.00** | **$3,990.00** | **$19.06** | **$19.76** | **$20.75** | **$21.82** | **$22.91** |
| | After 13 Years | $66.34 | $68.68 | $72.26 | $75.92 | $79.80 | $0.38 | $0.40 | $0.42 | $0.44 | $0.46 |
| | After 15 Years | $165.85 | $171.70 | $180.65 | $189.80 | $199.50 | $0.95 | $0.99 | $1.04 | $1.09 | $1.15 |
| | After 20 Years | $265.36 | $274.72 | $289.04 | $303.68 | $319.20 | $1.52 | $1.58 | $1.66 | $1.75 | $1.83 |
| | After 25 Years | $331.70 | $343.40 | $361.30 | $379.60 | $399.00 | $1.91 | $1.98 | $2.08 | $2.18 | $2.29 |
| **218** | Base | **$3,325.00** | **$3,476.00** | **$3,658.00** | **$3,844.00** | **$4,041.00** | **$19.12** | **$19.99** | **$21.00** | **$22.10** | **$23.21** |
| | After 13 Years | $66.50 | $69.52 | $73.16 | $76.88 | $80.82 | $0.38 | $0.40 | $0.42 | $0.44 | $0.46 |
| | After 15 Years | $166.25 | $173.80 | $182.90 | $192.20 | $202.05 | $0.96 | $1.00 | $1.05 | $1.11 | $1.16 |
| | After 20 Years | $266.00 | $278.08 | $292.64 | $307.52 | $323.28 | $1.53 | $1.60 | $1.68 | $1.77 | $1.86 |
| | After 25 Years | $332.50 | $347.60 | $365.80 | $384.40 | $404.10 | $1.91 | $2.00 | $2.10 | $2.21 | $2.32 |
| **219** | Base | **$3,351.00** | **$3,523.00** | **$3,703.00** | **$3,893.00** | **$4,092.00** | **$19.25** | **$20.22** | **$21.26** | **$22.38** | **$23.51** |
| | After 13 Years | $67.02 | $70.46 | $74.06 | $77.86 | $81.84 | $0.39 | $0.40 | $0.43 | $0.45 | $0.47 |
| | After 15 Years | $167.55 | $176.15 | $185.15 | $194.65 | $204.60 | $0.96 | $1.01 | $1.06 | $1.12 | $1.18 |
| | After 20 Years | $268.08 | $281.84 | $296.24 | $311.44 | $327.36 | $1.54 | $1.62 | $1.70 | $1.79 | $1.88 |
| | After 25 Years | $335.10 | $352.30 | $370.30 | $389.30 | $409.20 | $1.93 | $2.02 | $2.13 | $2.24 | $2.35 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **220** | Base | **$3,395.00** | **$3,567.00** | **$3,749.00** | **$3,941.00** | **$4,140.00** | **$19.52** | **$20.50** | **$21.55** | **$22.64** | **$23.79** |
| | After 13 Years | $67.90 | $71.34 | $74.98 | $78.82 | $82.80 | $0.39 | $0.41 | $0.43 | $0.45 | $0.48 |
| | After 15 Years | $169.75 | $178.35 | $187.45 | $197.05 | $207.00 | $0.98 | $1.03 | $1.08 | $1.13 | $1.19 |
| | After 20 Years | $271.60 | $285.36 | $299.92 | $315.28 | $331.20 | $1.56 | $1.64 | $1.72 | $1.81 | $1.90 |
| | After 25 Years | $339.50 | $356.70 | $374.90 | $394.10 | $414.00 | $1.95 | $2.05 | $2.16 | $2.26 | $2.38 |
| **221** | Base | **$3,434.00** | **$3,613.00** | **$3,796.00** | **$3,990.00** | **$4,194.00** | **$19.75** | **$20.75** | **$21.82** | **$22.91** | **$24.10** |
| | After 13 Years | $68.68 | $72.26 | $75.92 | $79.80 | $83.88 | $0.40 | $0.42 | $0.44 | $0.46 | $0.48 |
| | After 15 Years | $171.70 | $180.65 | $189.80 | $199.50 | $209.70 | $0.99 | $1.04 | $1.09 | $1.15 | $1.20 |
| | After 20 Years | $274.72 | $289.04 | $303.68 | $319.20 | $335.52 | $1.58 | $1.66 | $1.75 | $1.83 | $1.93 |
| | After 25 Years | $343.40 | $361.30 | $379.60 | $399.00 | $419.40 | $1.98 | $2.08 | $2.18 | $2.29 | $2.41 |
| **222** | Base | **$3,476.00** | **$3,658.00** | **$3,844.00** | **$4,041.00** | **$4,243.00** | **$19.99** | **$21.00** | **$22.10** | **$23.21** | **$24.39** |
| | After 13 Years | $69.52 | $73.16 | $76.88 | $80.82 | $84.86 | $0.40 | $0.42 | $0.44 | $0.46 | $0.49 |
| | After 15 Years | $173.80 | $182.90 | $192.20 | $202.05 | $212.15 | $1.00 | $1.05 | $1.11 | $1.16 | $1.22 |
| | After 20 Years | $278.08 | $292.64 | $307.52 | $323.28 | $339.44 | $1.60 | $1.68 | $1.77 | $1.86 | $1.95 |
| | After 25 Years | $347.60 | $365.80 | $384.40 | $404.10 | $424.30 | $2.00 | $2.10 | $2.21 | $2.32 | $2.44 |
| **223** | Base | **$3,523.00** | **$3,703.00** | **$3,893.00** | **$4,092.00** | **$4,298.00** | **$20.22** | **$21.26** | **$22.38** | **$23.51** | **$24.70** |
| | After 13 Years | $70.46 | $74.06 | $77.86 | $81.84 | $85.96 | $0.40 | $0.43 | $0.45 | $0.47 | $0.49 |
| | After 15 Years | $176.15 | $185.15 | $194.65 | $204.60 | $214.90 | $1.01 | $1.06 | $1.12 | $1.18 | $1.23 |
| | After 20 Years | $281.84 | $296.24 | $311.44 | $327.36 | $343.84 | $1.62 | $1.70 | $1.79 | $1.88 | $1.98 |
| | After 25 Years | $352.30 | $370.30 | $389.30 | $409.20 | $429.80 | $2.02 | $2.13 | $2.24 | $2.35 | $2.47 |
| **224** | Base | **$3,567.00** | **$3,749.00** | **$3,941.00** | **$4,140.00** | **$4,354.00** | **$20.50** | **$21.55** | **$22.64** | **$23.79** | **$25.01** |
| | After 13 Years | $71.34 | $74.98 | $78.82 | $82.80 | $87.08 | $0.41 | $0.43 | $0.45 | $0.48 | $0.50 |
| | After 15 Years | $178.35 | $187.45 | $197.05 | $207.00 | $217.70 | $1.03 | $1.08 | $1.13 | $1.19 | $1.25 |
| | After 20 Years | $285.36 | $299.92 | $315.28 | $331.20 | $348.32 | $1.64 | $1.72 | $1.81 | $1.90 | $2.00 |
| | After 25 Years | $356.70 | $374.90 | $394.10 | $414.00 | $435.40 | $2.05 | $2.16 | $2.26 | $2.38 | $2.50 |
| **225** | Base | **$3,613.00** | **$3,796.00** | **$3,990.00** | **$4,194.00** | **$4,407.00** | **$20.75** | **$21.82** | **$22.91** | **$24.10** | **$25.30** |
| | After 13 Years | $72.26 | $75.92 | $79.80 | $83.88 | $88.14 | $0.42 | $0.44 | $0.46 | $0.48 | $0.51 |
| | After 15 Years | $180.65 | $189.80 | $199.50 | $209.70 | $220.35 | $1.04 | $1.09 | $1.15 | $1.20 | $1.27 |
| | After 20 Years | $289.04 | $303.68 | $319.20 | $335.52 | $352.56 | $1.66 | $1.75 | $1.83 | $1.93 | $2.02 |
| | After 25 Years | $361.30 | $379.60 | $399.00 | $419.40 | $440.70 | $2.08 | $2.18 | $2.29 | $2.41 | $2.53 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **226** | Base | **$3,658.00** | **$3,844.00** | **$4,041.00** | **$4,243.00** | **$4,459.00** | **$21.00** | **$22.10** | **$23.21** | **$24.39** | **$25.62** |
| | After 13 Years | $73.16 | $76.88 | $80.82 | $84.86 | $89.18 | $0.42 | $0.44 | $0.46 | $0.49 | $0.51 |
| | After 15 Years | $182.90 | $192.20 | $202.05 | $212.15 | $222.95 | $1.05 | $1.11 | $1.16 | $1.22 | $1.28 |
| | After 20 Years | $292.64 | $307.52 | $323.28 | $339.44 | $356.72 | $1.68 | $1.77 | $1.86 | $1.95 | $2.05 |
| | After 25 Years | $365.80 | $384.40 | $404.10 | $424.30 | $445.90 | $2.10 | $2.21 | $2.32 | $2.44 | $2.56 |
| **227** | Base | **$3,703.00** | **$3,893.00** | **$4,092.00** | **$4,298.00** | **$4,513.00** | **$21.25** | **$22.38** | **$23.51** | **$24.70** | **$25.94** |
| | After 13 Years | $74.06 | $77.86 | $81.84 | $85.96 | $90.26 | $0.43 | $0.45 | $0.47 | $0.49 | $0.52 |
| | After 15 Years | $185.15 | $194.65 | $204.60 | $214.90 | $225.65 | $1.06 | $1.12 | $1.18 | $1.24 | $1.30 |
| | After 20 Years | $296.24 | $311.44 | $327.36 | $343.84 | $361.04 | $1.70 | $1.79 | $1.88 | $1.98 | $2.08 |
| | After 25 Years | $370.30 | $389.30 | $409.20 | $429.80 | $451.30 | $2.13 | $2.24 | $2.35 | $2.47 | $2.59 |
| **228** | Base | **$3,749.00** | **$3,941.00** | **$4,140.00** | **$4,354.00** | **$4,571.00** | **$21.55** | **$22.65** | **$23.79** | **$25.01** | **$26.26** |
| | After 13 Years | $74.98 | $78.82 | $82.80 | $87.08 | $91.42 | $0.43 | $0.45 | $0.48 | $0.50 | $0.53 |
| | After 15 Years | $187.45 | $197.05 | $207.00 | $217.70 | $228.55 | $1.08 | $1.13 | $1.19 | $1.25 | $1.31 |
| | After 20 Years | $299.92 | $315.28 | $331.20 | $348.32 | $365.68 | $1.72 | $1.81 | $1.90 | $2.00 | $2.10 |
| | After 25 Years | $374.90 | $394.10 | $414.00 | $435.40 | $457.10 | $2.16 | $2.26 | $2.38 | $2.50 | $2.63 |
| **229** | Base | **$3,796.00** | **$3,990.00** | **$4,194.00** | **$4,407.00** | **$4,631.00** | **$21.82** | **$22.91** | **$24.09** | **$25.30** | **$26.61** |
| | After 13 Years | $75.92 | $79.80 | $83.88 | $88.14 | $92.62 | $0.44 | $0.46 | $0.48 | $0.51 | $0.53 |
| | After 15 Years | $189.80 | $199.50 | $209.70 | $220.35 | $231.55 | $1.09 | $1.15 | $1.20 | $1.27 | $1.33 |
| | After 20 Years | $303.68 | $319.20 | $335.52 | $352.56 | $370.48 | $1.75 | $1.83 | $1.93 | $2.02 | $2.13 |
| | After 25 Years | $379.60 | $399.00 | $419.40 | $440.70 | $463.10 | $2.18 | $2.29 | $2.41 | $2.53 | $2.66 |
| **230** | Base | **$3,844.00** | **$4,041.00** | **$4,243.00** | **$4,459.00** | **$4,688.00** | **$22.10** | **$23.21** | **$24.39** | **$25.62** | **$26.93** |
| | After 13 Years | $76.88 | $80.82 | $84.86 | $89.18 | $93.76 | $0.44 | $0.46 | $0.49 | $0.51 | $0.54 |
| | After 15 Years | $192.20 | $202.05 | $212.15 | $222.95 | $234.40 | $1.11 | $1.16 | $1.22 | $1.28 | $1.35 |
| | After 20 Years | $307.52 | $323.28 | $339.44 | $356.72 | $375.04 | $1.77 | $1.86 | $1.95 | $2.05 | $2.15 |
| | After 25 Years | $384.40 | $404.10 | $424.30 | $445.90 | $468.80 | $2.21 | $2.32 | $2.44 | $2.56 | $2.69 |
| **231** | Base | **$3,893.00** | **$4,092.00** | **$4,298.00** | **$4,513.00** | **$4,748.00** | **$22.38** | **$23.51** | **$24.70** | **$25.94** | **$27.29** |
| | After 13 Years | $77.86 | $81.84 | $85.96 | $90.26 | $94.96 | $0.45 | $0.47 | $0.49 | $0.52 | $0.55 |
| | After 15 Years | $194.65 | $204.60 | $214.90 | $225.65 | $237.40 | $1.12 | $1.18 | $1.24 | $1.30 | $1.36 |
| | After 20 Years | $311.44 | $327.36 | $343.84 | $361.04 | $379.84 | $1.79 | $1.88 | $1.98 | $2.08 | $2.18 |
| | After 25 Years | $389.30 | $409.20 | $429.80 | $451.30 | $474.80 | $2.24 | $2.35 | $2.47 | $2.59 | $2.73 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **232** | Base | **$3,941.00** | **$4,140.00** | **$4,354.00** | **$4,571.00** | **$4,805.00** | **$22.65** | **$23.79** | **$25.01** | **$26.26** | **$27.62** |
| | After 13 Years | $78.82 | $82.80 | $87.08 | $91.42 | $96.10 | $0.45 | $0.48 | $0.50 | $0.53 | $0.55 |
| | After 15 Years | $197.05 | $207.00 | $217.70 | $228.55 | $240.25 | $1.13 | $1.19 | $1.25 | $1.31 | $1.38 |
| | After 20 Years | $315.28 | $331.20 | $348.32 | $365.68 | $384.40 | $1.81 | $1.90 | $2.00 | $2.10 | $2.21 |
| | After 25 Years | $394.10 | $414.00 | $435.40 | $457.10 | $480.50 | $2.26 | $2.38 | $2.50 | $2.63 | $2.76 |
| **233** | Base | **$3,990.00** | **$4,194.00** | **$4,407.00** | **$4,631.00** | **$4,862.00** | **$22.91** | **$24.09** | **$25.30** | **$26.61** | **$27.98** |
| | After 13 Years | $79.80 | $83.88 | $88.14 | $92.62 | $97.24 | $0.46 | $0.48 | $0.51 | $0.53 | $0.56 |
| | After 15 Years | $199.50 | $209.70 | $220.35 | $231.55 | $243.10 | $1.15 | $1.20 | $1.27 | $1.33 | $1.40 |
| | After 20 Years | $319.20 | $335.52 | $352.56 | $370.48 | $388.96 | $1.83 | $1.93 | $2.02 | $2.13 | $2.24 |
| | After 25 Years | $399.00 | $419.40 | $440.70 | $463.10 | $486.20 | $2.29 | $2.41 | $2.53 | $2.66 | $2.80 |
| **234** | Base | **$4,041.00** | **$4,243.00** | **$4,459.00** | **$4,688.00** | **$4,926.00** | **$23.21** | **$24.39** | **$25.62** | **$26.93** | **$28.33** |
| | After 13 Years | $80.82 | $84.86 | $89.18 | $93.76 | $98.52 | $0.46 | $0.49 | $0.51 | $0.54 | $0.57 |
| | After 15 Years | $202.05 | $212.15 | $222.95 | $234.40 | $246.30 | $1.16 | $1.22 | $1.28 | $1.35 | $1.42 |
| | After 20 Years | $323.28 | $339.44 | $356.72 | $375.04 | $394.08 | $1.86 | $1.95 | $2.05 | $2.15 | $2.27 |
| | After 25 Years | $404.10 | $424.30 | $445.90 | $468.80 | $492.60 | $2.32 | $2.44 | $2.56 | $2.69 | $2.83 |
| **235** | Base | **$4,092.00** | **$4,298.00** | **$4,513.00** | **$4,748.00** | **$4,989.00** | **$23.51** | **$24.70** | **$25.94** | **$27.29** | **$28.69** |
| | After 13 Years | $81.84 | $85.96 | $90.26 | $94.96 | $99.78 | $0.47 | $0.49 | $0.52 | $0.55 | $0.57 |
| | After 15 Years | $204.60 | $214.90 | $225.65 | $237.40 | $249.45 | $1.18 | $1.24 | $1.30 | $1.36 | $1.43 |
| | After 20 Years | $327.36 | $343.84 | $361.04 | $379.84 | $399.12 | $1.88 | $1.98 | $2.08 | $2.18 | $2.30 |
| | After 25 Years | $409.20 | $429.80 | $451.30 | $474.80 | $498.90 | $2.35 | $2.47 | $2.59 | $2.73 | $2.87 |
| **236** | Base | **$4,140.00** | **$4,354.00** | **$4,571.00** | **$4,805.00** | **$5,052.00** | **$23.79** | **$25.01** | **$26.26** | **$27.62** | **$29.05** |
| | After 13 Years | $82.80 | $87.08 | $91.42 | $96.10 | $101.04 | $0.48 | $0.50 | $0.53 | $0.55 | $0.58 |
| | After 15 Years | $207.00 | $217.70 | $228.55 | $240.25 | $252.60 | $1.19 | $1.25 | $1.31 | $1.38 | $1.45 |
| | After 20 Years | $331.20 | $348.32 | $365.68 | $384.40 | $404.16 | $1.90 | $2.00 | $2.10 | $2.21 | $2.32 |
| | After 25 Years | $414.00 | $435.40 | $457.10 | $480.50 | $505.20 | $2.38 | $2.50 | $2.63 | $2.76 | $2.90 |
| **237** | Base | **$4,194.00** | **$4,407.00** | **$4,631.00** | **$4,862.00** | **$5,114.00** | **$24.09** | **$25.30** | **$26.61** | **$27.98** | **$29.40** |
| | After 13 Years | $83.88 | $88.14 | $92.62 | $97.24 | $102.28 | $0.48 | $0.51 | $0.53 | $0.56 | $0.59 |
| | After 15 Years | $209.70 | $220.35 | $231.55 | $243.10 | $255.70 | $1.20 | $1.27 | $1.33 | $1.40 | $1.47 |
| | After 20 Years | $335.52 | $352.56 | $370.48 | $388.96 | $409.12 | $1.93 | $2.02 | $2.13 | $2.24 | $2.35 |
| | After 25 Years | $419.40 | $440.70 | $463.10 | $486.20 | $511.40 | $2.41 | $2.53 | $2.66 | $2.80 | $2.94 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **238** | Base | **$4,243.00** | **$4,459.00** | **$4,688.00** | **$4,926.00** | **$5,176.00** | **$24.39** | **$25.62** | **$26.93** | **$28.33** | **$29.77** |
| | After 13 Years | $84.86 | $89.18 | $93.76 | $98.52 | $103.52 | $0.49 | $0.51 | $0.54 | $0.57 | $0.60 |
| | After 15 Years | $212.15 | $222.95 | $234.40 | $246.30 | $258.80 | $1.22 | $1.28 | $1.35 | $1.42 | $1.49 |
| | After 20 Years | $339.44 | $356.72 | $375.04 | $394.08 | $414.08 | $1.95 | $2.05 | $2.15 | $2.27 | $2.38 |
| | After 25 Years | $424.30 | $445.90 | $468.80 | $492.60 | $517.60 | $2.44 | $2.56 | $2.69 | $2.83 | $2.98 |
| **239** | Base | **$4,298.00** | **$4,513.00** | **$4,748.00** | **$4,989.00** | **$5,242.00** | **$24.70** | **$25.94** | **$27.29** | **$28.69** | **$30.15** |
| | After 13 Years | $85.96 | $90.26 | $94.96 | $99.78 | $104.84 | $0.49 | $0.52 | $0.55 | $0.57 | $0.60 |
| | After 15 Years | $214.90 | $225.65 | $237.40 | $249.45 | $262.10 | $1.24 | $1.30 | $1.36 | $1.43 | $1.51 |
| | After 20 Years | $343.84 | $361.04 | $379.84 | $399.12 | $419.36 | $1.98 | $2.08 | $2.18 | $2.30 | $2.41 |
| | After 25 Years | $429.80 | $451.30 | $474.80 | $498.90 | $524.20 | $2.47 | $2.59 | $2.73 | $2.87 | $3.01 |
| **240** | Base | **$4,354.00** | **$4,571.00** | **$4,805.00** | **$5,052.00** | **$5,307.00** | **$25.01** | **$26.26** | **$27.62** | **$29.05** | **$30.50** |
| | After 13 Years | $87.08 | $91.42 | $96.10 | $101.04 | $106.14 | $0.50 | $0.53 | $0.55 | $0.58 | $0.61 |
| | After 15 Years | $217.70 | $228.55 | $240.25 | $252.60 | $265.35 | $1.25 | $1.31 | $1.38 | $1.45 | $1.53 |
| | After 20 Years | $348.32 | $365.68 | $384.40 | $404.16 | $424.56 | $2.00 | $2.10 | $2.21 | $2.32 | $2.44 |
| | After 25 Years | $435.40 | $457.10 | $480.50 | $505.20 | $530.70 | $2.50 | $2.63 | $2.76 | $2.90 | $3.05 |
| **241** | Base | **$4,407.00** | **$4,631.00** | **$4,862.00** | **$5,114.00** | **$5,375.00** | **$25.30** | **$26.61** | **$27.98** | **$29.40** | **$30.89** |
| | After 13 Years | $88.14 | $92.62 | $97.24 | $102.28 | $107.50 | $0.51 | $0.53 | $0.56 | $0.59 | $0.62 |
| | After 15 Years | $220.35 | $231.55 | $243.10 | $255.70 | $268.75 | $1.27 | $1.33 | $1.40 | $1.47 | $1.54 |
| | After 20 Years | $352.56 | $370.48 | $388.96 | $409.12 | $430.00 | $2.02 | $2.13 | $2.24 | $2.35 | $2.47 |
| | After 25 Years | $440.70 | $463.10 | $486.20 | $511.40 | $537.50 | $2.53 | $2.66 | $2.80 | $2.94 | $3.09 |
| **242** | Base | **$4,459.00** | **$4,688.00** | **$4,926.00** | **$5,176.00** | **$5,441.00** | **$25.62** | **$26.93** | **$28.33** | **$29.77** | **$31.28** |
| | After 13 Years | $89.18 | $93.76 | $98.52 | $103.52 | $108.82 | $0.51 | $0.54 | $0.57 | $0.60 | $0.63 |
| | After 15 Years | $222.95 | $234.40 | $246.30 | $258.80 | $272.05 | $1.28 | $1.35 | $1.42 | $1.49 | $1.56 |
| | After 20 Years | $356.72 | $375.04 | $394.08 | $414.08 | $435.28 | $2.05 | $2.15 | $2.27 | $2.38 | $2.50 |
| | After 25 Years | $445.90 | $468.80 | $492.60 | $517.60 | $544.10 | $2.56 | $2.69 | $2.83 | $2.98 | $3.13 |
| **243** | Base | **$4,513.00** | **$4,748.00** | **$4,989.00** | **$5,242.00** | **$5,512.00** | **$25.94** | **$27.29** | **$28.69** | **$30.15** | **$31.67** |
| | After 13 Years | $90.26 | $94.96 | $99.78 | $104.84 | $110.24 | $0.52 | $0.55 | $0.57 | $0.60 | $0.63 |
| | After 15 Years | $225.65 | $237.40 | $249.45 | $262.10 | $275.60 | $1.30 | $1.36 | $1.43 | $1.51 | $1.58 |
| | After 20 Years | $361.04 | $379.84 | $399.12 | $419.36 | $440.96 | $2.08 | $2.18 | $2.30 | $2.41 | $2.53 |
| | After 25 Years | $451.30 | $474.80 | $498.90 | $524.20 | $551.20 | $2.59 | $2.73 | $2.87 | $3.01 | $3.17 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **244** | Base | **$4,571.00** | **$4,805.00** | **$5,052.00** | **$5,307.00** | **$5,580.00** | **$26.26** | **$27.62** | **$29.05** | **$30.50** | **$32.09** |
| | After 13 Years | $91.42 | $96.10 | $101.04 | $106.14 | $111.60 | $0.53 | $0.55 | $0.58 | $0.61 | $0.64 |
| | After 15 Years | $228.55 | $240.25 | $252.60 | $265.35 | $279.00 | $1.31 | $1.38 | $1.45 | $1.53 | $1.60 |
| | After 20 Years | $365.68 | $384.40 | $404.16 | $424.56 | $446.40 | $2.10 | $2.21 | $2.32 | $2.44 | $2.57 |
| | After 25 Years | $457.10 | $480.50 | $505.20 | $530.70 | $558.00 | $2.63 | $2.76 | $2.90 | $3.05 | $3.21 |
| **245** | Base | **$4,631.00** | **$4,862.00** | **$5,114.00** | **$5,375.00** | **$5,647.00** | **$26.61** | **$27.98** | **$29.40** | **$30.89** | **$32.47** |
| | After 13 Years | $92.62 | $97.24 | $102.28 | $107.50 | $112.94 | $0.53 | $0.56 | $0.59 | $0.62 | $0.65 |
| | After 15 Years | $231.55 | $243.10 | $255.70 | $268.75 | $282.35 | $1.33 | $1.40 | $1.47 | $1.54 | $1.62 |
| | After 20 Years | $370.48 | $388.96 | $409.12 | $430.00 | $451.76 | $2.13 | $2.24 | $2.35 | $2.47 | $2.60 |
| | After 25 Years | $463.10 | $486.20 | $511.40 | $537.50 | $564.70 | $2.66 | $2.80 | $2.94 | $3.09 | $3.25 |
| **246** | Base | **$4,688.00** | **$4,926.00** | **$5,176.00** | **$5,441.00** | **$5,717.00** | **$26.93** | **$28.33** | **$29.77** | **$31.28** | **$32.86** |
| | After 13 Years | $93.76 | $98.52 | $103.52 | $108.82 | $114.34 | $0.54 | $0.57 | $0.60 | $0.63 | $0.66 |
| | After 15 Years | $234.40 | $246.30 | $258.80 | $272.05 | $285.85 | $1.35 | $1.42 | $1.49 | $1.56 | $1.64 |
| | After 20 Years | $375.04 | $394.08 | $414.08 | $435.28 | $457.36 | $2.15 | $2.27 | $2.38 | $2.50 | $2.63 |
| | After 25 Years | $468.80 | $492.60 | $517.60 | $544.10 | $571.70 | $2.69 | $2.83 | $2.98 | $3.13 | $3.29 |
| **247** | Base | **$4,748.00** | **$4,989.00** | **$5,242.00** | **$5,512.00** | **$5,788.00** | **$27.29** | **$28.69** | **$30.15** | **$31.67** | **$33.31** |
| | After 13 Years | $94.96 | $99.78 | $104.84 | $110.24 | $115.76 | $0.55 | $0.57 | $0.60 | $0.63 | $0.67 |
| | After 15 Years | $237.40 | $249.45 | $262.10 | $275.60 | $289.40 | $1.36 | $1.43 | $1.51 | $1.58 | $1.67 |
| | After 20 Years | $379.84 | $399.12 | $419.36 | $440.96 | $463.04 | $2.18 | $2.30 | $2.41 | $2.53 | $2.66 |
| | After 25 Years | $474.80 | $498.90 | $524.20 | $551.20 | $578.80 | $2.73 | $2.87 | $3.01 | $3.17 | $3.33 |
| **248** | Base | **$4,805.00** | **$5,052.00** | **$5,307.00** | **$5,580.00** | **$5,863.00** | **$27.62** | **$29.05** | **$30.50** | **$32.09** | **$33.70** |
| | After 13 Years | $96.10 | $101.04 | $106.14 | $111.60 | $117.26 | $0.55 | $0.58 | $0.61 | $0.64 | $0.67 |
| | After 15 Years | $240.25 | $252.60 | $265.35 | $279.00 | $293.15 | $1.38 | $1.45 | $1.53 | $1.60 | $1.69 |
| | After 20 Years | $384.40 | $404.16 | $424.56 | $446.40 | $469.04 | $2.21 | $2.32 | $2.44 | $2.57 | $2.70 |
| | After 25 Years | $480.50 | $505.20 | $530.70 | $558.00 | $586.30 | $2.76 | $2.90 | $3.05 | $3.21 | $3.37 |
| **249** | Base | **$4,862.00** | **$5,114.00** | **$5,375.00** | **$5,647.00** | **$5,936.00** | **$27.98** | **$29.40** | **$30.89** | **$32.47** | **$34.13** |
| | After 13 Years | $97.24 | $102.28 | $107.50 | $112.94 | $118.72 | $0.56 | $0.59 | $0.62 | $0.65 | $0.68 |
| | After 15 Years | $243.10 | $255.70 | $268.75 | $282.35 | $296.80 | $1.40 | $1.47 | $1.54 | $1.62 | $1.71 |
| | After 20 Years | $388.96 | $409.12 | $430.00 | $451.76 | $474.88 | $2.24 | $2.35 | $2.47 | $2.60 | $2.73 |
| | After 25 Years | $486.20 | $511.40 | $537.50 | $564.70 | $593.60 | $2.80 | $2.94 | $3.09 | $3.25 | $3.41 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **250** | Base | **$4,926.00** | **$5,176.00** | **$5,441.00** | **$5,717.00** | **$6,013.00** | **$28.33** | **$29.77** | **$31.28** | **$32.86** | **$34.56** |
| | After 13 Years | $98.52 | $103.52 | $108.82 | $114.34 | $120.26 | $0.57 | $0.60 | $0.63 | $0.66 | $0.69 |
| | After 15 Years | $246.30 | $258.80 | $272.05 | $285.85 | $300.65 | $1.42 | $1.49 | $1.56 | $1.64 | $1.73 |
| | After 20 Years | $394.08 | $414.08 | $435.28 | $457.36 | $481.04 | $2.27 | $2.38 | $2.50 | $2.63 | $2.76 |
| | After 25 Years | $492.60 | $517.60 | $544.10 | $571.70 | $601.30 | $2.83 | $2.98 | $3.13 | $3.29 | $3.46 |
| **251** | Base | **$4,989.00** | **$5,242.00** | **$5,512.00** | **$5,788.00** | **$6,087.00** | **$28.69** | **$30.15** | **$31.67** | **$33.31** | **$34.99** |
| | After 13 Years | $99.78 | $104.84 | $110.24 | $115.76 | $121.74 | $0.57 | $0.60 | $0.63 | $0.67 | $0.70 |
| | After 15 Years | $249.45 | $262.10 | $275.60 | $289.40 | $304.35 | $1.43 | $1.51 | $1.58 | $1.67 | $1.75 |
| | After 20 Years | $399.12 | $419.36 | $440.96 | $463.04 | $486.96 | $2.30 | $2.41 | $2.53 | $2.66 | $2.80 |
| | After 25 Years | $498.90 | $524.20 | $551.20 | $578.80 | $608.70 | $2.87 | $3.01 | $3.17 | $3.33 | $3.50 |
| **252** | Base | **$5,052.00** | **$5,307.00** | **$5,580.00** | **$5,863.00** | **$6,163.00** | **$29.05** | **$30.50** | **$32.09** | **$33.70** | **$35.39** |
| | After 13 Years | $101.04 | $106.14 | $111.60 | $117.26 | $123.26 | $0.58 | $0.61 | $0.64 | $0.67 | $0.71 |
| | After 15 Years | $252.60 | $265.35 | $279.00 | $293.15 | $308.15 | $1.45 | $1.53 | $1.60 | $1.69 | $1.77 |
| | After 20 Years | $404.16 | $424.56 | $446.40 | $469.04 | $493.04 | $2.32 | $2.44 | $2.57 | $2.70 | $2.83 |
| | After 25 Years | $505.20 | $530.70 | $558.00 | $586.30 | $616.30 | $2.90 | $3.05 | $3.21 | $3.37 | $3.54 |
| **253** | Base | **$5,114.00** | **$5,375.00** | **$5,647.00** | **$5,936.00** | **$6,239.00** | **$29.40** | **$30.89** | **$32.47** | **$34.13** | **$35.85** |
| | After 13 Years | $102.28 | $107.50 | $112.94 | $118.72 | $124.78 | $0.59 | $0.62 | $0.65 | $0.68 | $0.72 |
| | After 15 Years | $255.70 | $268.75 | $282.35 | $296.80 | $311.95 | $1.47 | $1.54 | $1.62 | $1.71 | $1.79 |
| | After 20 Years | $409.12 | $430.00 | $451.76 | $474.88 | $499.12 | $2.35 | $2.47 | $2.60 | $2.73 | $2.87 |
| | After 25 Years | $511.40 | $537.50 | $564.70 | $593.60 | $623.90 | $2.94 | $3.09 | $3.25 | $3.41 | $3.59 |
| **254** | Base | **$5,176.00** | **$5,441.00** | **$5,717.00** | **$6,013.00** | **$6,316.00** | **$29.77** | **$31.28** | **$32.86** | **$34.56** | **$36.28** |
| | After 13 Years | $103.52 | $108.82 | $114.34 | $120.26 | $126.32 | $0.60 | $0.63 | $0.66 | $0.69 | $0.73 |
| | After 15 Years | $258.80 | $272.05 | $285.85 | $300.65 | $315.80 | $1.49 | $1.56 | $1.64 | $1.73 | $1.81 |
| | After 20 Years | $414.08 | $435.28 | $457.36 | $481.04 | $505.28 | $2.38 | $2.50 | $2.63 | $2.76 | $2.90 |
| | After 25 Years | $517.60 | $544.10 | $571.70 | $601.30 | $631.60 | $2.98 | $3.13 | $3.29 | $3.46 | $3.63 |
| **255** | Base | **$5,242.00** | **$5,512.00** | **$5,788.00** | **$6,087.00** | **$6,396.00** | **$30.15** | **$31.67** | **$33.31** | **$34.99** | **$36.76** |
| | After 13 Years | $104.84 | $110.24 | $115.76 | $121.74 | $127.92 | $0.60 | $0.63 | $0.67 | $0.70 | $0.74 |
| | After 15 Years | $262.10 | $275.60 | $289.40 | $304.35 | $319.80 | $1.51 | $1.58 | $1.67 | $1.75 | $1.84 |
| | After 20 Years | $419.36 | $440.96 | $463.04 | $486.96 | $511.68 | $2.41 | $2.53 | $2.66 | $2.80 | $2.94 |
| | After 25 Years | $524.20 | $551.20 | $578.80 | $608.70 | $639.60 | $3.01 | $3.17 | $3.33 | $3.50 | $3.68 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **256** | Base | **$5,307.00** | **$5,580.00** | **$5,863.00** | **$6,163.00** | **$6,477.00** | **$30.50** | **$32.09** | **$33.70** | **$35.39** | **$37.22** |
| | After 13 Years | $106.14 | $111.60 | $117.26 | $123.26 | $129.54 | $0.61 | $0.64 | $0.67 | $0.71 | $0.74 |
| | After 15 Years | $265.35 | $279.00 | $293.15 | $308.15 | $323.85 | $1.53 | $1.60 | $1.69 | $1.77 | $1.86 |
| | After 20 Years | $424.56 | $446.40 | $469.04 | $493.04 | $518.16 | $2.44 | $2.57 | $2.70 | $2.83 | $2.98 |
| | After 25 Years | $530.70 | $558.00 | $586.30 | $616.30 | $647.70 | $3.05 | $3.21 | $3.37 | $3.54 | $3.72 |
| **257** | Base | **$5,375.00** | **$5,647.00** | **$5,936.00** | **$6,239.00** | **$6,557.00** | **$30.89** | **$32.47** | **$34.13** | **$35.85** | **$37.69** |
| | After 13 Years | $107.50 | $112.94 | $118.72 | $124.78 | $131.14 | $0.62 | $0.65 | $0.68 | $0.72 | $0.75 |
| | After 15 Years | $268.75 | $282.35 | $296.80 | $311.95 | $327.85 | $1.54 | $1.62 | $1.71 | $1.79 | $1.88 |
| | After 20 Years | $430.00 | $451.76 | $474.88 | $499.12 | $524.56 | $2.47 | $2.60 | $2.73 | $2.87 | $3.02 |
| | After 25 Years | $537.50 | $564.70 | $593.60 | $623.90 | $655.70 | $3.09 | $3.25 | $3.41 | $3.59 | $3.77 |
| **258** | Base | **$5,441.00** | **$5,717.00** | **$6,013.00** | **$6,316.00** | **$6,640.00** | **$31.28** | **$32.86** | **$34.56** | **$36.28** | **$38.14** |
| | After 13 Years | $108.82 | $114.34 | $120.26 | $126.32 | $132.80 | $0.63 | $0.66 | $0.69 | $0.73 | $0.76 |
| | After 15 Years | $272.05 | $285.85 | $300.65 | $315.80 | $332.00 | $1.56 | $1.64 | $1.73 | $1.81 | $1.91 |
| | After 20 Years | $435.28 | $457.36 | $481.04 | $505.28 | $531.20 | $2.50 | $2.63 | $2.76 | $2.90 | $3.05 |
| | After 25 Years | $544.10 | $571.70 | $601.30 | $631.60 | $664.00 | $3.13 | $3.29 | $3.46 | $3.63 | $3.81 |
| **259** | Base | **$5,512.00** | **$5,788.00** | **$6,087.00** | **$6,396.00** | **$6,721.00** | **$31.67** | **$33.31** | **$34.99** | **$36.76** | **$38.64** |
| | After 13 Years | $110.24 | $115.76 | $121.74 | $127.92 | $134.42 | $0.63 | $0.67 | $0.70 | $0.74 | $0.77 |
| | After 15 Years | $275.60 | $289.40 | $304.35 | $319.80 | $336.05 | $1.58 | $1.67 | $1.75 | $1.84 | $1.93 |
| | After 20 Years | $440.96 | $463.04 | $486.96 | $511.68 | $537.68 | $2.53 | $2.66 | $2.80 | $2.94 | $3.09 |
| | After 25 Years | $551.20 | $578.80 | $608.70 | $639.60 | $672.10 | $3.17 | $3.33 | $3.50 | $3.68 | $3.86 |
| **260** | Base | **$5,580.00** | **$5,863.00** | **$6,163.00** | **$6,477.00** | **$6,805.00** | **$32.09** | **$33.70** | **$35.39** | **$37.22** | **$39.10** |
| | After 13 Years | $111.60 | $117.26 | $123.26 | $129.54 | $136.10 | $0.64 | $0.67 | $0.71 | $0.74 | $0.78 |
| | After 15 Years | $279.00 | $293.15 | $308.15 | $323.85 | $340.25 | $1.60 | $1.69 | $1.77 | $1.86 | $1.95 |
| | After 20 Years | $446.40 | $469.04 | $493.04 | $518.16 | $544.40 | $2.57 | $2.70 | $2.83 | $2.98 | $3.13 |
| | After 25 Years | $558.00 | $586.30 | $616.30 | $647.70 | $680.50 | $3.21 | $3.37 | $3.54 | $3.72 | $3.91 |
| **261** | Base | **$5,647.00** | **$5,936.00** | **$6,239.00** | **$6,557.00** | **$6,890.00** | **$32.47** | **$34.13** | **$35.85** | **$37.69** | **$39.62** |
| | After 13 Years | $112.94 | $118.72 | $124.78 | $131.14 | $137.80 | $0.65 | $0.68 | $0.72 | $0.75 | $0.79 |
| | After 15 Years | $282.35 | $296.80 | $311.95 | $327.85 | $344.50 | $1.62 | $1.71 | $1.79 | $1.88 | $1.98 |
| | After 20 Years | $451.76 | $474.88 | $499.12 | $524.56 | $551.20 | $2.60 | $2.73 | $2.87 | $3.02 | $3.17 |
| | After 25 Years | $564.70 | $593.60 | $623.90 | $655.70 | $689.00 | $3.25 | $3.41 | $3.59 | $3.77 | $3.96 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **262** | Base | **$5,717.00** | **$6,013.00** | **$6,316.00** | **$6,640.00** | **$6,977.00** | **$32.86** | **$34.56** | **$36.28** | **$38.14** | **$40.10** |
| | After 13 Years | $114.34 | $120.26 | $126.32 | $132.80 | $139.54 | $0.66 | $0.69 | $0.73 | $0.76 | $0.80 |
| | After 15 Years | $285.85 | $300.65 | $315.80 | $332.00 | $348.85 | $1.64 | $1.73 | $1.81 | $1.91 | $2.01 |
| | After 20 Years | $457.36 | $481.04 | $505.28 | $531.20 | $558.16 | $2.63 | $2.76 | $2.90 | $3.05 | $3.21 |
| | After 25 Years | $571.70 | $601.30 | $631.60 | $664.00 | $697.70 | $3.29 | $3.46 | $3.63 | $3.81 | $4.01 |
| **263** | Base | **$5,788.00** | **$6,087.00** | **$6,396.00** | **$6,721.00** | **$7,064.00** | **$33.31** | **$34.99** | **$36.76** | **$38.64** | **$40.59** |
| | After 13 Years | $115.76 | $121.74 | $127.92 | $134.42 | $141.28 | $0.67 | $0.70 | $0.74 | $0.77 | $0.81 |
| | After 15 Years | $289.40 | $304.35 | $319.80 | $336.05 | $353.20 | $1.67 | $1.75 | $1.84 | $1.93 | $2.03 |
| | After 20 Years | $463.04 | $486.96 | $511.68 | $537.68 | $565.12 | $2.66 | $2.80 | $2.94 | $3.09 | $3.25 |
| | After 25 Years | $578.80 | $608.70 | $639.60 | $672.10 | $706.40 | $3.33 | $3.50 | $3.68 | $3.86 | $4.06 |
| **264** | Base | **$5,863.00** | **$6,163.00** | **$6,477.00** | **$6,805.00** | **$7,152.00** | **$33.70** | **$35.39** | **$37.22** | **$39.10** | **$41.11** |
| | After 13 Years | $117.26 | $123.26 | $129.54 | $136.10 | $143.04 | $0.67 | $0.71 | $0.74 | $0.78 | $0.82 |
| | After 15 Years | $293.15 | $308.15 | $323.85 | $340.25 | $357.60 | $1.69 | $1.77 | $1.86 | $1.95 | $2.06 |
| | After 20 Years | $469.04 | $493.04 | $518.16 | $544.40 | $572.16 | $2.70 | $2.83 | $2.98 | $3.13 | $3.29 |
| | After 25 Years | $586.30 | $616.30 | $647.70 | $680.50 | $715.20 | $3.37 | $3.54 | $3.72 | $3.91 | $4.11 |
| **265** | Base | **$5,936.00** | **$6,239.00** | **$6,557.00** | **$6,890.00** | **$7,243.00** | **$34.13** | **$35.85** | **$37.69** | **$39.62** | **$41.61** |
| | After 13 Years | $118.72 | $124.78 | $131.14 | $137.80 | $144.86 | $0.68 | $0.72 | $0.75 | $0.79 | $0.83 |
| | After 15 Years | $296.80 | $311.95 | $327.85 | $344.50 | $362.15 | $1.71 | $1.79 | $1.88 | $1.98 | $2.08 |
| | After 20 Years | $474.88 | $499.12 | $524.56 | $551.20 | $579.44 | $2.73 | $2.87 | $3.02 | $3.17 | $3.33 |
| | After 25 Years | $593.60 | $623.90 | $655.70 | $689.00 | $724.30 | $3.41 | $3.59 | $3.77 | $3.96 | $4.16 |
| **266** | Base | **$6,013.00** | **$6,316.00** | **$6,640.00** | **$6,977.00** | **$7,335.00** | **$34.56** | **$36.28** | **$38.14** | **$40.10** | **$42.14** |
| | After 13 Years | $120.26 | $126.32 | $132.80 | $139.54 | $146.70 | $0.69 | $0.73 | $0.76 | $0.80 | $0.84 |
| | After 15 Years | $300.65 | $315.80 | $332.00 | $348.85 | $366.75 | $1.73 | $1.81 | $1.91 | $2.01 | $2.11 |
| | After 20 Years | $481.04 | $505.28 | $531.20 | $558.16 | $586.80 | $2.76 | $2.90 | $3.05 | $3.21 | $3.37 |
| | After 25 Years | $601.30 | $631.60 | $664.00 | $697.70 | $733.50 | $3.46 | $3.63 | $3.81 | $4.01 | $4.21 |
| **267** | Base | **$6,087.00** | **$6,396.00** | **$6,721.00** | **$7,064.00** | **$7,423.00** | **$34.99** | **$36.76** | **$38.64** | **$40.59** | **$42.67** |
| | After 13 Years | $121.74 | $127.92 | $134.42 | $141.28 | $148.46 | $0.70 | $0.74 | $0.77 | $0.81 | $0.85 |
| | After 15 Years | $304.35 | $319.80 | $336.05 | $353.20 | $371.15 | $1.75 | $1.84 | $1.93 | $2.03 | $2.13 |
| | After 20 Years | $486.96 | $511.68 | $537.68 | $565.12 | $593.84 | $2.80 | $2.94 | $3.09 | $3.25 | $3.41 |
| | After 25 Years | $608.70 | $639.60 | $672.10 | $706.40 | $742.30 | $3.50 | $3.68 | $3.86 | $4.06 | $4.27 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **268** | Base | **$6,163.00** | **$6,477.00** | **$6,805.00** | **$7,152.00** | **$7,517.00** | **$35.39** | **$37.22** | **$39.10** | **$41.11** | **$43.19** |
| | After 13 Years | $123.26 | $129.54 | $136.10 | $143.04 | $150.34 | $0.71 | $0.74 | $0.78 | $0.82 | $0.86 |
| | After 15 Years | $308.15 | $323.85 | $340.25 | $357.60 | $375.85 | $1.77 | $1.86 | $1.95 | $2.06 | $2.16 |
| | After 20 Years | $493.04 | $518.16 | $544.40 | $572.16 | $601.36 | $2.83 | $2.98 | $3.13 | $3.29 | $3.46 |
| | After 25 Years | $616.30 | $647.70 | $680.50 | $715.20 | $751.70 | $3.54 | $3.72 | $3.91 | $4.11 | $4.32 |
| **269** | Base | **$6,239.00** | **$6,557.00** | **$6,890.00** | **$7,243.00** | **$7,611.00** | **$35.85** | **$37.69** | **$39.62** | **$41.61** | **$43.74** |
| | After 13 Years | $124.78 | $131.14 | $137.80 | $144.86 | $152.22 | $0.72 | $0.75 | $0.79 | $0.83 | $0.87 |
| | After 15 Years | $311.95 | $327.85 | $344.50 | $362.15 | $380.55 | $1.79 | $1.88 | $1.98 | $2.08 | $2.19 |
| | After 20 Years | $499.12 | $524.56 | $551.20 | $579.44 | $608.88 | $2.87 | $3.02 | $3.17 | $3.33 | $3.50 |
| | After 25 Years | $623.90 | $655.70 | $689.00 | $724.30 | $761.10 | $3.59 | $3.77 | $3.96 | $4.16 | $4.37 |
| **270** | Base | **$6,316.00** | **$6,640.00** | **$6,977.00** | **$7,335.00** | **$7,704.00** | **$36.28** | **$38.14** | **$40.10** | **$42.14** | **$44.26** |
| | After 13 Years | $126.32 | $132.80 | $139.54 | $146.70 | $154.08 | $0.73 | $0.76 | $0.80 | $0.84 | $0.89 |
| | After 15 Years | $315.80 | $332.00 | $348.85 | $366.75 | $385.20 | $1.81 | $1.91 | $2.01 | $2.11 | $2.21 |
| | After 20 Years | $505.28 | $531.20 | $558.16 | $586.80 | $616.32 | $2.90 | $3.05 | $3.21 | $3.37 | $3.54 |
| | After 25 Years | $631.60 | $664.00 | $697.70 | $733.50 | $770.40 | $3.63 | $3.81 | $4.01 | $4.21 | $4.43 |
| **271** | Base | **$6,396.00** | **$6,721.00** | **$7,064.00** | **$7,423.00** | **$7,800.00** | **$36.76** | **$38.64** | **$40.59** | **$42.67** | **$44.84** |
| | After 13 Years | $127.92 | $134.42 | $141.28 | $148.46 | $156.00 | $0.74 | $0.77 | $0.81 | $0.85 | $0.90 |
| | After 15 Years | $319.80 | $336.05 | $353.20 | $371.15 | $390.00 | $1.84 | $1.93 | $2.03 | $2.13 | $2.24 |
| | After 20 Years | $511.68 | $537.68 | $565.12 | $593.84 | $624.00 | $2.94 | $3.09 | $3.25 | $3.41 | $3.59 |
| | After 25 Years | $639.60 | $672.10 | $706.40 | $742.30 | $780.00 | $3.68 | $3.86 | $4.06 | $4.27 | $4.48 |
| **272** | Base | **$6,477.00** | **$6,805.00** | **$7,152.00** | **$7,517.00** | **$7,901.00** | **$37.22** | **$39.10** | **$41.11** | **$43.19** | **$45.42** |
| | After 13 Years | $129.54 | $136.10 | $143.04 | $150.34 | $158.02 | $0.74 | $0.78 | $0.82 | $0.86 | $0.91 |
| | After 15 Years | $323.85 | $340.25 | $357.60 | $375.85 | $395.05 | $1.86 | $1.95 | $2.06 | $2.16 | $2.27 |
| | After 20 Years | $518.16 | $544.40 | $572.16 | $601.36 | $632.08 | $2.98 | $3.13 | $3.29 | $3.46 | $3.63 |
| | After 25 Years | $647.70 | $680.50 | $715.20 | $751.70 | $790.10 | $3.72 | $3.91 | $4.11 | $4.32 | $4.54 |
| **273** | Base | **$6,557.00** | **$6,890.00** | **$7,243.00** | **$7,611.00** | **$7,999.00** | **$37.69** | **$39.62** | **$41.61** | **$43.74** | **$45.98** |
| | After 13 Years | $131.14 | $137.80 | $144.86 | $152.22 | $159.98 | $0.75 | $0.79 | $0.83 | $0.87 | $0.92 |
| | After 15 Years | $327.85 | $344.50 | $362.15 | $380.55 | $399.95 | $1.88 | $1.98 | $2.08 | $2.19 | $2.30 |
| | After 20 Years | $524.56 | $551.20 | $579.44 | $608.88 | $639.92 | $3.02 | $3.17 | $3.33 | $3.50 | $3.68 |
| | After 25 Years | $655.70 | $689.00 | $724.30 | $761.10 | $799.90 | $3.77 | $3.96 | $4.16 | $4.37 | $4.60 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **274** | Base | **$6,640.00** | **$6,977.00** | **$7,335.00** | **$7,704.00** | **$8,098.00** | **$38.14** | **$40.10** | **$42.14** | **$44.26** | **$46.54** |
| | After 13 Years | $132.80 | $139.54 | $146.70 | $154.08 | $161.96 | $0.76 | $0.80 | $0.84 | $0.89 | $0.93 |
| | After 15 Years | $332.00 | $348.85 | $366.75 | $385.20 | $404.90 | $1.91 | $2.01 | $2.11 | $2.21 | $2.33 |
| | After 20 Years | $531.20 | $558.16 | $586.80 | $616.32 | $647.84 | $3.05 | $3.21 | $3.37 | $3.54 | $3.72 |
| | After 25 Years | $664.00 | $697.70 | $733.50 | $770.40 | $809.80 | $3.81 | $4.01 | $4.21 | $4.43 | $4.65 |
| **275** | Base | **$6,721.00** | **$7,064.00** | **$7,423.00** | **$7,800.00** | **$8,200.00** | **$38.64** | **$40.59** | **$42.67** | **$44.84** | **$47.11** |
| | After 13 Years | $134.42 | $141.28 | $148.46 | $156.00 | $164.00 | $0.77 | $0.81 | $0.85 | $0.90 | $0.94 |
| | After 15 Years | $336.05 | $353.20 | $371.15 | $390.00 | $410.00 | $1.93 | $2.03 | $2.13 | $2.24 | $2.36 |
| | After 20 Years | $537.68 | $565.12 | $593.84 | $624.00 | $656.00 | $3.09 | $3.25 | $3.41 | $3.59 | $3.77 |
| | After 25 Years | $672.10 | $706.40 | $742.30 | $780.00 | $820.00 | $3.86 | $4.06 | $4.27 | $4.48 | $4.71 |
| **276** | Base | **$6,805.00** | **$7,152.00** | **$7,517.00** | **$7,901.00** | **$8,303.00** | **$39.10** | **$41.11** | **$43.19** | **$45.42** | **$47.71** |
| | After 13 Years | $136.10 | $143.04 | $150.34 | $158.02 | $166.06 | $0.78 | $0.82 | $0.86 | $0.91 | $0.95 |
| | After 15 Years | $340.25 | $357.60 | $375.85 | $395.05 | $415.15 | $1.95 | $2.06 | $2.16 | $2.27 | $2.39 |
| | After 20 Years | $544.40 | $572.16 | $601.36 | $632.08 | $664.24 | $3.13 | $3.29 | $3.46 | $3.63 | $3.82 |
| | After 25 Years | $680.50 | $715.20 | $751.70 | $790.10 | $830.30 | $3.91 | $4.11 | $4.32 | $4.54 | $4.77 |
| **277** | Base | **$6,890.00** | **$7,243.00** | **$7,611.00** | **$7,999.00** | **$8,406.00** | **$39.62** | **$41.61** | **$43.74** | **$45.98** | **$48.31** |
| | After 13 Years | $137.80 | $144.86 | $152.22 | $159.98 | $168.12 | $0.79 | $0.83 | $0.87 | $0.92 | $0.97 |
| | After 15 Years | $344.50 | $362.15 | $380.55 | $399.95 | $420.30 | $1.98 | $2.08 | $2.19 | $2.30 | $2.42 |
| | After 20 Years | $551.20 | $579.44 | $608.88 | $639.92 | $672.48 | $3.17 | $3.33 | $3.50 | $3.68 | $3.86 |
| | After 25 Years | $689.00 | $724.30 | $761.10 | $799.90 | $840.60 | $3.96 | $4.16 | $4.37 | $4.60 | $4.83 |
| **278** | Base | **$6,977.00** | **$7,335.00** | **$7,704.00** | **$8,098.00** | **$8,512.00** | **$40.10** | **$42.14** | **$44.26** | **$46.54** | **$48.92** |
| | After 13 Years | $139.54 | $146.70 | $154.08 | $161.96 | $170.24 | $0.80 | $0.84 | $0.89 | $0.93 | $0.98 |
| | After 15 Years | $348.85 | $366.75 | $385.20 | $404.90 | $425.60 | $2.01 | $2.11 | $2.21 | $2.33 | $2.45 |
| | After 20 Years | $558.16 | $586.80 | $616.32 | $647.84 | $680.96 | $3.21 | $3.37 | $3.54 | $3.72 | $3.91 |
| | After 25 Years | $697.70 | $733.50 | $770.40 | $809.80 | $851.20 | $4.01 | $4.21 | $4.43 | $4.65 | $4.89 |
| **279** | Base | **$7,064.00** | **$7,423.00** | **$7,800.00** | **$8,200.00** | **$8,617.00** | **$40.59** | **$42.67** | **$44.84** | **$47.11** | **$49.51** |
| | After 13 Years | $141.28 | $148.46 | $156.00 | $164.00 | $172.34 | $0.81 | $0.85 | $0.90 | $0.94 | $0.99 |
| | After 15 Years | $353.20 | $371.15 | $390.00 | $410.00 | $430.85 | $2.03 | $2.13 | $2.24 | $2.36 | $2.48 |
| | After 20 Years | $565.12 | $593.84 | $624.00 | $656.00 | $689.36 | $3.25 | $3.41 | $3.59 | $3.77 | $3.96 |
| | After 25 Years | $706.40 | $742.30 | $780.00 | $820.00 | $861.70 | $4.06 | $4.27 | $4.48 | $4.71 | $4.95 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **280** | Base | **$7,152.00** | **$7,517.00** | **$7,901.00** | **$8,303.00** | **$8,726.00** | **$41.11** | **$43.19** | **$45.42** | **$47.71** | **$50.14** |
| | After 13 Years | $143.04 | $150.34 | $158.02 | $166.06 | $174.52 | $0.82 | $0.86 | $0.91 | $0.95 | $1.00 |
| | After 15 Years | $357.60 | $375.85 | $395.05 | $415.15 | $436.30 | $2.06 | $2.16 | $2.27 | $2.39 | $2.51 |
| | After 20 Years | $572.16 | $601.36 | $632.08 | $664.24 | $698.08 | $3.29 | $3.46 | $3.63 | $3.82 | $4.01 |
| | After 25 Years | $715.20 | $751.70 | $790.10 | $830.30 | $872.60 | $4.11 | $4.32 | $4.54 | $4.77 | $5.01 |
| **281** | Base | **$7,243.00** | **$7,611.00** | **$7,999.00** | **$8,406.00** | **$8,835.00** | **$41.61** | **$43.74** | **$45.98** | **$48.31** | **$50.76** |
| | After 13 Years | $144.86 | $152.22 | $159.98 | $168.12 | $176.70 | $0.83 | $0.87 | $0.92 | $0.97 | $1.02 |
| | After 15 Years | $362.15 | $380.55 | $399.95 | $420.30 | $441.75 | $2.08 | $2.19 | $2.30 | $2.42 | $2.54 |
| | After 20 Years | $579.44 | $608.88 | $639.92 | $672.48 | $706.80 | $3.33 | $3.50 | $3.68 | $3.86 | $4.06 |
| | After 25 Years | $724.30 | $761.10 | $799.90 | $840.60 | $883.50 | $4.16 | $4.37 | $4.60 | $4.83 | $5.08 |
| **282** | Base | **$7,335.00** | **$7,704.00** | **$8,098.00** | **$8,512.00** | **$8,946.00** | **$42.14** | **$44.26** | **$46.54** | **$48.92** | **$51.40** |
| | After 13 Years | $146.70 | $154.08 | $161.96 | $170.24 | $178.92 | $0.84 | $0.89 | $0.93 | $0.98 | $1.03 |
| | After 15 Years | $366.75 | $385.20 | $404.90 | $425.60 | $447.30 | $2.11 | $2.21 | $2.33 | $2.45 | $2.57 |
| | After 20 Years | $586.80 | $616.32 | $647.84 | $680.96 | $715.68 | $3.37 | $3.54 | $3.72 | $3.91 | $4.11 |
| | After 25 Years | $733.50 | $770.40 | $809.80 | $851.20 | $894.60 | $4.21 | $4.43 | $4.65 | $4.89 | $5.14 |
| **283** | Base | **$7,423.00** | **$7,800.00** | **$8,200.00** | **$8,617.00** | **$9,055.00** | **$42.67** | **$44.84** | **$47.11** | **$49.51** | **$52.03** |
| | After 13 Years | $148.46 | $156.00 | $164.00 | $172.34 | $181.10 | $0.85 | $0.90 | $0.94 | $0.99 | $1.04 |
| | After 15 Years | $371.15 | $390.00 | $410.00 | $430.85 | $452.75 | $2.13 | $2.24 | $2.36 | $2.48 | $2.60 |
| | After 20 Years | $593.84 | $624.00 | $656.00 | $689.36 | $724.40 | $3.41 | $3.59 | $3.77 | $3.96 | $4.16 |
| | After 25 Years | $742.30 | $780.00 | $820.00 | $861.70 | $905.50 | $4.27 | $4.48 | $4.71 | $4.95 | $5.20 |
| **284** | Base | **$7,517.00** | **$7,901.00** | **$8,303.00** | **$8,726.00** | **$9,169.00** | **$43.19** | **$45.42** | **$47.71** | **$50.14** | **$52.70** |
| | After 13 Years | $150.34 | $158.02 | $166.06 | $174.52 | $183.38 | $0.86 | $0.91 | $0.95 | $1.00 | $1.05 |
| | After 15 Years | $375.85 | $395.05 | $415.15 | $436.30 | $458.45 | $2.16 | $2.27 | $2.39 | $2.51 | $2.63 |
| | After 20 Years | $601.36 | $632.08 | $664.24 | $698.08 | $733.52 | $3.46 | $3.63 | $3.82 | $4.01 | $4.22 |
| | After 25 Years | $751.70 | $790.10 | $830.30 | $872.60 | $916.90 | $4.32 | $4.54 | $4.77 | $5.01 | $5.27 |
| **285** | Base | **$7,611.00** | **$7,999.00** | **$8,406.00** | **$8,835.00** | **$9,285.00** | **$43.74** | **$45.98** | **$48.31** | **$50.76** | **$53.35** |
| | After 13 Years | $152.22 | $159.98 | $168.12 | $176.70 | $185.70 | $0.87 | $0.92 | $0.97 | $1.02 | $1.07 |
| | After 15 Years | $380.55 | $399.95 | $420.30 | $441.75 | $464.25 | $2.19 | $2.30 | $2.42 | $2.54 | $2.67 |
| | After 20 Years | $608.88 | $639.92 | $672.48 | $706.80 | $742.80 | $3.50 | $3.68 | $3.86 | $4.06 | $4.27 |
| | After 25 Years | $761.10 | $799.90 | $840.60 | $883.50 | $928.50 | $4.37 | $4.60 | $4.83 | $5.08 | $5.34 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Salary Schedule

| Range | Longevity Increment | MONTHLY SALARY SCHEDULE Step A | Step B | Step C | Step D | Step E | HOURLY SALARY SCHEDULE Step A | Step B | Step C | Step D | Step E |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **286** | Base | **$7,704.00** | **$8,098.00** | **$8,512.00** | **$8,946.00** | **$9,399.00** | **$44.26** | **$46.54** | **$48.92** | **$51.40** | **$54.01** |
| | After 13 Years | $154.08 | $161.96 | $170.24 | $178.92 | $187.98 | $0.89 | $0.93 | $0.98 | $1.03 | $1.08 |
| | After 15 Years | $385.20 | $404.90 | $425.60 | $447.30 | $469.95 | $2.21 | $2.33 | $2.45 | $2.57 | $2.70 |
| | After 20 Years | $616.32 | $647.84 | $680.96 | $715.68 | $751.92 | $3.54 | $3.72 | $3.91 | $4.11 | $4.32 |
| | After 25 Years | $770.40 | $809.80 | $851.20 | $894.60 | $939.90 | $4.43 | $4.65 | $4.89 | $5.14 | $5.40 |
| **287** | Base | **$7,800.00** | **$8,200.00** | **$8,617.00** | **$9,055.00** | **$9,519.00** | **$44.84** | **$47.11** | **$49.51** | **$52.03** | **$54.68** |
| | After 13 Years | $156.00 | $164.00 | $172.34 | $181.10 | $190.38 | $0.90 | $0.94 | $0.99 | $1.04 | $1.09 |
| | After 15 Years | $390.00 | $410.00 | $430.85 | $452.75 | $475.95 | $2.24 | $2.36 | $2.48 | $2.60 | $2.73 |
| | After 20 Years | $624.00 | $656.00 | $689.36 | $724.40 | $761.52 | $3.59 | $3.77 | $3.96 | $4.16 | $4.37 |
| | After 25 Years | $780.00 | $820.00 | $861.70 | $905.50 | $951.90 | $4.48 | $4.71 | $4.95 | $5.20 | $5.47 |
| **288** | Base | **$7,901.00** | **$8,303.00** | **$8,726.00** | **$9,169.00** | **$9,637.00** | **$45.42** | **$47.71** | **$50.14** | **$52.70** | **$55.37** |
| | After 13 Years | $158.02 | $166.06 | $174.52 | $183.38 | $192.74 | $0.91 | $0.95 | $1.00 | $1.05 | $1.11 |
| | After 15 Years | $395.05 | $415.15 | $436.30 | $458.45 | $481.85 | $2.27 | $2.39 | $2.51 | $2.63 | $2.77 |
| | After 20 Years | $632.08 | $664.24 | $698.08 | $733.52 | $770.96 | $3.63 | $3.82 | $4.01 | $4.22 | $4.43 |
| | After 25 Years | $790.10 | $830.30 | $872.60 | $916.90 | $963.70 | $4.54 | $4.77 | $5.01 | $5.27 | $5.54 |
| **289** | Base | **$7,999.00** | **$8,406.00** | **$8,835.00** | **$9,285.00** | **$9,754.00** | **$45.98** | **$48.31** | **$50.76** | **$53.35** | **$56.09** |
| | After 13 Years | $159.98 | $168.12 | $176.70 | $185.70 | $195.08 | $0.92 | $0.97 | $1.02 | $1.07 | $1.12 |
| | After 15 Years | $399.95 | $420.30 | $441.75 | $464.25 | $487.70 | $2.30 | $2.42 | $2.54 | $2.67 | $2.80 |
| | After 20 Years | $639.92 | $672.48 | $706.80 | $742.80 | $780.32 | $3.68 | $3.86 | $4.06 | $4.27 | $4.49 |
| | After 25 Years | $799.90 | $840.60 | $883.50 | $928.50 | $975.40 | $4.60 | $4.83 | $5.08 | $5.34 | $5.61 |
| **290** | Base | **$8,098.00** | **$8,512.00** | **$8,946.00** | **$9,399.00** | **$9,880.00** | **$46.54** | **$48.92** | **$51.40** | **$54.01** | **$56.78** |
| | After 13 Years | $161.96 | $170.24 | $178.92 | $187.98 | $197.60 | $0.93 | $0.98 | $1.03 | $1.08 | $1.14 |
| | After 15 Years | $404.90 | $425.60 | $447.30 | $469.95 | $494.00 | $2.33 | $2.45 | $2.57 | $2.70 | $2.84 |
| | After 20 Years | $647.84 | $680.96 | $715.68 | $751.92 | $790.40 | $3.72 | $3.91 | $4.11 | $4.32 | $4.54 |
| | After 25 Years | $809.80 | $851.20 | $894.60 | $939.90 | $988.00 | $4.65 | $4.89 | $5.14 | $5.40 | $5.68 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Shift Differential Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **214** | Base | **$164.40** | **$165.95** | **$173.80** | **$182.90** | **$192.20** | **$0.95** | **$0.95** | **$1.00** | **$1.05** | **$1.11** |
| | After 13 Years | $3.29 | $3.32 | $3.48 | $3.66 | $3.84 | $0.02 | $0.02 | $0.02 | $0.02 | $0.02 |
| | After 15 Years | $8.22 | $8.30 | $8.69 | $9.15 | $9.61 | $0.05 | $0.05 | $0.05 | $0.05 | $0.06 |
| | After 20 Years | $13.15 | $13.28 | $13.90 | $14.63 | $15.38 | $0.08 | $0.08 | $0.08 | $0.08 | $0.09 |
| | After 25 Years | $16.44 | $16.60 | $17.38 | $18.29 | $19.22 | $0.09 | $0.10 | $0.10 | $0.10 | $0.11 |
| **215** | Base | **$164.90** | **$167.55** | **$176.15** | **$185.15** | **$194.65** | **$0.95** | **$0.96** | **$1.01** | **$1.06** | **$1.12** |
| | After 13 Years | $3.30 | $3.35 | $3.52 | $3.70 | $3.89 | $0.02 | $0.02 | $0.02 | $0.02 | $0.02 |
| | After 15 Years | $8.25 | $8.38 | $8.81 | $9.26 | $9.73 | $0.05 | $0.05 | $0.05 | $0.05 | $0.06 |
| | After 20 Years | $13.19 | $13.40 | $14.09 | $14.81 | $15.57 | $0.08 | $0.08 | $0.08 | $0.09 | $0.09 |
| | After 25 Years | $16.49 | $16.76 | $17.62 | $18.52 | $19.47 | $0.09 | $0.10 | $0.10 | $0.11 | $0.11 |
| **216** | Base | **$165.35** | **$169.75** | **$178.35** | **$187.45** | **$197.05** | **$0.95** | **$0.98** | **$1.03** | **$1.08** | **$1.13** |
| | After 13 Years | $3.31 | $3.40 | $3.57 | $3.75 | $3.94 | $0.02 | $0.02 | $0.02 | $0.02 | $0.02 |
| | After 15 Years | $8.27 | $8.49 | $8.92 | $9.37 | $9.85 | $0.05 | $0.05 | $0.05 | $0.05 | $0.06 |
| | After 20 Years | $13.23 | $13.58 | $14.27 | $15.00 | $15.76 | $0.08 | $0.08 | $0.08 | $0.09 | $0.09 |
| | After 25 Years | $16.54 | $16.98 | $17.84 | $18.75 | $19.71 | $0.10 | $0.10 | $0.10 | $0.11 | $0.11 |
| **217** | Base | **$165.85** | **$171.70** | **$180.65** | **$189.80** | **$199.50** | **$0.95** | **$0.99** | **$1.04** | **$1.09** | **$1.15** |
| | After 13 Years | $3.32 | $3.43 | $3.61 | $3.80 | $3.99 | $0.02 | $0.02 | $0.02 | $0.02 | $0.02 |
| | After 15 Years | $8.29 | $8.59 | $9.03 | $9.49 | $9.98 | $0.05 | $0.05 | $0.05 | $0.05 | $0.06 |
| | After 20 Years | $13.27 | $13.74 | $14.45 | $15.18 | $15.96 | $0.08 | $0.08 | $0.08 | $0.09 | $0.09 |
| | After 25 Years | $16.59 | $17.17 | $18.07 | $18.98 | $19.95 | $0.10 | $0.10 | $0.10 | $0.11 | $0.11 |
| **219** | Base | **$167.55** | **$176.15** | **$185.15** | **$194.65** | **$204.60** | **$0.96** | **$1.01** | **$1.06** | **$1.12** | **$1.18** |
| | After 13 Years | $3.35 | $3.52 | $3.70 | $3.89 | $4.09 | $0.02 | $0.02 | $0.02 | $0.02 | $0.02 |
| | After 15 Years | $8.38 | $8.81 | $9.26 | $9.73 | $10.23 | $0.05 | $0.05 | $0.05 | $0.06 | $0.06 |
| | After 20 Years | $13.40 | $14.09 | $14.81 | $15.57 | $16.37 | $0.08 | $0.08 | $0.09 | $0.09 | $0.09 |
| | After 25 Years | $16.76 | $17.62 | $18.52 | $19.47 | $20.46 | $0.10 | $0.10 | $0.11 | $0.11 | $0.12 |
| **221** | Base | **$171.70** | **$180.65** | **$189.80** | **$199.50** | **$209.70** | **$0.99** | **$1.04** | **$1.09** | **$1.15** | **$1.20** |
| | After 13 Years | $3.43 | $3.61 | $3.80 | $3.99 | $4.19 | $0.02 | $0.02 | $0.02 | $0.02 | $0.02 |
| | After 15 Years | $8.59 | $9.03 | $9.49 | $9.98 | $10.49 | $0.05 | $0.05 | $0.05 | $0.06 | $0.06 |
| | After 20 Years | $13.74 | $14.45 | $15.18 | $15.96 | $16.78 | $0.08 | $0.08 | $0.09 | $0.09 | $0.10 |
| | After 25 Years | $17.17 | $18.07 | $18.98 | $19.95 | $20.97 | $0.10 | $0.10 | $0.11 | $0.11 | $0.12 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Shift Differential Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **225** | Base | **$180.65** | **$189.80** | **$199.50** | **$209.70** | **$220.35** | **$1.04** | **$1.09** | **$1.15** | **$1.20** | **$1.27** |
| | After 13 Years | $3.61 | $3.80 | $3.99 | $4.19 | $4.41 | $0.02 | $0.02 | $0.02 | $0.02 | $0.03 |
| | After 15 Years | $9.03 | $9.49 | $9.98 | $10.49 | $11.02 | $0.05 | $0.05 | $0.06 | $0.06 | $0.06 |
| | After 20 Years | $14.45 | $15.18 | $15.96 | $16.78 | $17.63 | $0.08 | $0.09 | $0.09 | $0.10 | $0.10 |
| | After 25 Years | $18.07 | $18.98 | $19.95 | $20.97 | $22.04 | $0.10 | $0.11 | $0.11 | $0.12 | $0.13 |
| **232** | Base | **$197.05** | **$207.00** | **$217.70** | **$228.55** | **$240.25** | **$1.13** | **$1.19** | **$1.25** | **$1.31** | **$1.38** |
| | After 13 Years | $3.94 | $4.14 | $4.35 | $4.57 | $4.81 | $0.02 | $0.02 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $9.85 | $10.35 | $10.89 | $11.43 | $12.01 | $0.06 | $0.06 | $0.06 | $0.07 | $0.07 |
| | After 20 Years | $15.76 | $16.56 | $17.42 | $18.28 | $19.22 | $0.09 | $0.10 | $0.10 | $0.11 | $0.11 |
| | After 25 Years | $19.71 | $20.70 | $21.77 | $22.86 | $24.03 | $0.11 | $0.12 | $0.13 | $0.13 | $0.14 |
| **235** | Base | **$204.60** | **$214.90** | **$225.65** | **$237.40** | **$249.45** | **$1.18** | **$1.24** | **$1.30** | **$1.36** | **$1.43** |
| | After 13 Years | $4.09 | $4.30 | $4.51 | $4.75 | $4.99 | $0.02 | $0.02 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $10.23 | $10.75 | $11.28 | $11.87 | $12.47 | $0.06 | $0.06 | $0.06 | $0.07 | $0.07 |
| | After 20 Years | $16.37 | $17.19 | $18.05 | $18.99 | $19.96 | $0.09 | $0.10 | $0.10 | $0.11 | $0.11 |
| | After 25 Years | $20.46 | $21.49 | $22.57 | $23.74 | $24.95 | $0.12 | $0.12 | $0.13 | $0.14 | $0.14 |
| **237** | Base | **$209.70** | **$220.35** | **$231.55** | **$243.10** | **$255.70** | **$1.20** | **$1.27** | **$1.33** | **$1.40** | **$1.47** |
| | After 13 Years | $4.19 | $4.41 | $4.63 | $4.86 | $5.11 | $0.02 | $0.03 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $10.49 | $11.02 | $11.58 | $12.16 | $12.79 | $0.06 | $0.06 | $0.07 | $0.07 | $0.07 |
| | After 20 Years | $16.78 | $17.63 | $18.52 | $19.45 | $20.46 | $0.10 | $0.10 | $0.11 | $0.11 | $0.12 |
| | After 25 Years | $20.97 | $22.04 | $23.16 | $24.31 | $25.57 | $0.12 | $0.13 | $0.13 | $0.14 | $0.15 |
| **238** | Base | **$212.15** | **$222.95** | **$234.40** | **$246.30** | **$258.80** | **$1.22** | **$1.28** | **$1.35** | **$1.42** | **$1.49** |
| | After 13 Years | $4.24 | $4.46 | $4.69 | $4.93 | $5.18 | $0.02 | $0.03 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $10.61 | $11.15 | $11.72 | $12.32 | $12.94 | $0.06 | $0.06 | $0.07 | $0.07 | $0.07 |
| | After 20 Years | $16.97 | $17.84 | $18.75 | $19.70 | $20.70 | $0.10 | $0.10 | $0.11 | $0.11 | $0.12 |
| | After 25 Years | $21.22 | $22.30 | $23.44 | $24.63 | $25.88 | $0.12 | $0.13 | $0.13 | $0.14 | $0.15 |
| **240** | Base | **$217.70** | **$228.55** | **$240.25** | **$252.60** | **$265.35** | **$1.25** | **$1.31** | **$1.38** | **$1.45** | **$1.53** |
| | After 13 Years | $4.35 | $4.57 | $4.81 | $5.05 | $5.31 | $0.03 | $0.03 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $10.89 | $11.43 | $12.01 | $12.63 | $13.27 | $0.06 | $0.07 | $0.07 | $0.07 | $0.08 |
| | After 20 Years | $17.42 | $18.28 | $19.22 | $20.21 | $21.23 | $0.10 | $0.11 | $0.11 | $0.12 | $0.12 |
| | After 25 Years | $21.77 | $22.86 | $24.03 | $25.26 | $26.54 | $0.13 | $0.13 | $0.14 | $0.15 | $0.15 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Shift Differential Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **243** | Base | **$225.65** | **$237.40** | **$249.45** | **$262.10** | **$275.60** | **$1.30** | **$1.36** | **$1.43** | **$1.51** | **$1.58** |
| | After 13 Years | $4.51 | $4.75 | $4.99 | $5.24 | $5.51 | $0.03 | $0.03 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $11.28 | $11.87 | $12.47 | $13.11 | $13.78 | $0.06 | $0.07 | $0.07 | $0.08 | $0.08 |
| | After 20 Years | $18.05 | $18.99 | $19.96 | $20.97 | $22.05 | $0.10 | $0.11 | $0.11 | $0.12 | $0.13 |
| | After 25 Years | $22.57 | $23.74 | $24.95 | $26.21 | $27.56 | $0.13 | $0.14 | $0.14 | $0.15 | $0.16 |
| **245** | Base | **$231.55** | **$243.10** | **$255.70** | **$268.75** | **$282.35** | **$1.33** | **$1.40** | **$1.47** | **$1.54** | **$1.62** |
| | After 13 Years | $4.63 | $4.86 | $5.11 | $5.38 | $5.65 | $0.03 | $0.03 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $11.58 | $12.16 | $12.79 | $13.44 | $14.12 | $0.07 | $0.07 | $0.07 | $0.08 | $0.08 |
| | After 20 Years | $18.52 | $19.45 | $20.46 | $21.50 | $22.59 | $0.11 | $0.11 | $0.12 | $0.12 | $0.13 |
| | After 25 Years | $23.16 | $24.31 | $25.57 | $26.88 | $28.24 | $0.13 | $0.14 | $0.15 | $0.15 | $0.16 |
| **249** | Base | **$243.10** | **$255.70** | **$268.75** | **$282.35** | **$296.80** | **$1.40** | **$1.47** | **$1.54** | **$1.62** | **$1.71** |
| | After 13 Years | $4.86 | $5.11 | $5.38 | $5.65 | $5.94 | $0.03 | $0.03 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $12.16 | $12.79 | $13.44 | $14.12 | $14.84 | $0.07 | $0.07 | $0.08 | $0.08 | $0.09 |
| | After 20 Years | $19.45 | $20.46 | $21.50 | $22.59 | $23.74 | $0.11 | $0.12 | $0.12 | $0.13 | $0.14 |
| | After 25 Years | $24.31 | $25.57 | $26.88 | $28.24 | $29.68 | $0.14 | $0.15 | $0.15 | $0.16 | $0.17 |
| **250** | Base | **$246.30** | **$258.80** | **$272.05** | **$285.85** | **$300.65** | **$1.42** | **$1.49** | **$1.56** | **$1.64** | **$1.73** |
| | After 13 Years | $4.93 | $5.18 | $5.44 | $5.72 | $6.01 | $0.03 | $0.03 | $0.03 | $0.03 | $0.03 |
| | After 15 Years | $12.32 | $12.94 | $13.60 | $14.29 | $15.03 | $0.07 | $0.07 | $0.08 | $0.08 | $0.09 |
| | After 20 Years | $19.70 | $20.70 | $21.76 | $22.87 | $24.05 | $0.11 | $0.12 | $0.13 | $0.13 | $0.14 |
| | After 25 Years | $24.63 | $25.88 | $27.21 | $28.59 | $30.07 | $0.14 | $0.15 | $0.16 | $0.16 | $0.17 |
| **252** | Base | **$252.60** | **$265.35** | **$279.00** | **$293.15** | **$308.15** | **$1.45** | **$1.53** | **$1.60** | **$1.69** | **$1.77** |
| | After 13 Years | $5.05 | $5.31 | $5.58 | $5.86 | $6.16 | $0.03 | $0.03 | $0.03 | $0.03 | $0.04 |
| | After 15 Years | $12.63 | $13.27 | $13.95 | $14.66 | $15.41 | $0.07 | $0.08 | $0.08 | $0.08 | $0.09 |
| | After 20 Years | $20.21 | $21.23 | $22.32 | $23.45 | $24.65 | $0.12 | $0.12 | $0.13 | $0.13 | $0.14 |
| | After 25 Years | $25.26 | $26.54 | $27.90 | $29.32 | $30.82 | $0.15 | $0.15 | $0.16 | $0.17 | $0.18 |
| **258** | Base | **$272.05** | **$285.85** | **$300.65** | **$315.80** | **$332.00** | **$1.56** | **$1.64** | **$1.73** | **$1.81** | **$1.91** |
| | After 13 Years | $5.44 | $5.72 | $6.01 | $6.32 | $6.64 | $0.03 | $0.03 | $0.03 | $0.04 | $0.04 |
| | After 15 Years | $13.60 | $14.29 | $15.03 | $15.79 | $16.60 | $0.08 | $0.08 | $0.09 | $0.09 | $0.10 |
| | After 20 Years | $21.76 | $22.87 | $24.05 | $25.26 | $26.56 | $0.13 | $0.13 | $0.14 | $0.15 | $0.15 |
| | After 25 Years | $27.21 | $28.59 | $30.07 | $31.58 | $33.20 | $0.16 | $0.16 | $0.17 | $0.18 | $0.19 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

Norwalk-La Mirada Unified School District
Classified Shift Differential Salary Schedule

| | | MONTHLY SALARY SCHEDULE | | | | | HOURLY SALARY SCHEDULE | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Range** | **Longevity Increment** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** | **Step A** | **Step B** | **Step C** | **Step D** | **Step E** |
| **263** | Base | **$289.40** | **$304.35** | **$319.80** | **$336.05** | **$353.20** | **$1.67** | **$1.75** | **$1.84** | **$1.93** | **$2.03** |
| | After 13 Years | $5.79 | $6.09 | $6.40 | $6.72 | $7.06 | $0.03 | $0.03 | $0.04 | $0.04 | $0.04 |
| | After 15 Years | $14.47 | $15.22 | $15.99 | $16.80 | $17.66 | $0.08 | $0.09 | $0.09 | $0.10 | $0.10 |
| | After 20 Years | $23.15 | $24.35 | $25.58 | $26.88 | $28.26 | $0.13 | $0.14 | $0.15 | $0.15 | $0.16 |
| | After 25 Years | $28.94 | $30.44 | $31.98 | $33.61 | $35.32 | $0.17 | $0.17 | $0.18 | $0.19 | $0.20 |
| **265** | Base | **$296.80** | **$311.95** | **$327.85** | **$344.50** | **$362.15** | **$1.71** | **$1.79** | **$1.88** | **$1.98** | **$2.08** |
| | After 13 Years | $5.94 | $6.24 | $6.56 | $6.89 | $7.24 | $0.03 | $0.04 | $0.04 | $0.04 | $0.04 |
| | After 15 Years | $14.84 | $15.60 | $16.39 | $17.23 | $18.11 | $0.09 | $0.09 | $0.09 | $0.10 | $0.10 |
| | After 20 Years | $23.74 | $24.96 | $26.23 | $27.56 | $28.97 | $0.14 | $0.14 | $0.15 | $0.16 | $0.17 |
| | After 25 Years | $29.68 | $31.20 | $32.79 | $34.45 | $36.22 | $0.17 | $0.18 | $0.19 | $0.20 | $0.21 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
## Classified Non-Unit Special Hourly Salary Sheet

| RANGE | TITLE | RATE OF PAY | EFFECTIVE |
|---|---|---|---|
| 700 | Student Worker | $16.90 Per Hour | 01/01/2026 |
| 705 | Student Worker – Harbor Freight | $18.00 Per Hour | 05/01/2026 |
| 710 | Architecture/Planning and Engineer Apprentice | $18.90 ~~18.48~~ Per Hour | 07/01/20254 |
| 710 | Crossing Guard | $18.90 ~~18.48~~ Per Hour | 07/01/20254 |
| 710 | McKinney-Vento Tutor | $18.90 ~~18.48~~ Per Hour | 07/01/20254 |
| 710 | Middle School Reading Intervention Tutor | $18.90 ~~18.48~~ Per Hour | 07/01/20254 |
| 720 | AVID Tutor | $22.57 ~~22.06~~ Per Hour | 07/01/20254 |
| 730 | Translator-Interpreter (Korean Language) | $22.68 ~~22.17~~ Per Hour | 07/01/20254 |
| 740 | VAPA Academy Assistant | $25.20 ~~24.63~~ Per Hour | 07/01/20254 |
| 760 | After School Music Tutor | $31.50 ~~30.80~~ Per Hour | 07/01/20254 |
| 770 | Certified Athletic Trainer | $36.96 ~~36.13~~ Per Hour | 07/01/20254 |
| 780 | First Aid/CPR/AED Instructor | $37.80 ~~36.95~~ Per Hour | 07/01/20254 |

Hourly rate for substitute assignments not listed above shall be at the hourly equivalent of Step A of the appropriate range of the CSEA Classified Salary Schedule.

**After School Education and Safety (ASES)**

| RANGE | TITLE | RATE OF PAY | EFFECTIVE |
|---|---|---|---|
| 721 | Sub Expanded Learning Aide | $20.06 ~~19.61~~ Per Hour | 07/01/20254 |
| 751 | Sub Expanded Learning Site Leader Elementary | $25.21 ~~24.64~~ Per Hour | 07/01/20254 |
| 761 | Sub Expanded Learning Site Leader Middle | $28.01 ~~27.38~~ Per Hour | 07/01/20254 |
| 720 | Expanded Learning Aide | $22.57 ~~22.06~~ Per Hour | 07/01/20254 |
| 750 | Expanded Learning Site Leader Elementary | $28.37 ~~27.73~~ Per Hour | 07/01/20254 |
| 760 | Expanded Learning Site Leader Middle | $31.50 ~~30.80~~ Per Hour | 07/01/20254 |

**Norwalk - La Mirada Unified School District**
**Monthly Confidential Salary Schedule**
**2025-2026**

| | | | | | | |
|---|---|---|---|---|---|---|
| **460** | **BASE** | **$5,753.00** | **$6,047.00** | **$6,354.00** | **$6,680.00** | **$7,018.00** |
| Human Resources Analyst | **After 13 Years** | $115.06 | $120.94 | $127.08 | $133.60 | $140.36 |
| | **After 15 Years** | $287.65 | $302.35 | $317.70 | $334.00 | $350.90 |
| | **After 20 Years** | $460.24 | $483.76 | $508.32 | $534.40 | $561.44 |
| | **After 25 Years** | $575.30 | $604.70 | $635.40 | $668.00 | $701.80 |
| **465** | **BASE** | **$6,124.00** | **$6,433.00** | **$6,763.00** | **$7,105.00** | **$7,471.00** |
| Credentials Analyst | **After 13 Years** | $122.48 | $128.66 | $135.26 | $142.10 | $149.42 |
| | **After 15 Years** | $306.20 | $321.65 | $338.15 | $355.25 | $373.55 |
| | **After 20 Years** | $489.92 | $514.64 | $541.04 | $568.40 | $597.68 |
| | **After 25 Years** | $612.40 | $643.30 | $676.30 | $710.50 | $747.10 |
| **469** | **BASE** | **$6,433.00** | **$6,763.00** | **$7,105.00** | **$7,471.00** | **$7,849.00** |
| Administrative Assistant II | **After 13 Years** | $128.66 | $135.26 | $142.10 | $149.42 | $156.98 |
| Administrative Assistant - Business Services | **After 15 Years** | $321.65 | $338.15 | $355.25 | $373.55 | $392.45 |
| | **After 20 Years** | $514.64 | $541.04 | $568.40 | $597.68 | $627.92 |
| | **After 25 Years** | $643.30 | $676.30 | $710.50 | $747.10 | $784.90 |
| **481** | **BASE** | **$7,471.00** | **$7,849.00** | **$8,248.00** | **$8,670.00** | **$9,111.00** |
| Executive Secretary | **After 13 Years** | $149.42 | $156.98 | $164.96 | $173.40 | $182.22 |
| Paralegal | **After 15 Years** | $373.55 | $392.45 | $412.40 | $433.50 | $455.55 |
| | **After 20 Years** | $597.68 | $627.92 | $659.84 | $693.60 | $728.88 |
| | **After 25 Years** | $747.10 | $784.90 | $824.80 | $867.00 | $911.10 |

Effective Date: 07/01/2025
Board Approved: XX/XX/XXXX

**Norwalk - La Mirada Unified School District**
**Hourly Confidential Salary Schedule**
**2025-2026**

| | | | | | | |
|---|---|---|---|---|---|---|
| **460** | **BASE** | **$33.08** | **$34.75** | **$36.50** | **$38.40** | **$40.33** |
| Human Resouces Analyst | **After 13 Years** | $0.66 | $0.70 | $0.73 | $0.77 | $0.81 |
| | **After 15 Years** | $1.65 | $1.74 | $1.83 | $1.92 | $2.02 |
| | **After 20 Years** | $2.65 | $2.78 | $2.92 | $3.07 | $3.23 |
| | **After 25 Years** | $3.31 | $3.48 | $3.65 | $3.84 | $4.03 |
| **465** | **BASE** | **$35.20** | **$36.97** | **$38.87** | **$40.86** | **$42.97** |
| Credentials Analyst | **After 13 Years** | $0.70 | $0.74 | $0.78 | $0.82 | $0.86 |
| | **After 15 Years** | $1.76 | $1.85 | $1.94 | $2.04 | $2.15 |
| | **After 20 Years** | $2.82 | $2.96 | $3.11 | $3.27 | $3.44 |
| | **After 25 Years** | $3.52 | $3.70 | $3.89 | $4.09 | $4.30 |
| **469** | **BASE** | **$36.97** | **$38.87** | **$40.86** | **$42.95** | **$45.07** |
| Administrative Assistant II | **After 13 Years** | $0.74 | $0.78 | $0.82 | $0.86 | $0.90 |
| Administrative Assistant - Business Services | **After 15 Years** | $1.85 | $1.94 | $2.04 | $2.15 | $2.25 |
| | **After 20 Years** | $2.96 | $3.11 | $3.27 | $3.44 | $3.61 |
| | **After 25 Years** | $3.70 | $3.89 | $4.09 | $4.30 | $4.51 |
| **481** | **BASE** | **$42.95** | **$45.07** | **$47.41** | **$49.82** | **$52.36** |
| Executive Secretary | **After 13 Years** | $0.86 | $0.90 | $0.95 | $1.00 | $1.05 |
| Paralegal | **After 15 Years** | $2.15 | $2.25 | $2.37 | $2.49 | $2.62 |
| | **After 20 Years** | $3.44 | $3.61 | $3.79 | $3.99 | $4.19 |
| | **After 25 Years** | $4.30 | $4.51 | $4.74 | $4.98 | $5.24 |

Effective Date: 07/01/2025
Board Approved: XX/XX/XXXX

# Norwalk-La Mirada Unified School District
## Classified Management Salary Schedule
## 2025-2026 School Year

| Rng | Title | Longevity Increment | Months | Monthly Salaries Step A | Step B | Step C | Step D | Annual Salaries Step A | Step B | Step C | Step D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 610 | Chief Technology Officer | Base | 12 | **$ 16,629** | **$ 16,836** | **$ 17,300** | **$ 17,650** | **$ 199,548** | **$ 202,032** | **$ 207,600** | **$ 211,800** |
| | | After 13 Years | | $ 333 | $ 337 | $ 346 | $ 353 | $ 3,996 | $ 4,044 | $ 4,152 | $ 4,236 |
| | | After 15 years | | $ 831 | $ 842 | $ 865 | $ 883 | $ 9,972 | $ 10,104 | $ 10,380 | $ 10,596 |
| | | After 20 Years | | $ 1,330 | $ 1,347 | $ 1,384 | $ 1,412 | $ 15,960 | $ 16,164 | $ 16,608 | $ 16,944 |
| | | After 25 Years | | $ 1,663 | $ 1,684 | $ 1,730 | $ 1,765 | $ 19,956 | $ 20,208 | $ 20,760 | $ 21,180 |
| 615 | Chief of School Safety | Base | 12 | **$ 15,540** | **$ 15,852** | **$ 16,167** | **$ 16,493** | **$ 186,480** | **$ 190,224** | **$ 194,004** | **$ 197,916** |
| | Director, Maintenance and Operations | After 13 Years | | $ 311 | $ 317 | $ 323 | $ 330 | $ 3,732 | $ 3,804 | $ 3,876 | $ 3,960 |
| | Director, Facilities Planning and Construction | After 15 years | | $ 777 | $ 793 | $ 808 | $ 825 | $ 9,324 | $ 9,516 | $ 9,696 | $ 9,900 |
| | Director, Fiscal Services | After 20 Years | | $ 1,243 | $ 1,268 | $ 1,293 | $ 1,319 | $ 14,916 | $ 15,216 | $ 15,516 | $ 15,828 |
| | Director, Nutrition Services | After 25 Years | | $ 1,554 | $ 1,585 | $ 1,617 | $ 1,649 | $ 18,648 | $ 19,020 | $ 19,404 | $ 19,788 |
| | Director, Risk Management | | | | | | | | | | |
| | Director, Transportation | | | | | | | | | | |
| 620 | Assistant Director, Technology Services | Base | 12 | **$ 12,783** | **$ 13,042** | **$ 13,304** | **$ 13,571** | **$ 153,396** | **$ 156,504** | **$ 159,648** | **$ 162,852** |
| | Director, Purchasing and Warehouse | After 13 Years | | $ 256 | $ 261 | $ 266 | $ 271 | $ 3,072 | $ 3,132 | $ 3,192 | $ 3,252 |
| | | After 15 years | | $ 639 | $ 652 | $ 665 | $ 679 | $ 7,668 | $ 7,824 | $ 7,980 | $ 8,148 |
| | | After 20 Years | | $ 1,023 | $ 1,043 | $ 1,064 | $ 1,086 | $ 12,276 | $ 12,516 | $ 12,768 | $ 13,032 |
| | | After 25 Years | | $ 1,278 | $ 1,304 | $ 1,330 | $ 1,357 | $ 15,336 | $ 15,648 | $ 15,960 | $ 16,284 |
| 630 | Assistant Director, Maintenance and Operations | Base | 12 | **$ 11,570** | **$ 11,804** | **$ 12,042** | **$ 12,275** | **$ 138,840** | **$ 141,648** | **$ 144,504** | **$ 147,300** |
| | Coordinator, Facilities | After 13 Years | | $ 231 | $ 236 | $ 241 | $ 246 | $ 2,772 | $ 2,832 | $ 2,892 | $ 2,952 |
| | Coordinator, Nutrition Services | After 15 years | | $ 579 | $ 590 | $ 602 | $ 614 | $ 6,948 | $ 7,080 | $ 7,224 | $ 7,368 |
| | Manager, Energy | After 20 Years | | $ 926 | $ 944 | $ 963 | $ 982 | $ 11,112 | $ 11,328 | $ 11,556 | $ 11,784 |
| | Manager, Facilities | After 25 Years | | $ 1,157 | $ 1,180 | $ 1,204 | $ 1,228 | $ 13,884 | $ 14,160 | $ 14,448 | $ 14,736 |
| | Senior Budget Advisor/Analyst | | | | | | | | | | |
| | Supervisor, Expanded Learning Program | | | | | | | | | | |
| | Supervisor, Transportation | | | | | | | | | | |
| 635 | Director, Southeast Academy | Base | 12 | **$ 11,174** | **$ 11,396** | **$ 11,625** | **$ 11,859** | **$ 134,088** | **$ 136,752** | **$ 139,500** | **$ 142,308** |
| | Supervisor, Payroll | After 13 Years | | $ 223 | $ 228 | $ 233 | $ 237 | $ 2,676 | $ 2,736 | $ 2,796 | $ 2,844 |
| | | After 15 years | | $ 559 | $ 570 | $ 581 | $ 593 | $ 6,708 | $ 6,840 | $ 6,972 | $ 7,116 |
| | | After 20 Years | | $ 894 | $ 912 | $ 930 | $ 949 | $ 10,728 | $ 10,944 | $ 11,160 | $ 11,388 |
| | | After 25 Years | | $ 1,117 | $ 1,140 | $ 1,163 | $ 1,186 | $ 13,404 | $ 13,680 | $ 13,956 | $ 14,232 |
| 645 | Financial Analyst | Base | 12 | **$ 10,411** | **$ 10,617** | **$ 10,833** | **$ 11,045** | **$ 124,932** | **$ 127,404** | **$ 129,996** | **$ 132,540** |
| | Supervisor, Technical Support | After 13 Years | | $ 208 | $ 212 | $ 217 | $ 221 | $ 2,496 | $ 2,544 | $ 2,604 | $ 2,652 |
| | Public Information Officer | After 15 years | | $ 521 | $ 531 | $ 542 | $ 552 | $ 6,252 | $ 6,372 | $ 6,504 | $ 6,624 |
| | | After 20 Years | | $ 833 | $ 849 | $ 867 | $ 884 | $ 9,996 | $ 10,188 | $ 10,404 | $ 10,608 |
| | | After 25 Years | | $ 1,041 | $ 1,062 | $ 1,083 | $ 1,105 | $ 12,492 | $ 12,744 | $ 12,996 | $ 13,260 |
| 650 | Coordinator, Adult Education | Base | 12 | **$ 9,730** | **$ 9,925** | **$ 10,124** | **$ 10,324** | **$ 116,760** | **$ 119,100** | **$ 121,488** | **$ 123,888** |
| | Coordinator, Early Education | After 13 Years | | $ 195 | $ 199 | $ 202 | $ 206 | $ 2,340 | $ 2,388 | $ 2,424 | $ 2,472 |
| | Coordinator, Student Information Systems | After 15 years | | $ 487 | $ 496 | $ 506 | $ 516 | $ 5,844 | $ 5,952 | $ 6,072 | $ 6,192 |
| | Manager, Garage | After 20 Years | | $ 778 | $ 794 | $ 810 | $ 826 | $ 9,336 | $ 9,528 | $ 9,720 | $ 9,912 |
| | Manager, Software Applications | After 25 Years | | $ 973 | $ 993 | $ 1,012 | $ 1,032 | $ 11,676 | $ 11,916 | $ 12,144 | $ 12,384 |
| | Supervisor, Child Care | | | | | | | | | | |

# Norwalk-La Mirada Unified School District
## Classified Management Salary Schedule
### 2025-2026 School Year

| Rng | Title | Longevity Increment | Months | Monthly Salaries Step A | Step B | Step C | Step D | Annual Salaries Step A | Step B | Step C | Step D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 650 | ARCC/ASES Supervisor I | Base | 11 | $ 9,730 | $ 9,925 | $ 10,124 | $ 10,324 | $ 107,030 | $ 109,175 | $ 111,364 | $ 113,564 |
| | Coordinator, Wellness | After 13 Years | | $ 195 | $ 199 | $ 202 | $ 206 | $ 2,145 | $ 2,189 | $ 2,222 | $ 2,266 |
| | | After 15 years | | $ 487 | $ 496 | $ 506 | $ 516 | $ 5,357 | $ 5,456 | $ 5,566 | $ 5,676 |
| | | After 20 Years | | $ 778 | $ 794 | $ 810 | $ 826 | $ 8,558 | $ 8,734 | $ 8,910 | $ 9,086 |
| | | After 25 Years | | $ 973 | $ 993 | $ 1,012 | $ 1,032 | $ 10,703 | $ 10,923 | $ 11,132 | $ 11,352 |
| 660 | Administrative Assistant II | Base | 12 | $ 9,253 | $ 9,440 | $ 9,632 | $ 9,820 | $ 111,036 | $ 113,280 | $ 115,584 | $ 117,840 |
| | Coordinator, Human Resources | After 13 Years | | $ 185 | $ 189 | $ 193 | $ 196 | $ 2,220 | $ 2,268 | $ 2,316 | $ 2,352 |
| | Lead Regional Manager, Expanded Learning Program | After 15 years | | $ 463 | $ 472 | $ 482 | $ 491 | $ 5,556 | $ 5,664 | $ 5,784 | $ 5,892 |
| | Manager, Warehouse | After 20 Years | | $ 740 | $ 755 | $ 771 | $ 786 | $ 8,880 | $ 9,060 | $ 9,252 | $ 9,432 |
| | Supervisor, Maintenance and Operations | After 25 Years | | $ 925 | $ 944 | $ 963 | $ 982 | $ 11,100 | $ 11,328 | $ 11,556 | $ 11,784 |
| | Supervisor, Purchasing | | | | | | | | | | |
| | Supervisor, Nutrition Services | | | | | | | | | | |
| 660 | Community Schools Specialist | Base | 11 | $ 9,253 | $ 9,440 | $ 9,632 | $ 9,820 | $ 101,783 | $ 103,840 | $ 105,952 | $ 108,020 |
| | Occupational Therapist | After 13 Years | | $ 185 | $ 189 | $ 193 | $ 196 | $ 2,035 | $ 2,079 | $ 2,123 | $ 2,156 |
| | Senior Behavior Intervention Specialist | After 15 years | | $ 463 | $ 472 | $ 482 | $ 491 | $ 5,093 | $ 5,192 | $ 5,302 | $ 5,401 |
| | Specialist, Wellness | After 20 Years | | $ 740 | $ 755 | $ 771 | $ 786 | $ 8,140 | $ 8,305 | $ 8,481 | $ 8,646 |
| | **Early Education Specialist, Wellness** | After 25 Years | | $ 925 | $ 944 | $ 963 | $ 982 | $ 10,175 | $ 10,384 | $ 10,593 | $ 10,802 |
| 665 | Coordinator, McKinney-Vento* | Base | 11 | $ 8,478 | $ 8,647 | $ 8,820 | $ 8,996 | $ 93,258 | $ 95,117 | $ 97,020 | $ 98,956 |
| | | After 13 Years | | $ 170 | $ 173 | $ 176 | $ 180 | $ 1,991 | $ 2,035 | $ 2,068 | $ 1,980 |
| | | After 15 years | | $ 424 | $ 432 | $ 441 | $ 450 | $ 4,972 | $ 5,071 | $ 5,181 | $ 4,950 |
| | | After 20 Years | | $ 678 | $ 692 | $ 706 | $ 720 | $ 7,964 | $ 8,118 | $ 8,283 | $ 7,920 |
| | | After 25 Years | | $ 848 | $ 865 | $ 882 | $ 900 | $ 9,955 | $ 10,153 | $ 10,362 | $ 9,900 |
| 667 | Clinician, Wellness | Base | 11 | $ 7,650 | $ 7,802 | $ 7,958 | $ 8,118 | $ 84,150 | $ 85,822 | $ 87,538 | $ 89,298 |
| | | After 13 Years | | $ 153 | $ 156 | $ 159 | $ 162 | $ 1,683 | $ 1,716 | $ 1,749 | $ 1,782 |
| | | After 15 years | | $ 383 | $ 390 | $ 398 | $ 406 | $ 4,213 | $ 4,290 | $ 4,378 | $ 4,466 |
| | | After 20 Years | | $ 612 | $ 624 | $ 637 | $ 649 | $ 6,732 | $ 6,864 | $ 7,007 | $ 7,139 |
| | | After 25 Years | | $ 765 | $ 780 | $ 796 | $ 812 | $ 8,415 | $ 8,580 | $ 8,756 | $ 8,932 |
| 670 | Early Education: | Base | 12 | $ 6,825 | $ 6,963 | $ 7,102 | $ 7,244 | $ 81,900 | $ 83,556 | $ 85,224 | $ 86,928 |
| | Supervisor, ERSEA | After 13 Years | | $ 137 | $ 139 | $ 142 | $ 145 | $ 1,644 | $ 1,668 | $ 1,704 | $ 1,740 |
| | Supervisor, Mental Health | After 15 years | | $ 341 | $ 348 | $ 355 | $ 362 | $ 4,092 | $ 4,176 | $ 4,260 | $ 4,344 |
| | Supervisor, Parent Engagement/Governance | After 20 Years | | $ 546 | $ 557 | $ 568 | $ 580 | $ 6,552 | $ 6,684 | $ 6,816 | $ 6,960 |
| | | After 25 Years | | $ 683 | $ 696 | $ 710 | $ 724 | $ 8,196 | $ 8,352 | $ 8,520 | $ 8,688 |
| 680 | **Research Analyst** | Base | **12** | $ 5,933 | $ 6,050 | $ 6,173 | $ 6,295 | $ 71,196 | $ 72,600 | $ 74,076 | $ 75,540 |
| | | After 13 Years | | $ 119 | $ 121 | $ 123 | $ 126 | $ 1,309 | $ 1,331 | $ 1,353 | $ 1,386 |
| | | After 15 years | | $ 297 | $ 303 | $ 309 | $ 315 | $ 3,267 | $ 3,333 | $ 3,399 | $ 3,465 |
| | | After 20 Years | | $ 475 | $ 484 | $ 494 | $ 504 | $ 5,225 | $ 5,324 | $ 5,434 | $ 5,544 |
| | | After 25 Years | | $ 593 | $ 605 | $ 617 | $ 630 | $ 6,523 | $ 6,655 | $ 6,787 | $ 6,930 |
| 680 | Research Analyst | Base | 11 | $ 5,933 | $ 6,050 | $ 6,173 | $ 6,295 | $ 65,263 | $ 66,550 | $ 67,903 | $ 69,245 |
| | | After 13 Years | | $ 119 | $ 121 | $ 123 | $ 126 | $ 1,309 | $ 1,331 | $ 1,353 | $ 1,386 |
| | | After 15 years | | $ 297 | $ 303 | $ 309 | $ 315 | $ 3,267 | $ 3,333 | $ 3,399 | $ 3,465 |
| | | After 20 Years | | $ 475 | $ 484 | $ 494 | $ 504 | $ 5,225 | $ 5,324 | $ 5,434 | $ 5,544 |
| | | After 25 Years | | $ 593 | $ 605 | $ 617 | $ 630 | $ 6,523 | $ 6,655 | $ 6,787 | $ 6,930 |

**Longevity Increments**

2% adjustment is available after completion of 13 years of creditable service.
5% adjustment is available after completion of 15 years of creditable service.
8% adjustment is available after completion of 20 years of creditable service.
10% adjustment is available after completion of 25 years of creditable service.
* Grant funded position

**Norwalk-La Mirada Unified School District**
**Certificated Management Salary Schedule**
**2025-2026 School Year**

| Rng | Title | Longevity Increment | Mo/Da | MONTHLY SALARY Step A | Step B | Step C | Step D | ANNUAL SALARY Step A | Step B | Step C | Step D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 4 | Executive Director, ~~**Student Support Services/**~~Special Education (V) | Base | 12 Mo | $ 16,629 | $16,963 | $ 17,300 | $ 17,650 | $ 199,548 | $ 203,556 | $ 207,600 | $ 211,800 |
| | | After 13 Years | | $ 333 | $ 339 | $ 346 | $ 353 | $ 3,996 | $ 4,068 | $ 4,152 | $ 4,236 |
| | | After 15 years | | $ 831 | $ 848 | $ 865 | $ 883 | $ 9,972 | $ 10,176 | $ 10,380 | $ 10,596 |
| | | After 20 Years | | $ 1,330 | $ 1,357 | $ 1,384 | $ 1,412 | $ 15,960 | $ 16,284 | $ 16,608 | $ 16,944 |
| | | After 25 Years | | $ 1,663 | $ 1,696 | $ 1,730 | $ 1,765 | $ 19,956 | $ 20,352 | $ 20,760 | $ 21,180 |
| 5 | Director, College & Career Pathways (V) | Base | 12 Mo | $ 15,784 | $16,101 | $ 16,421 | $ 16,752 | $ 189,408 | $ 193,212 | $ 197,052 | $ 201,024 |
| | Director, Curriculum, Instruction, and Assessment (TK-12) (V) | After 13 Years | | $ 316 | $ 322 | $ 328 | $ 335 | $ 3,792 | $ 3,864 | $ 3,936 | $ 4,020 |
| | Director, Human Resources (V) | After 15 years | | $ 789 | $ 805 | $ 821 | $ 838 | $ 9,468 | $ 9,660 | $ 9,852 | $ 10,056 |
| | Director, Professional Development, Innovation & Improvement (V) | After 20 Years | | $ 1,263 | $ 1,288 | $ 1,314 | $ 1,340 | $ 15,156 | $ 15,456 | $ 15,768 | $ 16,080 |
| | Director, State and Federal Programs, English Learner Services, and Migrant Education (V) | After 25 Years | | $ 1,578 | $ 1,610 | $ 1,642 | $ 1,675 | $ 18,936 | $ 19,320 | $ 19,704 | $ 20,100 |
| | Director, Student & Family Services (V) | | | | | | | | | | |
| | Director, Special Education**/SELPA** (V) | | | | | | | | | | |
| | | | Mo/Da | | | | | | | | |
| 5 | Director, Adult School | Base | 12/223 | $ 15,540 | $15,852 | $ 16,167 | $ 16,493 | $ 186,480 | $ 190,224 | $ 194,004 | $ 197,916 |
| | Director, Early Education | After 13 Years | | $ 311 | $ 317 | $ 323 | $ 330 | $ 3,732 | $ 3,804 | $ 3,876 | $ 3,960 |
| | Principal, High School | After 15 years | | $ 777 | $ 793 | $ 808 | $ 825 | $ 9,324 | $ 9,516 | $ 9,696 | $ 9,900 |
| | Director, Alternative Programs and Support/Principal, El Camino High School | After 20 Years | | $ 1,243 | $ 1,268 | $ 1,293 | $ 1,319 | $ 14,916 | $ 15,216 | $ 15,516 | $ 15,828 |
| | | After 25 Years | | $ 1,554 | $ 1,585 | $ 1,617 | $ 1,649 | $ 18,648 | $ 19,020 | $ 19,404 | $ 19,788 |
| 15 | Principal, Middle School | Base | 12/212 | $ 14,049 | $14,332 | $ 14,619 | $ 14,912 | $ 168,588 | $ 171,984 | $ 175,428 | $ 178,944 |
| | | After 13 Years | | $ 281 | $ 287 | $ 292 | $ 298 | $ 3,372 | $ 3,444 | $ 3,504 | $ 3,576 |
| | | After 15 years | | $ 702 | $ 717 | $ 731 | $ 746 | $ 8,424 | $ 8,604 | $ 8,772 | $ 8,952 |
| | | After 20 Years | | $ 1,124 | $ 1,147 | $ 1,170 | $ 1,193 | $ 13,488 | $ 13,764 | $ 14,040 | $ 14,316 |
| | | After 25 Years | | $ 1,405 | $ 1,433 | $ 1,462 | $ 1,491 | $ 16,860 | $ 17,196 | $ 17,544 | $ 17,892 |
| 20 | Principal, Elementary | Base | 12/212 | $ 13,659 | $13,936 | $ 14,216 | $ 14,499 | $ 163,908 | $ 167,232 | $ 170,592 | $ 173,988 |
| | | After 13 Years | | $ 273 | $ 279 | $ 284 | $ 290 | $ 3,276 | $ 3,348 | $ 3,408 | $ 3,480 |
| | | After 15 years | | $ 683 | $ 697 | $ 711 | $ 725 | $ 8,196 | $ 8,364 | $ 8,532 | $ 8,700 |
| | | After 20 Years | | $ 1,093 | $ 1,115 | $ 1,137 | $ 1,160 | $ 13,116 | $ 13,380 | $ 13,644 | $ 13,920 |
| | | After 25 Years | | $ 1,366 | $ 1,394 | $ 1,422 | $ 1,450 | $ 16,392 | $ 16,728 | $ 17,064 | $ 17,400 |



Item 26.G.

**Norwalk-La Mirada Unified School District**
**Certificated Management Salary Schedule**
**2025-2026 School Year**

| Rng | Title | Longevity Increment | Mo/Da | MONTHLY SALARY Step A | Step B | Step C | Step D | ANNUAL SALARY Step A | Step B | Step C | Step D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 24 | Coordinator, Assessment Services | Base | 12/223 | $ 14,108 | $14,396 | $ 14,679 | $ 14,968 | $ 169,296 | $ 172,752 | $ 176,148 | $ 179,616 |
| | Coordinator, Instructional Technology (V) | After 13 Years | | $ 282 | $ 288 | $ 294 | $ 299 | $ 3,384 | $ 3,456 | $ 3,528 | $ 3,588 |
| | Coordinator, Migrant Education | After 15 years | | $ 705 | $ 720 | $ 734 | $ 748 | $ 8,460 | $ 8,640 | $ 8,808 | $ 8,976 |
| | **Coordinator, Student and Family Services** | After 20 Years | | $ 1,129 | $ 1,152 | $ 1,174 | $ 1,197 | $ 13,548 | $ 13,824 | $ 14,088 | $ 14,364 |
| | | After 25 Years | | $ 1,411 | $ 1,440 | $ 1,468 | $ 1,497 | $ 16,932 | $ 17,280 | $ 17,616 | $ 17,964 |
| 40 | Assistant Director, Adult School | Base | 12/223 | $ 13,530 | $13,805 | $ 14,076 | $ 14,365 | $ 162,360 | $ 165,660 | $ 168,912 | $ 172,380 |
| | | After 13 Years | | $ 271 | $ 276 | $ 282 | $ 287 | $ 3,252 | $ 3,312 | $ 3,384 | $ 3,444 |
| | | After 15 years | | $ 677 | $ 690 | $ 704 | $ 718 | $ 8,124 | $ 8,280 | $ 8,448 | $ 8,616 |
| | | After 20 Years | | $ 1,082 | $ 1,104 | $ 1,126 | $ 1,149 | $ 12,984 | $ 13,248 | $ 13,512 | $ 13,788 |
| | | After 25 Years | | $ 1,353 | $ 1,381 | $ 1,408 | $ 1,437 | $ 16,236 | $ 16,572 | $ 16,896 | $ 17,244 |
| 41 | Assistant Principal, High School | Base | 12/212.5 | $ 12,893 | $13,158 | $ 13,415 | $ 13,690 | $ 154,716 | $ 157,896 | $ 160,980 | $ 164,280 |
| | | After 13 Years | | $ 258 | $ 263 | $ 268 | $ 274 | $ 3,096 | $ 3,156 | $ 3,216 | $ 3,288 |
| | | After 15 years | | $ 645 | $ 658 | $ 671 | $ 685 | $ 7,740 | $ 7,896 | $ 8,052 | $ 8,220 |
| | | After 20 Years | | $ 1,031 | $ 1,053 | $ 1,073 | $ 1,095 | $ 12,372 | $ 12,636 | $ 12,876 | $ 13,140 |
| | | After 25 Years | | $ 1,289 | $ 1,316 | $ 1,342 | $ 1,369 | $ 15,468 | $ 15,792 | $ 16,104 | $ 16,428 |
| 43 | **Program Administrator, Special Education** | Base | **12/212** | $ 12,609 | $12,864 | $ 13,120 | $ 13,382 | $ 151,305 | $ 154,365 | $ 157,438 | $ 160,587 |
| | | After 13 Years | | $ 252 | $ 257 | $ 262 | $ 268 | $ 3,024 | $ 3,084 | $ 3,144 | $ 3,216 |
| | | After 15 years | | $ 630 | $ 643 | $ 656 | $ 669 | $ 7,560 | $ 7,716 | $ 7,872 | $ 8,028 |
| | | After 20 Years | | $ 1,009 | $ 1,029 | $ 1,050 | $ 1,071 | $ 12,108 | $ 12,348 | $ 12,600 | $ 12,852 |
| | | After 25 Years | | $ 1,261 | $ 1,286 | $ 1,312 | $ 1,338 | $ 15,132 | $ 15,432 | $ 15,744 | $ 16,056 |
| 44 | Program Administrator, Special Education | Base | 12/202 | $ 12,014 | $12,257 | $ 12,501 | $ 12,751 | $ 144,168 | $ 147,084 | $ 150,012 | $ 153,012 |
| | Specialist, Health and Wellness | After 13 Years | | $ 240 | $ 245 | $ 250 | $ 255 | $ 2,880 | $ 2,940 | $ 3,000 | $ 3,060 |
| | | After 15 years | | $ 601 | $ 613 | $ 625 | $ 638 | $ 7,212 | $ 7,356 | $ 7,500 | $ 7,656 |
| | | After 20 Years | | $ 961 | $ 981 | $ 1,000 | $ 1,020 | $ 11,532 | $ 11,772 | $ 12,000 | $ 12,240 |
| | | After 25 Years | | $ 1,201 | $ 1,226 | $ 1,250 | $ 1,275 | $ 14,412 | $ 14,712 | $ 15,000 | $ 15,300 |
| 46 | Assistant Director, Early Education | Base | 12/214 | $ 12,638 | $12,890 | $ 13,151 | $ 13,415 | $ 151,656 | $ 154,680 | $ 157,812 | $ 160,980 |
| | | After 13 Years | | $ 253 | $ 258 | $ 263 | $ 268 | $ 3,036 | $ 3,096 | $ 3,156 | $ 3,216 |
| | | After 15 years | | $ 632 | $ 645 | $ 658 | $ 671 | $ 7,584 | $ 7,740 | $ 7,896 | $ 8,052 |
| | | After 20 Years | | $ 1,011 | $ 1,031 | $ 1,052 | $ 1,073 | $ 12,132 | $ 12,372 | $ 12,624 | $ 12,876 |
| | | After 25 Years | | $ 1,264 | $ 1,289 | $ 1,315 | $ 1,342 | $ 15,168 | $ 15,468 | $ 15,780 | $ 16,104 |

**Norwalk-La Mirada Unified School District**
**Certificated Management Salary Schedule**
**2025-2026 School Year**

| Rng | Title | Longevity Increment | Mo/Da | MONTHLY SALARY Step A | Step B | Step C | Step D | ANNUAL SALARY Step A | Step B | Step C | Step D |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 55 | Assistant Principal, Middle School | Base | 11/192.5 | $ 12,553 | $12,802 | $ 13,061 | $ 13,323 | $ 138,083 | $ 140,822 | $ 143,671 | $ 146,553 |
| | | After 13 Years | | $ 251 | $ 256 | $ 261 | $ 266 | $ 2,761 | $ 2,816 | $ 2,871 | $ 2,926 |
| | | After 15 years | | $ 628 | $ 640 | $ 653 | $ 666 | $ 6,908 | $ 7,040 | $ 7,183 | $ 7,326 |
| | | After 20 Years | | $ 1,004 | $ 1,024 | $ 1,045 | $ 1,066 | $ 11,044 | $ 11,264 | $ 11,495 | $ 11,726 |
| | | After 25 Years | | $ 1,255 | $ 1,280 | $ 1,306 | $ 1,332 | $ 13,805 | $ 14,080 | $ 14,366 | $ 14,652 |
| 59 | **Dean of Students, High School** | Base | **11/192.5** | $ 11,182 | $11,553 | $ 11,931 | $ 12,325 | $ 123,002 | $ 127,083 | $ 131,241 | $ 135,575 |
| | | After 13 Years | | $ 224 | $ 231 | $ 239 | $ 247 | $ 2,464 | $ 2,541 | $ 2,629 | $ 2,717 |
| | | After 15 years | | $ 559 | $ 578 | $ 597 | $ 616 | $ 6,149 | $ 6,358 | $ 6,567 | $ 6,776 |
| | | After 20 Years | | $ 895 | $ 924 | $ 954 | $ 986 | $ 9,845 | $ 10,164 | $ 10,494 | $ 10,846 |
| | | After 25 Years | | $ 1,118 | $ 1,155 | $ 1,193 | $ 1,233 | $ 12,298 | $ 12,705 | $ 13,123 | $ 13,563 |
| 60 | Dean of Students, **Middle School ~~Secondary~~** | Base | 11/183 | $ 10,630 | $10,982 | $ 11,342 | $ 11,716 | $ 116,930 | $ 120,802 | $ 124,762 | $ 128,876 |
| | | After 13 Years | | $ 213 | $ 220 | $ 227 | $ 234 | $ 2,343 | $ 2,420 | $ 2,497 | $ 2,574 |
| | | After 15 years | | $ 532 | $ 549 | $ 567 | $ 586 | $ 5,852 | $ 6,039 | $ 6,237 | $ 6,446 |
| | | After 20 Years | | $ 850 | $ 879 | $ 907 | $ 937 | $ 9,350 | $ 9,669 | $ 9,977 | $ 10,307 |
| | | After 25 Years | | $ 1,063 | $ 1,098 | $ 1,134 | $ 1,172 | $ 11,693 | $ 12,078 | $ 12,474 | $ 12,892 |
| 61 | Dean of Students, Elementary School | Base | 11/183 | $ 10,333 | $10,540 | $ 10,749 | $ 10,963 | $ 113,663 | $ 115,940 | $ 118,239 | $ 120,593 |
| | | After 13 Years | | $ 207 | $ 211 | $ 215 | $ 219 | $ 2,277 | $ 2,321 | $ 2,365 | $ 2,409 |
| | | After 15 years | | $ 517 | $ 527 | $ 537 | $ 548 | $ 5,687 | $ 5,797 | $ 5,907 | $ 6,028 |
| | | After 20 Years | | $ 827 | $ 843 | $ 860 | $ 877 | $ 9,097 | $ 9,273 | $ 9,460 | $ 9,647 |
| | | After 25 Years | | $ 1,033 | $ 1,054 | $ 1,075 | $ 1,096 | $ 11,363 | $ 11,594 | $ 11,825 | $ 12,056 |

**Longevity Increments**
2% adjustment is available after completion of 13 years of creditable service.

# CONTRACTED MANAGEMENT SALARY SCHEDULE

| Position | | Salary Monthly | Salary Annual |
|---|---|---|---|
| Interim Superintendent | Base | $ 25,008.25 | $ 300,099.00 |
| Assistant Superintendent, Business Services | Base | $ 23,174.00 | $ 278,088.00 |
| | After 13 Years | $ 463.50 | $ 5,562.00 |
| | After 15 Years | $ 1,158.67 | $ 13,904.00 |
| | After 20 Years | $ 1,853.92 | $ 22,247.00 |
| | After 25 Years | $ 2,317.42 | $ 27,809.00 |
| Assistant Superintendent, Human Resources | Base | $ 23,174.00 | $ 278,088.00 |
| | After 13 Years | $ 463.50 | $ 5,562.00 |
| | After 15 Years | $ 1,158.67 | $ 13,904.00 |
| | After 20 Years | $ 1,853.92 | $ 22,247.00 |
| | After 25 Years | $ 2,317.42 | $ 27,809.00 |
| Assistant Superintendent, Educational Services | Base | $ 23,174.00 | $ 278,088.00 |
| | After 13 Years | $ 463.50 | $ 5,562.00 |
| | After 15 Years | $ 1,158.67 | $ 13,904.00 |
| | After 20 Years | $ 1,853.92 | $ 22,247.00 |
| | After 25 Years | $ 2,317.42 | $ 27,809.00 |
| Deputy Superintendent | Base | $ 23,174.00 | $ 278,088.00 |
| | After 13 Years | $ 463.50 | $ 5,562.00 |
| | After 15 Years | $ 1,158.67 | $ 13,904.00 |
| | After 20 Years | $ 1,853.92 | $ 22,247.00 |
| | After 25 Years | $ 2,317.42 | $ 27,809.00 |
| Legal Counsel | Base | $ 20,139.58 | $ 241,675.00 |
| | After 13 Years | $ 402.83 | $ 4,834.00 |
| | After 15 Years | $ 1,007.00 | $ 12,084.00 |
| | After 20 Years | $ 1,611.17 | $ 19,334.00 |
| | After 25 Years | $ 2,014.00 | $ 24,168.00 |

Effective: 07/01/2025
Approved: XX/XX/XXXX

**Los Angeles County Office of Education**
**Business Advisory Services**

## PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
**in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5**

| | |
|---|---|
| Name of School District: | Norwalk-La Mirada Unified School District |
| Name of Bargaining Unit: | CSEA & Management Confidential/Non-Unit (Me Too) |
| Certificated, Classified, Other: | Classified & Certificated |

The proposed agreement covers the period beginning: July 1, 2025 (date) and ending: June 30, 2026 (date)

The Governing Board will act upon this agreement on: April 27, 2026 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

### A. Proposed Change in Compensation

| | Bargaining Unit Compensation<br>All Funds - Combined | | Fiscal Impact of Proposed Agreement<br>(Complete Years 2 and 3 for multiyear and overlapping agreements only) | | |
|---|---|---|---|---|---|
| | | Annual Cost Prior to Proposed Settlement | Year 1 Increase/(Decrease)<br>2025-26 | Year 2 Increase/(Decrease)<br>2026-27 | Year 3 Increase/(Decrease)<br>2027-28 |
| 1. | **Salary Schedule**<br>Including Step and Column | $ 71,031,350 | $ 1,633,721 | | |
| | | | 2.30% | 0.00% | 0.00% |
| 2. | **Other Compensation**<br>Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc. | $ 4,708,182 | $ 108,288 | | |
| | | | 2.30% | 0.00% | 0.00% |
| | **Description of Other Compensation** | | Classified Stipends, Extra Pay, Overtime | | |
| 3. | **Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc. | $ 27,582,011 | $ 634,386 | | |
| | | | 2.30% | 0.00% | 0.00% |
| 4. | **Health/Welfare Plans** | $ - | $ - | $ - | $ - |
| | | | | | |
| 5. | **Total Bargaining Unit Compensation**<br>Add Items 1 through 4 to equal 5 | $ 103,321,543 | $ 2,376,395 | $ - | $ - |
| | | | 2.30% | 0.00% | 0.00% |
| 6. | **Total Number of Bargaining Unit Employees** (Use FTEs if appropriate) | 1,136.50 | | | |
| 7. | **Total Compensation Average Cost per Bargaining Unit Employee** | $ 90,912 | $ 2,091 | $ - | $ - |
| | | | 2.30% | 0.00% | 0.00% |

**Los Angeles County Office of Education**
**Business Advisory Services**

## PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
**in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5**

| | |
|---|---|
| Name of School District: | Norwalk-La Mirada Unified School District |
| Name of Bargaining Unit: | Classified School Employees Association (CSEA) |
| Certificated, Classified, Other: | Classified |

The proposed agreement covers the period beginning: July 1, 2025 (date) and ending: June 30, 2026 (date)

The Governing Board will act upon this agreement on: April 27, 2026 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

### A. Proposed Change in Compensation

| | Bargaining Unit Compensation<br>All Funds - Combined | | Fiscal Impact of Proposed Agreement<br>(Complete Years 2 and 3 for multiyear and overlapping agreements only) | | |
|---|---|---|---|---|---|
| | | Annual Cost Prior to Proposed Settlement | Year 1 Increase/(Decrease)<br>2025-26 | Year 2 Increase/(Decrease)<br>2026-27 | Year 3 Increase/(Decrease)<br>2027-28 |
| 1. | **Salary Schedule**<br>Including Step and Column | $ 48,315,732 | $ 1,111,262 | | |
| | | | 2.30% | 0.00% | 0.00% |
| 2. | **Other Compensation**<br>Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc. | $ 4,708,182 | $ 108,288 | | |
| | | | 2.30% | 0.00% | 0.00% |
| | **Description of Other Compensation** | | Stipends, Extra Pay, Overtime | | |
| 3. | **Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc. | $ 20,467,231 | $ 470,746 | | |
| | | | 2.30% | 0.00% | 0.00% |
| 4. | **Health/Welfare Plans** | | | | |
| | | | | | |
| 5. | **Total Bargaining Unit Compensation**<br>Add Items 1 through 4 to equal 5 | $ 73,491,145 | $ 1,690,296 | $ - | $ - |
| | | | 2.30% | 0.00% | 0.00% |
| 6. | **Total Number of Bargaining Unit Employees** (Use FTEs if appropriate) | 935.00 | | | |
| 7. | **Total Compensation Average Cost per Bargaining Unit Employee** | $ 78,600 | $ 1,808 | $ - | $ - |
| | | | 2.30% | 0.00% | 0.00% |

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

2.30% increase to CSEA salary schedules, retro-active to July 1, 2025.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

None

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

The District contributes an amount per-active eligible employee of $11,475. The District also contributes an annual on-going contribution of $1,000,000.

**B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

**C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None

**D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?**

The master agreement allows for three (3) reopeners, in addition to health benefits, salary and calendar.

**E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

None

**F. Source of Funding for Proposed Agreement:**

1. Current Year

General Fund (Unrestricted & Restricted), Adult Education Fund, Child Development Fund, Cafeterial Fund, Building Fund, Special Reserve for Capital Outlay Fund, and Self-Insurance Fund.

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

The on-going salary schedule increase will be funded by the General Fund (Unrestricted-increases in LCFF funding & Restricted), Adult Education Fund, Child Development Fund, Cafeterial Fund, Building Fund, Special Reserve for Capital Outlay Fund, and Self-Insurance Fund..

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Not applicable.

**Los Angeles County Office of Education**
**Business Advisory Services**

## PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT
**in accordance with AB 1200 (Chapter 1213/Statutes 1991), AB 2756 (Chapter 52/Statutes 2004), GC 3547.5**

| | |
|---|---|
| Name of School District: | Norwalk-La Mirada Unified School District |
| Name of Bargaining Unit: | Management, Confidential & Non-Unit (Me Too) |
| Certificated, Classified, Other: | Certificated & Classified |

The proposed agreement covers the period beginning: July 1, 2025 (date) and ending: June 30, 2026 (date)

The Governing Board will act upon this agreement on: April 27, 2026 (date)

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

### A. Proposed Change in Compensation

| | Bargaining Unit Compensation<br>All Funds - Combined | | Fiscal Impact of Proposed Agreement<br>(Complete Years 2 and 3 for multiyear and overlapping agreements only) | | |
|---|---|---|---|---|---|
| | | Annual Cost Prior to Proposed Settlement | Year 1 Increase/(Decrease)<br>2025-26 | Year 2 Increase/(Decrease)<br>2026-27 | Year 3 Increase/(Decrease)<br>2027-28 |
| 1. | **Salary Schedule**<br>Including Step and Column | $ 22,715,618 | $ 522,459 | | |
| | | | 2.30% | 0.00% | 0.00% |
| 2. | **Other Compensation**<br>Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc. | $ - | | | |
| | | | | | |
| | **Description of Other Compensation** | | | | |
| 3. | **Statutory Benefits** - STRS, PERS, FICA, WC, UI, Medicare, etc. | $ 7,114,780 | $ 163,640 | | |
| | | | 2.30% | 0.00% | 0.00% |
| 4. | **Health/Welfare Plans** | | | | |
| | | | | | |
| 5. | **Total Bargaining Unit Compensation**<br>Add Items 1 through 4 to equal 5 | $ 29,830,398 | $ 686,099 | $ - | $ - |
| | | | 2.30% | 0.00% | 0.00% |
| 6. | **Total Number of Bargaining Unit Employees** (Use FTEs if appropriate) | 201.50 | | | |
| 7. | **Total Compensation Average Cost per Bargaining Unit Employee** | $ 148,042 | $ 3,405 | $ - | $ - |
| | | | 2.30% | 0.00% | 0.00% |

8. What was the negotiated percentage change? For example, if the change in "Year 1" was for less than a full year, what is the annualized percentage of that change for "Year 1"?

2.30% increase to classified confidential & non-unit salary schedules, retro-active to July 1, 2025.

9. Were any additional steps, columns, or ranges added to the salary schedules? (If yes, please explain.)

No

10. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

None

11. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes [X] No [ ]
If yes, please describe the cap amount.

The District contributes an amount per-active eligible employee of $11,475. The District also contributes an annual on-going contribution of $1,000,000.

**B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

None

**C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

None

**D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?**

N/A

**E. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.**

None

**F. Source of Funding for Proposed Agreement:**

1. Current Year

General Fund (Unrestricted-increases in LCFF funding & Restricted), Adult Education Fund, Child Development Fund, Cafeteria Fund, Building Fund, Special Reserve Fund for Capital Outlay and Self-Insurance Fund).

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years?

The on-going salary schedule increase will be funded by the General Fund (Unrestricted-increases in LCFF funding & Restricted), Adult Education Fund, Child Development Fund, Cafeteria Fund, Building Fund, Special Reserve Fund for Capital Outlay and Self-Insurance Fund).

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

Not applicable.

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Unrestricted General Fund**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| LCFF Revenue | 8010-8099 | $ 210,313,220 | | $ - | $ 210,313,220 |
| Federal Revenue | 8100-8299 | $ - | | $ - | $ - |
| Other State Revenue | 8300-8599 | $ 6,668,329 | | $ - | $ 6,668,329 |
| Other Local Revenue | 8600-8799 | $ 5,235,826 | | $ - | $ 5,235,826 |
| **TOTAL REVENUES** | | $ 222,217,375 | | $ - | $ 222,217,375 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ 79,686,433 | $ 215,781 | $ 1,544,232 | $ 81,446,446 |
| Classified Salaries | 2000-2999 | $ 35,045,595 | $ 779,943 | $ - | $ 35,825,538 |
| Employee Benefits | 3000-3999 | $ 51,488,436 | $ 354,334 | $ 371,651 | $ 52,214,421 |
| Books and Supplies | 4000-4999 | $ 6,440,853 | | $ - | $ 6,440,853 |
| Services and Other Operating Expenditures | 5000-5999 | $ 19,890,328 | | $ - | $ 19,890,328 |
| Capital Outlay | 6000-6999 | $ 47,000 | | $ - | $ 47,000 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ 120,000 | | $ - | $ 120,000 |
| Transfers of Indirect Costs | 7300-7399 | $ (4,018,295) | | $ - | $ (4,018,295) |
| **TOTAL EXPENDITURES** | | $ 188,700,350 | $ 1,350,058 | $ 1,915,883 | $ 191,966,291 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfers In and Other Sources | 8900-8979 | $ 2,187,890 | $ - | $ - | $ 2,187,890 |
| Transfers Out and Other Uses | 7600-7699 | $ 692,741 | $ - | $ - | $ 692,741 |
| Contributions | 8980-8999 | $ (45,325,342) | $ (371,330) | $ (616,915) | $ (46,313,587) |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (10,313,168) | $ (1,721,388) | $ (2,532,798) | $ (14,567,354) |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 65,137,668 | | | $ 65,137,668 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 54,824,500 | $ (1,721,388) | $ (2,532,798) | $ 50,570,314 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | | | | |
| Committed | 9750-9760 | $ - | $ - | $ - | $ - |
| Assigned | 9780 | $ - | $ - | $ - | $ - |
| Reserve for Economic Uncertainties | 9789 | $ 9,593,623 | $ 60,193 | $ 87,210 | $ 9,741,026 |
| Unassigned/Unappropriated Amount | 9790 | $ 45,230,877 | $ (1,781,581) | $ (2,620,008) | $ 40,829,288 |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Restricted General Fund**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| LCFF Revenue | 8010-8099 | $ - | | $ - | $ - |
| Federal Revenue | 8100-8299 | $ 11,784,289 | | $ - | $ 11,784,289 |
| Other State Revenue | 8300-8599 | $ 57,984,994 | | $ - | $ 57,984,994 |
| Other Local Revenue | 8600-8799 | $ 2,717,306 | | $ - | $ 2,717,306 |
| **TOTAL REVENUES** | | $ 72,486,589 | | $ - | $ 72,486,589 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ 36,556,946 | $ 30,572 | $ 798,851 | $ 37,386,369 |
| Classified Salaries | 2000-2999 | $ 19,611,720 | $ 446,060 | $ - | $ 20,057,780 |
| Employee Benefits | 3000-3999 | $ 37,041,454 | $ 179,727 | $ 192,260 | $ 37,413,441 |
| Books and Supplies | 4000-4999 | $ 9,204,154 | | $ - | $ 9,204,154 |
| Services and Other Operating Expenditures | 5000-5999 | $ 15,572,116 | | $ - | $ 15,572,116 |
| Capital Outlay | 6000-6999 | $ 8,596,185 | | $ - | $ 8,596,185 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ 500,000 | | $ - | $ 500,000 |
| Transfers of Indirect Costs | 7300-7399 | $ 2,811,776 | | $ - | $ 2,811,776 |
| **TOTAL EXPENDITURES** | | $ 129,894,351 | $ 656,359 | $ 991,111 | $ 131,541,821 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfers In and Other Sources | 8900-8979 | $ - | $ - | $ - | $ - |
| Transfers Out and Other Uses | 7600-7699 | $ 500,000 | $ - | $ - | $ 500,000 |
| Contributions | 8980-8999 | $ 45,325,342 | $ 371,330 | $ 616,915 | $ 46,313,587 |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (12,582,420) | $ (285,029) | $ (374,196) | $ (13,241,645) |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 33,059,667 | | | $ 33,059,667 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 20,477,247 | $ (285,029) | $ (374,196) | $ 19,818,022 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | $ 20,477,247 | $ (285,029) | $ (374,196) | $ 19,818,022 |
| Committed | 9750-9760 | | | | |
| Assigned Amounts | 9780 | | | | |
| Reserve for Economic Uncertainties | 9789 | | $ - | $ - | $ - |
| Unassigned/Unappropriated Amount | 9790 | $ - | $ - | $ - | $ - |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Combined General Fund**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| LCFF Revenue | 8010-8099 | $ 210,313,220 | | $ - | $ 210,313,220 |
| Federal Revenue | 8100-8299 | $ 11,784,289 | | $ - | $ 11,784,289 |
| Other State Revenue | 8300-8599 | $ 64,653,323 | | $ - | $ 64,653,323 |
| Other Local Revenue | 8600-8799 | $ 7,953,132 | | $ - | $ 7,953,132 |
| **TOTAL REVENUES** | | $ 294,703,964 | | $ - | $ 294,703,964 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ 116,243,379 | $ 246,353 | $ 2,343,083 | $ 118,832,815 |
| Classified Salaries | 2000-2999 | $ 54,657,315 | $ 1,226,003 | $ - | $ 55,883,318 |
| Employee Benefits | 3000-3999 | $ 88,529,890 | $ 534,061 | $ 563,911 | $ 89,627,862 |
| Books and Supplies | 4000-4999 | $ 15,645,007 | | $ - | $ 15,645,007 |
| Services and Other Operating Expenditures | 5000-5999 | $ 35,462,444 | | $ - | $ 35,462,444 |
| Capital Outlay | 6000-6999 | $ 8,643,185 | | $ - | $ 8,643,185 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ 620,000 | | $ - | $ 620,000 |
| Transfers of Indirect Costs | 7300-7399 | $ (1,206,519) | | $ - | $ (1,206,519) |
| **TOTAL EXPENDITURES** | | $ 318,594,701 | $ 2,006,417 | $ 2,906,994 | $ 323,508,112 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfer In and Other Sources | 8900-8979 | $ 2,187,890 | $ - | $ - | $ 2,187,890 |
| Transfers Out and Other Uses | 7600-7699 | $ 1,192,741 | $ - | $ - | $ 1,192,741 |
| Contributions | 8980-8999 | $ - | $ - | $ - | $ - |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (22,895,588) | $ (2,006,417) | $ (2,906,994) | $ (27,808,999) |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 98,197,335 | | | $ 98,197,335 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 75,301,747 | $ (2,006,417) | $ (2,906,994) | $ 70,388,336 |
| COMPONENTS OF ENDING FUND | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | $ 20,477,247 | $ (285,029) | $ (374,196) | $ 19,818,022 |
| Committed | 9750-9760 | $ - | $ - | $ - | $ - |
| Assigned | 9780 | $ - | $ - | $ - | $ - |
| Reserve for Economic Uncertainties | 9789 | $ 9,593,623 | $ 60,193 | $ 87,210 | $ 9,741,026 |
| Unassigned/Unappropriated Amount | 9790 | $ 45,230,877 | $ (1,781,581) | $ (2,620,008) | $ 40,829,288 |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Fund 11 - Adult Education Fund**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| Federal Revenue | 8100-8299 | $ 390,869 | | $ - | $ 390,869 |
| Other State Revenue | 8300-8599 | $ 5,532,723 | | $ - | $ 5,532,723 |
| Other Local Revenue | 8600-8799 | $ 283,000 | | $ - | $ 283,000 |
| **TOTAL REVENUES** | | $ 6,206,592 | | $ - | $ 6,206,592 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ 2,515,448 | $ 12,557 | $ 43,366 | $ 2,571,371 |
| Classified Salaries | 2000-2999 | $ 841,810 | $ 18,487 | $ - | $ 860,297 |
| Employee Benefits | 3000-3999 | $ 1,502,464 | $ 10,236 | $ 10,437 | $ 1,523,137 |
| Books and Supplies | 4000-4999 | $ 348,825 | | $ - | $ 348,825 |
| Services and Other Operating Expenditures | 5000-5999 | $ 387,516 | | $ - | $ 387,516 |
| Capital Outlay | 6000-6999 | $ 1,390,185 | | $ - | $ 1,390,185 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ - | | $ - | $ - |
| Transfers of Indirect Costs | 7300-7399 | $ 230,290 | | $ - | $ 230,290 |
| **TOTAL EXPENDITURES** | | $ 7,216,538 | $ 41,280 | $ 53,803 | $ 7,311,621 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfers In and Other Sources | 8900-8979 | $ - | $ - | $ - | $ - |
| Transfers Out and Other Uses | 7600-7699 | $ - | $ - | $ - | $ - |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (1,009,946) | $ (41,280) | $ (53,803) | $ (1,105,029) |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 1,259,664 | | | $ 1,259,664 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 249,718 | $ (41,280) | $ (53,803) | $ 154,635 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | $ 107,873 | $ (41,280) | $ (53,803) | $ 12,790 |
| Committed | 9750-9760 | $ - | $ - | $ - | $ - |
| Assigned | 9780 | $ 141,845 | $ - | $ - | $ 141,845 |
| Reserve for Economic Uncertainties | 9789 | $ - | $ - | $ - | $ - |
| Unassigned/Unappropriated Amount | 9790 | $ - | $ - | $ - | $ - |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Fund 12 - Child Development Fund**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| Federal Revenue | 8100-8299 | $ 13,373,108 | | $ - | $ 13,373,108 |
| Other State Revenue | 8300-8599 | $ 5,045,659 | | $ - | $ 5,045,659 |
| Other Local Revenue | 8600-8799 | $ 290,000 | | $ - | $ 290,000 |
| **TOTAL REVENUES** | | $ 18,708,767 | | $ - | $ 18,708,767 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ 6,230,429 | $ 14,486 | $ 125,671 | $ 6,370,586 |
| Classified Salaries | 2000-2999 | $ 4,191,995 | $ 95,264 | $ - | $ 4,287,259 |
| Employee Benefits | 3000-3999 | $ 5,870,708 | $ 40,349 | $ 30,246 | $ 5,941,303 |
| Books and Supplies | 4000-4999 | $ 1,381,137 | | $ - | $ 1,381,137 |
| Services and Other Operating Expenditures | 5000-5999 | $ 596,459 | | $ - | $ 596,459 |
| Capital Outlay | 6000-6999 | $ 34,579 | | $ - | $ 34,579 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ - | | $ - | $ - |
| Transfers of Indirect Costs | 7300-7399 | $ 403,460 | | $ - | $ 403,460 |
| **TOTAL EXPENDITURES** | | $ 18,708,767 | $ 150,099 | $ 155,917 | $ 19,014,783 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfers In and Other Sources | 8900-8979 | $ - | $ - | $ - | $ - |
| Transfers Out and Other Uses | 7600-7699 | $ - | $ - | $ - | $ - |
| **OPERATING SURPLUS (DEFICIT)*** | | $ - | $ (150,099) | $ (155,917) | $ (306,016) |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 3,337,964 | | | $ 3,337,964 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 3,337,964 | $ (150,099) | $ (155,917) | $ 3,031,948 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | $ 3,287,444 | $ (150,099) | $ (155,917) | $ 2,981,428 |
| Committed | 9750-9760 | $ - | $ - | $ - | $ - |
| Assigned | 9780 | $ 50,520 | $ - | $ - | $ 50,520 |
| Reserve for Economic Uncertainties | 9789 | $ - | $ - | $ - | $ - |
| Unassigned/Unappropriated Amount | 9790 | $ - | $ - | $ - | $ - |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

**Fund 13/61 - Cafeteria Fund**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| LCFF Revenue | 8010-8099 | $ - | | $ - | $ - |
| Federal Revenue | 8100-8299 | $ 9,328,000 | | $ - | $ 9,328,000 |
| Other State Revenue | 8300-8599 | $ 4,020,000 | | $ - | $ 4,020,000 |
| Other Local Revenue | 8600-8799 | $ 354,616 | | $ - | $ 354,616 |
| **TOTAL REVENUES** | | $ 13,702,616 | | $ - | $ 13,702,616 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ - | $ - | $ - | $ - |
| Classified Salaries | 2000-2999 | $ 4,952,423 | $ 109,007 | $ - | $ 5,061,430 |
| Employee Benefits | 3000-3999 | $ 3,041,380 | $ 42,076 | $ - | $ 3,083,456 |
| Books and Supplies | 4000-4999 | $ 6,166,000 | | $ - | $ 6,166,000 |
| Services and Other Operating Expenditures | 5000-5999 | $ 518,415 | | $ - | $ 518,415 |
| Capital Outlay | 6000-6999 | $ 69,000 | | $ - | $ 69,000 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ - | | $ - | $ - |
| Transfers of Indirect Costs | 7300-7399 | $ 572,769 | | $ - | $ 572,769 |
| **TOTAL EXPENDITURES** | | $ 15,319,987 | $ 151,083 | $ - | $ 15,471,070 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfers In and Other Sources | 8900-8979 | $ - | $ - | $ - | $ - |
| Transfers Out and Other Uses | 7600-7699 | $ - | $ - | $ - | $ - |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (1,617,371) | $ (151,083) | $ - | $ (1,768,454) |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 10,424,353 | | | $ 10,424,353 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 8,806,982 | $ (151,083) | $ - | $ 8,655,899 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | $ 8,220,161 | $ (151,083) | $ - | $ 8,069,078 |
| Committed | 9750-9760 | $ - | $ - | $ - | $ - |
| Assigned | 9780 | $ 586,821 | $ - | $ - | $ 586,821 |
| Reserve for Economic Uncertainties | 9789 | $ - | $ - | $ - | $ - |
| Unassigned/Unappropriated Amount | 9790 | $ - | $ - | $ - | $ - |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **Fund 21 - Building Fund**
Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| Federal Revenue | 8100-8299 | $ - | | $ - | $ - |
| Other State Revenue | 8300-8599 | $ - | | $ - | $ - |
| Other Local Revenues | 8600-8799 | $ 1,000,000 | | $ - | $ 1,000,000 |
| **TOTAL REVENUES** | | $ 1,000,000 | | $ - | $ 1,000,000 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ - | $ - | $ - | $ - |
| Classified Salaries | 2000-2999 | $ 145,189 | $ 3,340 | $ - | $ 148,529 |
| Employee Benefits | 3000-3999 | $ 69,182 | $ 1,289 | $ - | $ 70,471 |
| Books and Supplies | 4000-4999 | $ - | | $ - | $ - |
| Services and Other Operating Expenditures | 5000-5999 | $ 651,000 | | $ - | $ 651,000 |
| Capital Outlay | 6000-6999 | $ 22,995,000 | | $ - | $ 22,995,000 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ - | | $ - | $ - |
| Transfers of Indirect Costs | 7300-7399 | $ - | | $ - | $ - |
| **TOTAL EXPENDITURES** | | $ 23,860,371 | $ 4,629 | $ - | $ 23,865,000 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfers In and Other Sources | 8900-8979 | $ 19,712,775 | $ - | $ - | $ 19,712,775 |
| Transfers Out and Other Uses | 7600-7699 | $ - | $ - | $ - | $ - |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (3,147,596) | $ (4,629) | $ - | $ (3,152,225) |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 22,620,918 | | | $ 22,620,918 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 19,473,322 | $ (4,629) | $ - | $ 19,468,693 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | $ 15,894,523 | $ (4,629) | $ - | $ 15,889,894 |
| Committed | 9750-9760 | $ - | $ - | $ - | $ - |
| Assigned | 9780 | $ 3,578,799 | $ - | $ - | $ 3,578,799 |
| Reserve for Economic Uncertainties | 9789 | $ - | $ - | $ - | $ - |
| Unassigned/Unappropriated Amount | 9790 | $ - | $ - | $ - | $ - |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **Fund 40 - Special Reserve for Capital Outlay Projects**
Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| Federal Revenue | 8100-8299 | $ - | | $ - | $ - |
| Other State Revenue | 8300-8599 | $ - | | $ - | $ - |
| Other Local Revenue | 8600-8799 | $ 4,200,000 | | $ - | $ 4,200,000 |
| **TOTAL REVENUES** | | $ 4,200,000 | | $ - | $ 4,200,000 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ - | $ - | $ - | $ - |
| Classified Salaries | 2000-2999 | $ 489,492 | $ 11,258 | $ - | $ 500,750 |
| Employee Benefits | 3000-3999 | $ 243,409 | $ 4,346 | $ - | $ 247,755 |
| Books and Supplies | 4000-4999 | $ 159,000 | | $ - | $ 159,000 |
| Services and Other Operating Expenditures | 5000-5999 | $ 520,000 | | $ - | $ 520,000 |
| Capital Outlay | 6000-6999 | $ 5,300,000 | | $ - | $ 5,300,000 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ - | | $ - | $ - |
| Transfers of Indirect Costs | 7300-7399 | $ - | | $ - | $ - |
| **TOTAL EXPENDITURES** | | $ 6,711,901 | $ 15,604 | $ - | $ 6,727,505 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfers In and Other Sources | 8900-8979 | $ - | $ - | $ - | $ - |
| Transfers Out and Other Uses | 7600-7699 | $ - | $ - | $ - | $ - |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (2,511,901) | $ (15,604) | $ - | $ (2,527,505) |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 16,589,934 | | | $ 16,589,934 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 14,078,033 | $ (15,604) | $ - | $ 14,062,429 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | $ 8,518,669 | $ (15,604) | $ - | $ 8,503,065 |
| Committed | 9750-9760 | $ - | $ - | $ - | $ - |
| Assigned | 9780 | $ 5,559,364 | | $ - | $ 5,559,364 |
| Reserve for Economic Uncertainties | 9789 | $ - | $ - | $ - | $ - |
| Unassigned/Unappropriated Amount | 9790 | $ - | $ - | $ - | $ - |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

## G. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Enter Fund: **Fund 67 - Self-Insurance Fund**
Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | Column 1<br>Latest Board-Approved Budget Before Settlement (As of 03/09/2026 Second Interim) | Column 2<br>Adjustments as a Result of Settlement (compensation) | Column 3<br>Other Revisions (agreement support and/or other unit agreement) Explain on Page 4i | Column 4<br>Total Revised Budget (Columns 1+2+3) |
|---|---|---|---|---|---|
| REVENUES | | | | | |
| Federal Revenue | 8100-8299 | $ - | | $ - | $ - |
| Other State Revenue | 8300-8599 | $ - | | $ - | $ - |
| Other Local Revenue | 8600-8799 | $ 49,190,834 | | $ - | $ 49,190,834 |
| **TOTAL REVENUES** | | $ 49,190,834 | | $ - | $ 49,190,834 |
| EXPENDITURES | | | | | |
| Certificated Salaries | 1000-1999 | $ - | $ - | $ - | $ - |
| Classified Salaries | 2000-2999 | $ 228,409 | $ 5,254 | $ - | $ 233,663 |
| Employee Benefits | 3000-3999 | $ 108,229 | $ 2,028 | $ - | $ 110,257 |
| Books and Supplies | 4000-4999 | $ 22,400 | | $ - | $ 22,400 |
| Services and Other Operating Expenditures | 5000-5999 | $ 47,432,210 | | $ - | $ 47,432,210 |
| Capital Outlay | 6000-6999 | $ - | | $ - | $ - |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ - | | $ - | $ - |
| Transfers of Indirect Costs | 7300-7399 | $ - | | $ - | $ - |
| **TOTAL EXPENDITURES** | | $ 47,791,248 | $ 7,282 | $ - | $ 47,798,530 |
| OTHER FINANCING SOURCES/USES | | | | | |
| Transfers In and Other Sources | 8900-8979 | $ - | $ - | $ - | $ - |
| Transfers Out and Other Uses | 7600-7699 | $ - | $ - | $ - | $ - |
| **OPERATING SURPLUS (DEFICIT)*** | | $ 1,399,586 | $ (7,282) | $ - | $ 1,392,304 |
| | | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 19,046,830 | | | $ 19,046,830 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | | $ - |
| **ENDING FUND BALANCE** | | $ 20,446,416 | $ (7,282) | $ - | $ 20,439,134 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - | $ - |
| Restricted | 9740 | $ - | $ - | $ - | $ - |
| Committed | 9750-9760 | $ - | $ - | $ - | $ - |
| Assigned | 9780 | $ - | $ - | $ - | $ - |
| Reserve for Economic Uncertainties | 9789 | $ - | $ - | $ - | $ - |
| Unassigned/Unappropriated Amount | 9790 | $ 20,446,416 | $ (7,282) | $ - | $ 20,439,134 |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts in Columns 1 and 4 must be positive**

**Public Disclosure of Proposed Collective Bargaining Agreement**

Norwalk-La Mirada Unified School District

CSEA & Management Confidential/Non-Unit (Me Too)

**Explanations for Column 3 "Other Revisions" entered on Pages 4a through 4h:**

| Page 4a: Unrestricted General Fund | | Amount | Explanation |
|---|---|---|---|
| Revenues | $ | - | |
| Expenditures | $ | 1,915,883 | AB1200 adjustments for Teachers settlement board approved on 03/09/26 |
| Other Financing Sources/Uses | $ | (616,915) | AB1200 adjustments for Teachers settlement board approved on 03/09/26 |

| Page 4b: Restricted General Fund | | Amount | Explanation |
|---|---|---|---|
| Revenues | $ | - | |
| Expenditures | $ | 991,111 | AB1200 adjustments for Teachers settlement board approved on 03/09/26 |
| Other Financing Sources/Uses | $ | 616,915 | AB1200 adjustments for Teachers settlement board approved on 03/09/26 |

| Page 4d: Fund 11 - Adult Education Fund | | Amount | Explanation |
|---|---|---|---|
| Revenues | $ | - | |
| Expenditures | $ | 53,803 | AB1200 adjustments for Teachers settlement board approved on 03/09/26 |
| Other Financing Sources/Uses | $ | - | |

| Page 4e: Fund 12 - Child Development Fund | | Amount | Explanation |
|---|---|---|---|
| Revenues | $ | - | |
| Expenditures | $ | 155,917 | AB1200 adjustments for Teachers settlement board approved on 03/09/26 |
| Other Financing Sources/Uses | $ | - | |

| Page 4f: Fund 13/61 - Cafeteria Fund | | Amount | Explanation |
|---|---|---|---|
| Revenues | $ | - | |
| Expenditures | $ | - | |
| Other Financing Sources/Uses | $ | - | |

| Page 4g: Other | | Amount | Explanation |
|---|---|---|---|
| Revenues | $ | - | |
| Expenditures | $ | - | |
| Other Financing Sources/Uses | $ | - | |

| Page 4h: Other | | Amount | Explanation |
|---|---|---|---|
| Revenues | $ | - | |
| Expenditures | $ | - | |
| Other Financing Sources/Uses | $ | - | |

Additional Comments:

## H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

**Unrestricted General Fund MYP**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | 2025-26 Total Revised Budget After Settlement | 2026-27 First Subsequent Year After Settlement | 2027-28 Second Subsequent Year After Settlement |
|---|---|---|---|---|
| REVENUES | | | | |
| LCFF Revenue | 8010-8099 | $ 210,313,220 | $ 212,538,724 | $ 213,777,439 |
| Federal Revenue | 8100-8299 | $ - | $ - | $ - |
| Other State Revenue | 8300-8599 | $ 6,668,329 | $ 6,300,000 | $ 6,000,000 |
| Other Local Revenue | 8600-8799 | $ 5,235,826 | $ 4,807,000 | $ 4,500,000 |
| **TOTAL REVENUES** | | $ 222,217,375 | $ 223,645,724 | $ 224,277,439 |
| EXPENDITURES | | | | |
| Certificated Salaries | 1000-1999 | $ 81,446,446 | $ 86,448,362 | $ 85,187,846 |
| Classified Salaries | 2000-2999 | $ 35,825,538 | $ 36,183,793 | $ 36,545,631 |
| Employee Benefits | 3000-3999 | $ 52,214,421 | $ 54,271,565 | $ 54,375,116 |
| Books and Supplies | 4000-4999 | $ 6,440,853 | $ 6,440,853 | $ 6,440,853 |
| Services and Other Operating Expenditures | 5000-5999 | $ 19,890,328 | $ 18,518,368 | $ 18,649,225 |
| Capital Outlay | 6000-6999 | $ 47,000 | $ 20,000 | $ 20,000 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ 120,000 | $ 120,000 | $ 120,000 |
| Transfers of Indirect Costs | 7300-7399 | $ (4,018,295) | $ (3,919,283) | $ (3,919,283) |
| Other Adjustments | | | $ - | $ - |
| **TOTAL EXPENDITURES** | | $ 191,966,291 | $ 198,083,658 | $ 197,419,388 |
| OTHER FINANCING SOURCES/USES | | | | |
| Transfers In and Other Sources | 8900-8979 | $ 2,187,890 | $ 2,187,890 | $ 2,187,890 |
| Transfers Out and Other Uses | 7600-7699 | $ 692,741 | $ 692,741 | $ 692,741 |
| Contributions | 8980-8999 | $ (46,313,587) | $ (46,313,587) | $ (46,313,587) |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (14,567,354) | $ (19,256,372) | $ (17,960,387) |
| | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 65,137,668 | $ 50,570,314 | $ 31,313,942 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | |
| **ENDING FUND BALANCE** | | $ 50,570,314 | $ 31,313,942 | $ 13,353,555 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - |
| Restricted | 9740 | | | |
| Committed | 9750-9760 | $ - | $ - | $ - |
| Assigned | 9780 | $ - | $ - | $ - |
| Reserve for Economic Uncertainties | 9789 | $ 9,741,026 | $ 9,437,638 | $ 9,341,895 |
| Unassigned/Unappropriated Amount | 9790 | $ 40,829,288 | $ 21,876,304 | $ 4,011,660 |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts must be positive**

## H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

**Restricted General Fund MYP**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | 2025-26 Total Revised Budget After Settlement | 2026-27 First Subsequent Year After Settlement | 2027-28 Second Subsequent Year After Settlement |
|---|---|---|---|---|
| REVENUES | | | | |
| LCFF Revenue | 8010-8099 | $ - | $ - | $ - |
| Federal Revenue | 8100-8299 | $ 11,784,289 | $ 10,592,420 | $ 10,592,420 |
| Other State Revenue | 8300-8599 | $ 57,984,994 | $ 56,278,193 | $ 50,852,741 |
| Other Local Revenue | 8600-8799 | $ 2,717,306 | $ 2,717,306 | $ 2,717,306 |
| **TOTAL REVENUES** | | $ 72,486,589 | $ 69,587,919 | $ 64,162,467 |
| EXPENDITURES | | | | |
| Certificated Salaries | 1000-1999 | $ 37,386,369 | $ 30,747,292 | $ 30,747,292 |
| Classified Salaries | 2000-2999 | $ 20,057,780 | $ 19,673,105 | $ 19,673,105 |
| Employee Benefits | 3000-3999 | $ 37,413,441 | $ 34,859,628 | $ 34,859,628 |
| Books and Supplies | 4000-4999 | $ 9,204,154 | $ 8,739,650 | $ 8,739,650 |
| Services and Other Operating Expenditures | 5000-5999 | $ 15,572,116 | $ 15,451,916 | $ 15,451,916 |
| Capital Outlay | 6000-6999 | $ 8,596,185 | $ 2,627,185 | $ 100,000 |
| Other Outgo (excluding Indirect Costs) | 7100-7299<br>7400-7499 | $ 500,000 | $ 500,000 | $ 500,000 |
| Transfers of Indirect Costs | 7300-7399 | $ 2,811,776 | $ 2,712,764 | $ 2,712,764 |
| Other Adjustments | | | $ - | $ - |
| **TOTAL EXPENDITURES** | | $ 131,541,821 | $ 115,311,540 | $ 112,784,355 |
| OTHER FINANCING SOURCES/USES | | | | |
| Transfers In and Other Sources | 8900-8979 | $ - | $ - | $ - |
| Transfers Out and Other Uses | 7600-7699 | $ 500,000 | $ 500,000 | $ 500,000 |
| Contributions | 8980-8999 | $ 46,313,587 | $ 46,313,587 | $ 46,313,587 |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (13,241,645) | $ 89,966 | $ (2,808,301) |
| | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 33,059,667 | $ 19,818,022 | $ 19,907,988 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | |
| **ENDING FUND BALANCE** | | $ 19,818,022 | $ 19,907,988 | $ 17,099,687 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - |
| Restricted | 9740 | $ 19,818,022 | $ 19,907,988 | $ 17,099,687 |
| Committed | 9750-9760 | | | |
| Assigned | 9780 | | | |
| Reserve for Economic Uncertainties | 9789 | $ - | $ - | $ - |
| Unassigned/Unappropriated Amount | 9790 | $ - | $ - | $ - |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts must be positive**

## H. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

**Combined General Fund MYP**

Bargaining Unit: CSEA & Management Confidential/Non-Unit (Me Too)

| | Object Code | 2025-26 Total Revised Budget After Settlement | 2026-27 First Subsequent Year After Settlement | 2027-28 Second Subsequent Year After Settlement |
|---|---|---|---|---|
| REVENUES | | | | |
| LCFF Revenue | 8010-8099 | $ 210,313,220 | $ 212,538,724 | $ 213,777,439 |
| Federal Revenue | 8100-8299 | $ 11,784,289 | $ 10,592,420 | $ 10,592,420 |
| Other State Revenue | 8300-8599 | $ 64,653,323 | $ 62,578,193 | $ 56,852,741 |
| Other Local Revenue | 8600-8799 | $ 7,953,132 | $ 7,524,306 | $ 7,217,306 |
| **TOTAL REVENUES** | | $ 294,703,964 | $ 293,233,643 | $ 288,439,906 |
| EXPENDITURES | | | | |
| Certificated Salaries | 1000-1999 | $ 118,832,815 | $ 117,195,654 | $ 115,935,138 |
| Classified Salaries | 2000-2999 | $ 55,883,318 | $ 55,856,898 | $ 56,218,736 |
| Employee Benefits | 3000-3999 | $ 89,627,862 | $ 89,131,193 | $ 89,234,744 |
| Books and Supplies | 4000-4999 | $ 15,645,007 | $ 15,180,503 | $ 15,180,503 |
| Services and Other Operating Expenditures | 5000-5999 | $ 35,462,444 | $ 33,970,284 | $ 34,101,141 |
| Capital Outlay | 6000-6999 | $ 8,643,185 | $ 2,647,185 | $ 120,000 |
| Other Outgo (excuding Indirect Costs) | 7100-7299 7400-7499 | $ 620,000 | $ 620,000 | $ 620,000 |
| Transfers of Indirect Costs | 7300-7399 | $ (1,206,519) | $ (1,206,519) | $ (1,206,519) |
| Other Adjustments | | | $ - | $ - |
| **TOTAL EXPENDITURES** | | $ 323,508,112 | $ 313,395,198 | $ 310,203,743 |
| OTHER FINANCING SOURCES/USES | | | | |
| Transfers In and Other Sources | 8900-8979 | $ 2,187,890 | $ 2,187,890 | $ 2,187,890 |
| Transfers Out and Other Uses | 7600-7699 | $ 1,192,741 | $ 1,192,741 | $ 1,192,741 |
| Contributions | 8980-8999 | $ - | $ - | $ - |
| **OPERATING SURPLUS (DEFICIT)*** | | $ (27,808,999) | $ (19,166,406) | $ (20,768,688) |
| | | | | |
| BEGINNING FUND BALANCE | 9791 | $ 98,197,335 | $ 70,388,336 | $ 51,221,930 |
| Audit Adjustments/Other Restatements | 9793/9795 | $ - | | |
| **ENDING FUND BALANCE** | | $ 70,388,336 | $ 51,221,930 | $ 30,453,242 |
| COMPONENTS OF ENDING FUND BALANCE: | | | | |
| Nonspendable | 9711-9719 | $ - | $ - | $ - |
| Restricted | 9740 | $ 19,818,022 | $ 19,907,988 | $ 17,099,687 |
| Committed | 9750-9760 | $ - | $ - | $ - |
| Assigned | 9780 | $ - | $ - | $ - |
| Reserve for Economic Uncertainties | 9789 | $ 9,741,026 | $ 9,437,638 | $ 9,341,895 |
| Unassigned/Unappropriated Amount | 9790 | $ 40,829,288 | $ 21,876,304 | $ 4,011,660 |

*Net Increase (Decrease) in Fund Balance

**NOTE: 9790 amounts must be positive**

Norwalk-La Mirada Unified School District
CSEA & Management Confidential/Non-Unit (Me Too)

## I. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

| | | 2025-26 | 2026-27 | 2027-28 |
|---|---|---|---|---|
| a. | Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement) | $ 324,700,853 | $ 314,587,939 | $ 311,396,484 |
| b. | Less: Special Education Pass-Through Funds | $ - | $ - | $ - |
| c. | Net Expenditures, Transfers Out, and Uses | $ 324,700,853 | $ 314,587,939 | $ 311,396,484 |
| d. | State Standard Minimum Reserve Percentage for this District **Enter percentage** → | 3.00% | 3.00% | 3.00% |
| e. | State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b, or $50,000) | $ 9,741,026 | $ 9,437,638 | $ 9,341,895 |

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

| | | | | |
|---|---|---|---|---|
| a. | General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9789) | $ 9,741,026 | $ 9,437,638 | $ 9,341,895 |
| b. | General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount (9790) | $ 40,829,288 | $ 21,876,304 | $ 4,011,660 |
| c. | Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9789) | $ - | $ - | $ - |
| d. | Special Reserve Fund (Fund 17) Budgeted Unassigned/Unappropriated Amount (9790) | $ - | $ - | $ - |
| e. | Total Available Reserves | $ 50,570,314 | $ 31,313,942 | $ 13,353,555 |
| f. | Reserve for Economic Uncertainties Percentage | 15.57% | 9.95% | 4.29% |

3. Do unrestricted reserves meet the state minimum reserve amount?

| | | | | |
|---|---|---|---|---|
| 2025-26 | Yes | X | No | |
| 2026-27 | Yes | X | No | |
| 2027-28 | Yes | X | No | |

4. If no, how do you plan to restore your reserves?

5. **Does the Total Compensation Increase/(Decrease) on Page 1, Section A, #5 agree with the Total Increase/(Decrease) for all funds as a result of the settlement(s)? Please explain any variance.**

| | | |
|---|---|---|
| Total Compensation Increase/(Decrease) on Page 1, Section A, #5 | $ | 2,376,395 |
| General Fund balance Increase/(Decrease), Page 4c, Column 2 | $ | (2,006,417) |
| Adult Education Fund balance Increase/(Decrease), Page 4d, Column 2 | $ | (41,280) |
| Child Development Fund balance Increase/(Decrease), Page 4e, Column 2 | $ | (150,099) |
| Cafeteria Fund balance Increase/(Decrease), Page 4f, Column 2 | $ | (151,083) |
| Other Fund balance Increase/(Decrease), Page 4g, Column 2 | $ | (4,629) |
| Other Fund balance Increase/(Decrease), Page 4h, Column 2 | $ | (15,604) |
| Total all fund balances Increase/(Decrease) as a result of the settlement(s) | $ | (2,369,112) |
| **Variance** | $ | 7,283 |

**Variance Explanation:**

Fund with increases not included above:
Fund 67 = $7,282

6. **Will this agreement create or increase deficit financing in the current or subsequent years?**
"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If a deficit is shown below, provide an explanation and any deficit reduction plan, as necessary.

| General Fund Combined | Surplus/ (Deficit) | (Deficit) % | Deficit primarily due to: |
|---|---|---|---|
| Current FY Surplus/(Deficit) before settlement(s)? | $(22,895,588) | (7.2%) | Declining enrollment, Salary and Benefit ir |
| Current FY Surplus/(Deficit) after settlement(s)? | $(27,808,999) | (8.6%) | Declining enrollment, Salary and Benefit ir |
| 1st Subsequent FY Surplus/(Deficit) after settlement(s)? | $(19,166,406) | (6.1%) | Declining enrollment, Salary and Benefit ir |
| 2nd Subsequent FY Surplus/(Deficit) after settlement(s)? | $(20,768,688) | (6.7%) | Declining enrollment, Salary and Benefit ir |

**Deficit Reduction Plan (as necessary):**

Staff has communicated with the Board of Education and stakeholders for the need of a budget contingency plan, and has previously taken reduction steps. The district is continuing to implement budget reductions and reallocations, and is in the process of developing additional fiscal contingency plans to address the deficit.

7. **Were "Other Adjustments" amount(s) entered in the multiyear projections (pages 5a and 5b) for 1st and 2nd Subsequent FY?**

"Other Adjustments" could indicate that a budget reduction plan was/is being developed to address deficit spending, and to rebuild reserves. Any amount shown below must have an explanation. If additional space is needed, attach a separate sheet, or use page 8a.

| MYP | Amount | "Other Adjustments" Explanation |
|---|---|---|
| 1st Subsequent FY Unrestricted, Page 5a | $ - | |
| 1st Subsequent FY Restricted, Page 5b | $ - | |
| 2nd Subsequent FY Unrestricted, Page 5a | $ - | |
| 2nd Subsequent FY Restricted, Page 5b | $ - | |

## J. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This certification page must be signed by the district's Superintendent and Chief Business Official at the time of public disclosure and is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. The absence of a certification signature or if "I am unable to certify" is checked should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Sections 3540.2 and 3547.5, the Superintendent and Chief Business Official of the _Norwalk-La Mirada Unified School District__ District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from _July 1, 2025_ to _June 30, 2026_.

**Board Actions**

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

| **Budget Adjustment Categories:** | **Budget Adjustment Increase/(Decrease)** |
|---|---|
| Revenues/Other Financing Sources | $ - |
| Expenditures/Other Financing Uses | $ 5,485,826 |
| Ending Balance(s) Increase/(Decrease) | $ (5,485,826) |

Subsequent Years

| **Budget Adjustment Categories:** | **Budget Adjustment Increase/(Decrease)** |
|---|---|
| Revenues/Other Financing Sources | $ - |
| Expenditures/Other Financing Uses | $ - |
| Ending Balance(s) Increase/(Decrease) | $ - |

**Budget Revisions**

If the district does not adopt and submit within 45 days all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

**Assumptions**

See attached page for a list of the assumptions upon which this certification is based.

**Certifications**

✓ I hereby certify ____ I am unable to certify

| | |
|---|---|
| | 4-21-2026 |
| **District Superintendent (Signature)** | **Date** |

✓ I hereby certify ____ I am unable to certify

| | |
|---|---|
| | 4-20-2026 |
| **Chief Business Official (Signature)** | **Date** |

**Special Note:** The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

Norwalk-La Mirada Unified School District
CSEA & Management Confidential/Non-Unit (Me Too)

**Assumptions and Explanations** (enter or attach documentation)

The assumptions upon which this certification is made are as follows:

2025-26 LCFF COLA of 2.30%
2026-27 LCFF COLA of 2.41%
2027-28 LCFF COLA of 3.06%

Concerns regarding affordability of agreement in subsequent years (if any):

See page #7, Item 6

## K. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Sections 3540.2(a) and 3547.5.

Norwalk-La Mirada Unified School District
**District Name**

**District Superintendent**
**(Signature)**

**Date**

Alva C. Diaz, Director - Fiscal Services
**Contact Person**

562-210-2028
**Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on _April 27, 2026, took action to approve the proposed agreement with the Classified School Employees Bargaining Unit & Management Bargaining Unit(s).

**President (or Clerk), Governing Board**
**(Signature)**

**Date**

**Special Note:** The Los Angeles County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT
# AND THE
# CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #404
# 2025-2026 SCHOOL YEAR | TENTATIVE AGREEMENT

| Increase to Wages for All Bargaining Unit Members | |
|---|---|
| **On-Schedule/Ongoing**<br><br>**For the 2025-2026 school year, retroactive to July 1, 2025, or an employee's start date in the 2025-2026 school year, the Norwalk-La Mirada Unified School District and the California School Employees Association and Its Chapter #404 agree to an increase in the amount of 2.3% to all Monthly and Hourly Salary Schedules, Bilingual Stipend, Hygiene Stipend, and Chains Stipends.** | **2.3% (Retroactive to July 1, 2025)** |
| **Including Master Agreement article(s) language items as denoted in subsequent pages.** | |
| **This tentative agreement concludes all negotiation items inclusive of salary and health & welfare benefits for the 2025-2026 school year.** | |

**FOR THE DISTRICT (NLMUSD):**

3-12-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3-12-26

Martha Jauregui — Date
President, CSEA Chapter 404

**FOR THE ASSOCIATION (CSEA):**

Breanna Koehler 3/19/26

Breanna Khoeler — Date
Labor Relations Representative

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Norwalk-La Mirada Unified School District (District)**

**And**

**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the Automotive Mechanic II Job Description, New Position Title,**

**and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

**PURPOSE**

The purpose of this MOU is to update the job description, change the title, and increase the range of the classified bargaining unit position, Automotive Mechanic II, in order to meet the operational needs of the District.

**TERM**

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

**AGREEMENT**

1. The Automotive Mechanic II classification shall be renamed as "Heavy Duty Truck/Bus Technician" and all employees in the previous position shall retain seniority.
2. The Automotive Mechanic II classification shall remain in the classified bargaining unit.
3. The Parties agree to the attached job description.
4. Effective the first workday after Board approval, Automotive Mechanic II shall have their range increased from 265 to 277.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3.10.26

Martha Jauregui — Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26

Breanna Koehler — Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## ~~AUTOMOTIVE MECHANIC II~~
## HEAVY DUTY TRUCK/BUS ~~TRUCK~~ TECHNICIAN

I. **GENERAL DESCRIPTION:**

Under the direction of the Garage Manager, performs diagnostics, services and repairs **on** a variety of natural gas, gasoline, **electric,** diesel, and **alternative fuel powered** school buses, trucks, vans, and special operations equipment.

II. **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A. **Safely stores, handles, labels, and disposes of materials, including hazardous chemicals.**

B. **Performs inspections of storage bins, ensures proper labeling, and maintains clear pathways in automotive shop.**

C. **Safely performs operation and maintenance of facility equipment, including water softeners, air compressors, and oil storage.**

D. Safely perform**s** mechanical diagnostics**,** ~~and~~ repairs**, rebuilds, and swaps** on a variety of **gasoline, CNG, diesel, and alternative fuel** ~~large and small~~ passenger buses, automobiles, light and heavy duty trucks, and specialty ground equipment~~.~~**, including but not limited to smog checks, turbos, oil pump, hydraulically actuated electronically controlled high pressure fuel injection systems, and complete overhaul of engines.**

E. **Safely performs routine maintenance and repairs on electric school buses, including high voltage battery systems, electric drivetrain, and charging systems.**

F. **Diagnoses and troubleshoots electrical and mechanical issues on District vehicles, maintenance equipment, and internal combustion engines by using diagnostic tools and software.**

G. **Replaces transmissions, lubricates moving components, and diagnoses shift solenoid issues on various light and heavy duty vehicles.**

**H.** **Installs, repairs, and replaces EV components such as batteries, motors, inverters, and charging systems.**

**I.** Conducts preventative maintenance inspections in compliance with the Department of Transportation **(DOT)** and **California Highway Patrol standards.**

J. **Performs** air conditioning maintenance and repairs on **District vehicles.** ~~R134A fueled equipment.~~

K. Ability to perform assigned tasks to a variety of multi-manufactured equipment including but not limited to: IC, Cummins, Blue Bird, Ford, Chevrolet, Ricon, **Braun**, Thomas, and John Deere.

L. Replace**s** steering bushings, transmission fly wheels, and pneumatic springs.

**M.** ~~**Engine and transmission services and lubrication of moving components.**~~

N. Will fill in as Substitute Bus Driver for am/pm routes as well as activity trips as needed.
O. Respond**s** to road calls/~~**break downs**~~ **accidents** with the ability to make safe operational judgement calls on site under special guidance.
P. Maintain**s** clean and safe working environment.
**Q.** ~~**Perform tasks consistent with departmental duty statements or by assignment of supervisor.**~~
~~**R.**~~ **Performs welding on vehicles, equipment, utility boxes and trailers.** ~~**Having knowledge of welding safe practice skills.**~~ **while adhering to established welding safety practices.**
**S. Mounts, inspects, and balances tires.**
**T. Installs new vendor hardware and repair factory equipment including but not limited to Child Check Mate, video camera system and Zonar (electronic inspection device, GPS, Z-Pass).**
**U. Completes ongoing training to maintain knowledge regarding District mechanical work and attend transportation meetings and courses to stay current on regulations.**
**V. May work overtime to make emergency repairs, assist disabled buses & other District vehicles, and meet operational needs.**
W. **Performs related duties as assigned and** tasks consistent with departmental duty statements or by assignment of supervisor.
**X. Performs other related duties as assigned per the job description.**

III. **QUALIFICATIONS:**

A. **License:**
Valid California Class **A or** B Driver's License. ~~and a valid School Bus Driver's Certificate must be obtained within 6 months of employment.~~ **Must possess within 6 months and maintain during employment: a valid School Bus Driver Certificate issued by California Highway Patrol, CDL passenger & school bus endorsement, medical examination (MCSA-5876), and First Aid/CPR certificate.**

**Current EPA Section 609 Technician Certification issued by an EPA approved program, authorizing the handling of MVAC refrigerants.**

B. **Ability to/Skills:**
- Perform all coordinated tasks in a safe and efficient manner.
- Prioritize assigned work in order to meet deadline in inspections and repairs.
- Follow written and verbal English instructions and sufficiently write and read in English for reports and record keeping.
- ~~**Sufficient human relation skills to exchange technical information.**~~
- Maintain applicable certifications.
- **Collaborate with other team members to ensure efficient workflow and timely completion of tasks.**
- **Keep accurate records of all maintenance and repairs performed.**
- ~~**Install, repair, and replace EV components such as batteries, motors, inverters, and charging systems.**~~

C. **Knowledge:**
- Safe work practices and shop operation standards of vehicles and equipment.

- **Knowledge of maintenance and work-order tracking software.**
- In-depth knowledge of tools and techniques in repairing and maintaining light and heavy equipment.
- Steer bushings and related components.
- Pneumatic and hydraulic brake components.
- Skills in using a variety of hand and power tools, diagnostic equipment and software.
- In reference to the DOT, knowledge and understanding of laws, codes, and regulations pertaining to vehicle and school bus safety.
- DPF maintenance and care.
- Alternative fuels, **electric vehicles,** CNG and LPG.
- Welding and minor fabrications.

D. **Education:**
Proof of High School Diploma or equivalency. Willingness to obtain ASE certifications in S1-S7 and F1.

E. **Experience:**
Recent experience in heavy truck or **electric** school bus repairs.

F. **Medical Required:**
Tuberculosis Test.

IV. **PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:**
Meet the physical, mental and environmental demands of the positions with/without reasonable accommodation.

A. **Physical:**
Prolonged standing and sitting; walking on level surfaces and uneven slippery surfaces; stair climbing, reaching, bending, pushing and pulling; Fine coordination; wri**s**t~~s~~/arm coordination; use of all fingers and both hands; lifting 60 lbs. and up; carrying/pushing 26-40 lbs.; Good vision with our without the use of corrective lenses and depth perception; sense of smell; speaking; normal hearing and ability to distinguish sounds; safely lift, push, and pull heavy objects such as batteries and tires. **May work beyond regular schedule, including overtime~~,~~ (responding to emergencies outside of work hours~~,~~ and on-call assignments), and potential work during evenings, weekends, and holidays.**

B. **Mental:**
Stress of emergencies; deadlines; interpersonal conflict and normal work standards stress; Ability to work with interruption; Reading; Interpreting codes; Calculate and perform routine math proces**es**; Memorize and recall objects and people; Analyze problems and generate alternative solutions to multi-variant problems.

C. **Environmental Demands:**
Exposure to sun; extremes of temperature; wetness; dust; vibration; slippery surfaces; working above ground level (ladders); chemicals; oil; toxic substances and irregular hours/overtime.

V. **WORK YEAR:**
As prescribed by CSEA Master Agreement.

VI. **SALARY RANGE:**

As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Norwalk-La Mirada Unified School District (District)**

**And**

**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the Data Clerk Job Description, New Position Title, Increase in Work-Year, and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between the Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

**PURPOSE**

The purpose of this MOU is to update the job description, change the title, increase the work-year, and increase the range of the classified bargaining unit position, Data Clerk, in order to meet the operational needs of the District.

**TERM**

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

**AGREEMENT**

1. The Data Clerk classification shall be renamed as "Data Technician" and all employees in the previous position shall retain seniority.
2. The Data Clerk classification shall remain in the classified bargaining unit.
3. The Parties agree to the attached job description.
4. Effective with the 2025-2026 school year, Data Clerks at John Glenn High School, Norwalk High School, and La Mirada High School shall have their work-year increased from 11 months to 11.5 months.
5. Effective with the 2025-2026 school year, the Data Clerk at El Camino High School shall have their work-year increased from 10 months to 10.5 months.
6. Effective day after Board approval, Data Clerk shall have their range increased from 232 to 234.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3.10.26

Martha Jauregui — Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26

Breanna Koehler — Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## DATA ~~CLERK~~ TECHNICIAN

**I. GENERAL DESCRIPTION:**

Under supervision, to perform various routine clerical tasks dealing with Data Processing, master scheduling, and student identification information. Other related work as required.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**A.** Issues requests for creation of course codes, inputs graduation information, and enters and updates student data, including grade changes, tagging repeated grades, Tags for special programs, and transcripts, in the Student Information System.

**~~B.~~** ~~Enters/updates student data into the District's Student Information System, such as grade changes, transcripts, grade level changes, etc.~~

**C.** Assists Administrators with master schedule ~~changes~~ updates~~, and~~ course changes, ~~class changes~~ , and student course registration. ~~and registration information~~ .

**D.** Organizes, maintains, and archives physical and electronic documents to ensure they are secure, accurate, and easily retrievable.

**E.** Creates data sets and reports for administrators, teachers, staff and counselors.

**F.** Attends District DATA Entry Meetings with the Student Information Services Coordinator several times throughout the school year.

**G.** Uploads and processes transcript requests in Parchment.

**H.** Prints progress reports from ~~Edgenuity~~ from colleges, credit recovery systems, and enters grades into the Student Information System.

**~~I.~~** ~~Performs other tasks/duties in keeping with duty statements or directives of supervision.~~

**J.** Works with teachers and staff to print and mail student progress/report cards according to Board Policy.

**K.** Prepares and gathers ~~detailed~~ reports as needed for reporting purposes by using search commands in the District's Student Information System.

**L.** Exports data into third party software such as Excel.

**M.** Uses a third party software, such as SQL, to gather and export large amounts of data.

**N.** Performs other related duties as required per the job description.

**III. QUALIFICATIONS:**

**A. License:**

~~Valid California's Driver's License.~~ None.

**B. Ability to:**

Meet the physical, mental and environmental demands of position with/without reasonable accommodation. File and maintain complex records. Establish and maintain cooperative and effective working relationships with others. Work independently with little direction; work confidentially with discretion; perform varied secretarial and clerical support duties; compose correspondence independently or from oral instructions; perform duties, effectively with many demands on time and with constant interruptions, Read, interpret, apply and explain rules, regulations, policies and procedures meet schedules and timelines; maintain records and prepare reports; communicate effectively both orally and in writing; comprehend and follow directions; Perform accurate and detailed tasks. Type/input from a clear copy at the speed of ~~45~~ 35 words per minute.

**C. Skills:**
Proficient in Microsoft Office Word, Excel, and Power Point; organization, data entry skills, attention to detail, confidentiality, thoroughness, good decision--making skills, work independently, analyzing information, solve problems and generate alternatives.

**D. Knowledge:**
Safe work procedures. Districts Student Information System; Basic knowledge of searches/queries; Office procedures and practices, including correspondence, filing and operating standard office equipment; Record keeping techniques, filing systems and information management. Interpersonal skills using tact, patience and courtesy. Proficiency in PC computer applications including Microsoft Windows, Word, Excel, Power Point, and Google Suite.

**E. Education:**
Proof of High School Diploma or equivalency.

**F. Experience:**
~~Six months~~ One year of recent ~~clerical~~ data entry experience involving the use of office equipment, and standard computer software programs~~, and student information systems~~. Proficient in the use of spreadsheets, databases, word processing, and/or office record-keeping.

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:
Meet the physical, mental and environmental demands of the positions with/without reasonable accommodation.

**A. Physical:**
Sitting, walking level surface, reaching, bending and use of both legs; wrist/arm motion, grasping/holding, use of all fingers and use of both hands; lifting objects 1-15 lbs.; carrying/pushing 1-15 lbs.; near vision, use of both eyes, normal hearing, distinguish sounds in transmission, speaking.

**B. Mental:**
Stress of deadlines, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, calculations, perform routine math process, analyze problems and generate alternatives.

**C. Environmental Demands:**
Office environment; occasional overtime.

## V. WORK YEAR:
~~Based upon funding.~~ As prescribed by the CSEA Master Agreement.

## VI. SALARY RANGE:
As prescribed by the CSEA Master Agreement ~~between the Board of Education NLMUSD and CSEA Master Agreement~~.

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Norwalk-La Mirada Unified School District (District)**

**And**

**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the School Secretary, Elementary Job Description, New Position Title,**

**and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

## PURPOSE

The purpose of this MOU is to update the job description, change the title, and increase the range of the classified bargaining unit position, School Secretary, Elementary, in order to meet the operational needs of the District.

## TERM

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

## AGREEMENT

1. The School Secretary, Elementary classification shall be renamed as "School Office Manager – Elementary" and all employees in the previous position shall retain seniority.
2. The School Secretary, Elementary classification shall remain in the classified bargaining unit.
3. The Parties agree to the attached job description.
4. Effective day after Board approval, School Secretary, Elementary shall have their range increased from 244 to 246.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3-10-26

Martha Jauregui — Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26

Breanna Koehler — Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## ~~SCHOOL SECRETARY/OFFICE MANAGER - ELEMENTARY~~
## SCHOOL OFFICE MANAGER – ELEMENTARY

### I. GENERAL DESCRIPTION:

Under the direction of the site Administrator, perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist administrator(s) in a variety of administrative tasks; perform public relations and communications services for the Administrator(s). Oversee overall office functioning with a heavy emphasis on interacting with students, staff, and the parents/guardians of students.

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Acts as secretary to the Principal of an Elementary School, ~~and~~ serves as office manager, ~~exercising functional supervision~~ and provides training and direction to other clerical staff. ~~manages operates~~ ~~school office in the absence of administrators~~

B. Answers telephone calls, greets/interviews office visitors and telephone callers, ~~and either~~ answers questions, ~~concerning courses, activities or programs or~~ refers persons to other sources of information, ~~or~~ schedules an appointment with the administrator, and takes and/or relays messages

C. ~~Takes and relays messages and acts as receptionist~~

D. ~~Gives information relative to school operations over the counter and by telephone.~~

E. ~~Registers and releases or transfers students~~; ~~Acts as registrar, e~~ Enrolls, transfers, ~~keeps records of~~ ~~student attendance~~, admits and returns students to classes, ~~and prepares student attendance~~ ~~reports as needed~~, disenrolls students, maintains registrations and updates information in the student database, maintains student cumulative files

F. ~~Keeps records of student attendance Supports with attendance in the temporary absence of the Attendance Clerk.~~ Receives attendance calls, issues tardy passes, and assists parents/guardians with early check-outs.

G. ~~Admits returning students to classes and prepares student attendance reports~~

H. ~~Types~~ Enters requisitions, orders supplies and equipment, inventories items received, ~~checks in orders~~, distributes items, ~~and~~ provides signed packing slip/invoices to accounting, receives and distributes district and US mail. ~~and issues supplies~~

I. Keeps records on money received, writes receipts, prepares deposits, and provides supporting documentation.

J. Duplicates bulletins, schedules, tests and other materials.

K. Maintains a variety of files and site records.

L. ~~Types letters, memorandums and reports. Transcribes and~~ Types letters and other correspondence; composes independently from oral instruction, rough draft or straight copy letters, reports or memoranda requesting or dealing with routine matters not involving policy questions.

M. ~~May supervise the work of assistants.~~

N. Administers basic first aid and contacts district nurse(s) when necessary.

O. ~~Checks in and administers medication to students. Inventories and dispenses Occasionally~~ Receives and distributes medication to students.

P. Handles confidential information and data concerning students and staff.

Q. Monitors school budget records and coordinates with administrator.

R. Arranges for substitutes, monitors and assures classroom coverages, utilizes automated substitute system to obtain information regarding employee absences, greets substitute teachers and classified substitutes, collects and distributes lesson plans to substitutes, distributes keys and materials, provides routine orientation, answers questions and assists as necessary.

S. Compiles data for various reports as required (enrollment, immunizations, CALPADS).
T. Monitors registrations for custody documents, log as indicated in student database.
U. Operates duplicating, copy and other office machines including computers.
V. Schedules meetings, coordinates program scheduling, coordinates IEP scheduling.
W. Maintains site payroll for certificated and classified personnel, generates personnel requisitions, processes timecards, ~~submits class coverage sub payment requests~~, reconciles substitute absences, and submits for classroom coverage pay due to unfilled vacancies/absences.
X. Submits work orders and facility requests.
Y. Submits contracts and travels.
Z. Performs other related duties as assigned per the job description.

## III. QUALIFICATIONS:

~~**A. Ability to:**~~
~~Perform clerical work involving independent judgment and requiring accuracy and speed; compile and maintain accurate and complete records and reports; understand and follow oral and written directions; establish and maintain cooperative working relations with others; type from clear copy at a **speed of 45 words per minute;** maintain a clean and orderly office space; and develop and maintain positive relationship with children, parents and the school staff.~~

**A. Ability to:**
Meet physical, mental and environmental demands of position with/without reasonable accommodation; analyze accurately and adopt an effective course of action; work without close supervision; work cooperatively with others; understand and interpret oral and written directions; comprehend the policies which govern routine school activities; perform routine record keeping functions; assume responsibility and exercise initiative; perform clerical work involving independent judgment requiring accuracy and speed; compile and maintain accurate and complete records and reports; understand and follow oral and written directions; establish and maintain cooperative working relations with others; type from clear copy at a speed of **40 words per minute**; develop and maintain positive relationship with students, parents, and school staff.

**B. Knowledge:**
Modern office practices and procedures, including business correspondence, filing standard office equipment operations and word processing.

**C. Education:**
Proof of High School Diploma or equivalency.

**D. Experience:**
One year of responsible general clerical experience, including the operation of standard office equipment, and involving public contact responsibilities.

**E.** Medical:
Tuberculosis Test

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:

Meet the physical, mental and environmental demands of the positions with/without reasonable accommodation.

**A. <u>Physical:</u>**
Sitting, walking level surface, reaching, bending, use of both legs: fine coordination, wrists/arm motion, grasping/holding, use of both hands, use of all
fingers; lift objects 1-15 lbs., carry/push objects 1-15 lbs.; color vision, near vision, use of both

eyes, sense of smell, normal hearing, hearing with aid, distinguish sounds in transmission, speaking.

**B. Mental:**

Stress of deadlines, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, interpreting policy, calculate, perform routine math process, memorize and recall objects, people, analyze problems and generate alternatives.

**C. Environmental Demands:**

Extremes of temperature (seasonal), dust, occasional slippery surface, occasional overtime.

## V. WORK YEAR:

~~Contingent upon funding.~~ As prescribed by CSEA Master Agreement.

## VI. SALARY RANGE:

As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**
**Between**
**Norwalk-La Mirada Unified School District (District)**
**And**
**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the School Secretary, Middle Job Description, New Position Title,**

**and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

## PURPOSE

The purpose of this MOU is to update the job description, change the title, and increase the range of the classified bargaining unit position, School Secretary, Middle, in order to meet the operational needs of the District.

## TERM

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

## AGREEMENT

1. The School Secretary, Middle classification shall be renamed as "School Office Manager – Middle" and all employees in the previous position shall retain seniority.
2. The School Secretary, Middle classification shall remain in the classified bargaining unit.
3. The Parties agree to the attached job description.
4. Effective day after Board approval, School Secretary, Middle shall have their range increased from 247 to 249.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026
Michael R. Gotto, Ed.D. Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3-10-26
Martha Jauregui Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26
Breanna Koehler Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## ~~SCHOOL SECRETARY~~ ~~MIDDLE~~
## SCHOOL OFFICE MANAGER – MIDDLE

**I. GENERAL DESCRIPTION:**

Under the direction of the site Administrator, perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist administrator(s) in a variety of administrative tasks; perform public relations and communications services for the Administrator(s). Oversee overall office functioning with a heavy emphasis on interacting with students, staff, and the parents/guardians of students.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**A.** Acts as secretary to the Principal of a Middle School, ~~and~~ serves as office manager, ~~exercising functional supervision~~ and provides training and direction ~~with other~~ to other clerical staff. ~~in operation of the school office at all times. in the absence of administrators~~

**B.** Answers telephone calls, greets/interviews office visitors and telephone callers, ~~and either~~ answers questions, ~~concerning courses, activities or programs~~ ~~or~~ refers persons to other sources of information, ~~or~~ schedules an appointment with the administrator, and takes and/or relays messages.

**C.** ~~Takes and relays messages and acts as receptionist~~

**D.** ~~Gives information relative to school operations over the counter and by telephone~~

**E.** ~~Registers and releases or transfers students~~; Enrolls, transfers, ~~keeps records of student attendance,~~ admits and returns students to classes ~~and prepares student attendance reports as needed~~, ~~check-out~~ disenrolls students, maintains registrations and updates information in the student database, maintains student cumulative files.

**F.** ~~Keeps records of student attendance~~ ~~Supports with attendance in the temporary absence of the Attendance Clerk.~~ Receives attendance calls, issues tardy passes, and assists parent/guardians with early check-outs.

**G.** Maintains records of site attendance permits and logs in student database.

**H.** ~~Admits returning students to classes.~~

**I.** ~~Prepares student attendance reports; requisitions and issues supplies.~~ ~~Types~~ Enters requisitions, orders supplies and equipment, inventories items received, ~~checks in orders,~~ distributes items, ~~and~~ provides signed packing slips/invoices to accounting, receives and distributes district and US mail. ~~and issues supplies~~

**J.** Collects and keeps records on money received, ~~Acts as finance clerk, c~~ ~~Collects monies,~~ writes receipts, balances accounts, prepares deposits, and provides supporting documentation.

**K.** Supports ASB, maintains accounts for a variety of student activities and events such as clubs, yearbook, camps, and special events, works with staff and administrators to ensure proper ASB

accounting procedures are followed.

**L.** Duplicates bulletins, schedules, tests and other materials.

**M.** Submits hiring/interview packets to HR, coordinates/schedules interviews, prints and distributes materials for interviews.

**N.** Maintains a variety of files and site records.

**O.** ~~Types letters, memorandums and reports. Transcribes and~~ Types letters and other correspondence; composes independently from oral instruction, rough draft or straight copy letters, reports or memoranda requesting or dealing with routine matters not involving policy questions.

**P.** ~~Supervises the work of assistants and administers first aid.~~

**Q.** Monitors immunization compliance, communicates with parents/guardians regarding needed immunizations, and logs immunizations in student database.

**R.** Administers basic first aid and contacts district nurse(s) when necessary.

**S.** ~~Checks in and administers medication to students Inventories and dispenses~~ ~~Occasionally~~ Receives and distributes medication to students.

**T.** Handles confidential information and data concerning students and staff.

**U.** Monitors school budget records and coordinates with administrator.

**V.** Arranges for substitutes, monitors and assures classroom coverages, utilizes automated substitute system to obtain information regarding employee absences, greets substitute teachers and classified substitutes, collects and distributes lesson plans to substitutes, distributes keys and materials, provides routine orientation, answers questions and assists as necessary. ~~coordinates IEP scheduling~~

**W.** Compiles data for various reports as required (enrollment, immunizations, CALPADS).

**X.** Monitors registrations for custody documents, log as indicated in student database.

**Y.** Operates duplicating, copy and other office machines including computers.

**Z.** Schedules meetings, coordinates program scheduling, coordinates IEP scheduling.

**AA.** Maintains site payroll for certificated and classified personnel, generates personnel requisitions, processes timecards, ~~submits class coverage sub payment requests~~**,** reconciles substitute absences, and submits for period coverage payments due to unfilled vacancies/absences.

**BB.** Submits work orders and facility requests.

**CC.** Submits contracts and travels.

**DD.** Submits transportation requests.

**EE.** ~~Submit and maintain records for Independent Study programs~~ Prepares and distributes letters and materials for health screenings. Receives and distributes health screening referrals, maintains logs and reports.

**FF.** Verify report card data for accuracy, print and mail report cards/progress reports, provide parents/guardians with transcripts for high school.

**GG.** Oversee promotion preparations, order cords, medals, pins, print certificates and prepare program.

**HH.** Acts as communication liaison between school and families.

**II.** Performs other related duties as assigned per the job description.

## III. QUALIFICATIONS:

~~**A. License:**~~

~~None.~~

**A. Ability to:**

~~Perform clerical work involving independent judgment requiring accuracy and speed; compile and maintain accurate and complete records and reports; understand and follow oral and written directions; establish and maintain cooperative working relations with others; type from clear copy at a speed of 45 words per minute; and develop and maintain positive relationship with students, parents and school staff.~~

Meet physical, mental and environmental demands of position with/without reasonable accommodation; analyze accurately and adopt an effective course of action; work without close supervision; work cooperatively with others; understand and interpret oral and written directions; comprehend the policies which govern routine school activities; perform routine record keeping functions; assume responsibility and exercise initiative; perform clerical work involving independent judgment requiring accuracy and speed; compile and maintain accurate and complete records and reports; understand and follow oral and written directions; establish and maintain cooperative working relations with others; type from clear copy at a speed of **40 words per minute**; develop and maintain positive relationships with students, parents, and school staff.

**B. Knowledge:**

Modern office practices and procedures, including business correspondence, filing, standard office equipment operation; and computer literacy desirable.

**C. Education:**

Proof of High School Diploma or equivalency.

**D. Experience:**

One year of responsible general clerical experience, including the operation of standard office equipment and public contact responsibilities.

**E. Medical Required:**

Tuberculosis Test.

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:

**A. <u>Physical:</u>**

Sitting, walking level surface, reaching, bending, use of both legs: fine coordination, writs/arm motion, grasping/holding, use of both hands, use of all fingers; lift objects 1-15 lbs., carry/push objects 1-15 lbs.; color vision, near vision, use of both eyes, sense of smell, normal hearing, hearing with aid, distinguish sounds in transmission, speaking.

**B. <u>Mental:</u>**

Stress of deadlines, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, concentrate for long periods of time, reading, interpreting policy, calculate, perform routine math process, memorize and recall objects, people, analyze problems and generate alternatives.

**C. <u>Environmental Demands:</u>**
Extremes of temperature (seasonal), dust, occasional slippery surface, occasional overtime.

## V. WORK YEAR:
As prescribed by CSEA Master Agreement.

## VI. SALARY RANGE:
As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Norwalk-La Mirada Unified School District (District)**

**And**

**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the Maintenance Secretary Job Description, New Position Title,**

**and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

**PURPOSE**

The purpose of this MOU is to update the job description, change the title, and increase the range of the classified bargaining unit position, Maintenance Secretary, in order to meet the operational needs of the District.

**TERM**

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

**AGREEMENT**

1. The Maintenance Secretary classification shall be renamed as "Maintenance & Operations Secretary" and all employees in the previous position shall retain seniority.
2. The Maintenance Secretary classification shall remain in the classified bargaining unit.
3. The Parties agree to the attached job description.
4. Effective upon the 12-month period preceding the day after Board approval, Maintenance Secretary shall have their range increased from 240 to 251. A one-time retroactive payment for the 12-month period shall be issued.
5. Step placement will be in compliance with Board Policy 4393.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-12-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3-12-26

Martha Jauregui — Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26

Breanna Koehler — Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## MAINTENANCE & OPERATIONS SECRETARY

### I. GENERAL DESCRIPTION:

Under general supervision of the Maintenance and Operations Director or designee, the Maintenance & Operations ~~Department~~ Secretary provides clerical, secretarial and administrative support to the Maintenance & Operations Department. This role serves as a primary point of contact for staff, site administrators, vendors and the public; maintains department records, files and databases; assists with work order and vendor tracking; supports budget and purchasing activities; and helps ensure efficient, orderly operation of the maintenance office in alignment with district goals and guidelines. ~~Provides secretarial support to the Construction, Grounds, Maintenance and Operations Department.~~

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

**A.** Serves as the primary point of contact within the Maintenance & Operations Department: answer phones, greet visitors, respond to routine inquiries, direct calls and messages, and provide customer service. ~~Answers and screens telephone calls~~.

**B.** Takes and relays messages regarding issues, concerns, and any other information related to the department.

**C.** Works with all sites coordinating work orders and dispatching of maintenance department personnel on emergency calls.

**D.** Gives information relative to the Maintenance ~~Office~~ Department and Use of Facilities over the counter and by telephone to residents ~~within the district~~, vendors, contractors, and other district staff.

**E.** Follows strict timelines.

**F.** Maintains a system of interrelated files and records. Maintains and updates departmental records, filing systems and databases (electronic and hard-copy).

**G.** Prepares and duplicates schedules and other materials; coordinates and prepares reports and contracts to the Board of Education.

**H.** Maintains reports and records relative to the Maintenance & Operations Department~~work order system~~.

~~**I.** Assists with ordering supplies and maintaining purchase order department files; and other duties as assigned.~~

~~**J.** Prepares and types correspondence.~~

~~**K.**~~**I.** Responsible for tracking the department's budget expenditures and purchase requisitions; verify invoices for accuracy, prepare supporting documentation for budget reports; assist with reconciliations as needed.

~~Requisition submissions.~~

~~L.~~**J.** Maintains daily attendance and payroll record keeping and submitting personne~~a~~l requisitions for the Maintenance & Operations Department as well as other employees related to Civic Center Act functions. ~~for up to 100 the departmentemployees~~.

~~M.~~**K.** Maintains and assists with ordering supplies, ~~submits~~, and processes purchase orders, contracts, and invoices as it pertains to the department; ~~prepares data and budget reports~~.

**L.** Prepares, types, and distributes correspondence, reports, spreadsheets, purchase requisitions, purchase orders, invoices, and budget tracking documents.

**M.** Maintains key issuances to district staff and contractors.

**N.** Collects fees/deposit for keys issuance, use of Facilities, License Agreements as appropriate

**O.** ~~Schedules meetings, trainings, and interviews for department.~~Schedules meetings, trainings, and interviews, or site visits for maintenance staff, contractors, or vendors; coordinate calendars, reserve rooms or vehicles, prepare meeting materials and take minutes if requested.

~~**P.** Performs other duties consistent with departmental duty statement or assignment by supervisor.~~

## III. QUALIFICATIONS:

**A. License:** None.

**B. Ability to:**

Perform clerical work involving independent judgment and requiring accuracy and speed in problem situations as well as normal procedural matters; maintain complex records and files; work independently with little or no supervision; learn district software for purchasing and financial tracking; understand and follow oral and written directions; make clear and comprehensive report; communicate through two-way radio to dispatch department employees; spell correctly and use good English; type from a clear copy at a speed of ~~5~~40 words per minute; ~~take dictation and/or use Dictaphone and recording equipment~~; and maintain a positive working relationship with staff members, parents and site personnel.

**C. Skills:**

Ability to prioritize multiple tasks, work independently with minimal supervision, meet deadlines and respond promptly to interruptions. Ability to maintain confidentiality and use discretion when handling sensitive information in a school district classified environment.

~~C.~~D. **Knowledge:**
Office procedures and practices, including correspondence, filing and operating standard office equipment; PC computer applications including Microsoft Word, Excel, ~~Access~~, Windows; District~~s~~ computer programs, and work order system; ~~and QSS ordering system~~.

~~D.~~E. **Education:**
Proof of High School Diploma or equivalency.

~~E.~~F. **Experience:**
Recent general clerical experience, including the operation of standard office equipment and involving public contact responsibilities.

- At least two (2) years of progressively responsible clerical or secretarial experience in an office environment.
- Experience in a school district or facilities / maintenance setting is desirable.
- Experience using database systems, managing work orders and coordinating with vendors/contractors desirable.

~~F.~~G. **Medical Required:**
Tuberculosis Test.

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:

Fullfill the essential duties and meet demands of the position with or without reasonable accommodation.

**A. Physical:**
Sitting, standing, walking level surface, reaching, bending, use of both legs; fine coordination, wrist/arm motion, grasping/holding, use of all fingers, use of both hands lift 1-15 lbs., carry/push 1-15 lbs.; near vision, use of both eyes, normal hearing, distinguish sounds in transmission, speaking.

**B. Mental:**
Stress of deadlines, normal work standards stress, ability to work with interruption, reading, interpreting policy, calculate and~~.~~ p ~~P~~erform routine math process, memorize and recall objects.

**C. Environmental Demands:**
Office environment; e~~E~~nvironment may include moderate noise from nearby maintenance activities, equipment or contractors.

## V. WORK YEAR:

As prescribed by CSEA Master Agreement.

## VI. SALARY RANGE:

As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**
**Between**
**Norwalk-La Mirada Unified School District (District)**
**And**
**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the Lead School Safety Officer Job Description and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

**PURPOSE**

The purpose of this MOU is to update job description and increase the range of the classified bargaining unit position, Lead School Safety Officer, in order to meet the operational needs of the District.

**TERM**

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

**AGREEMENT**

1. The Lead School Safety Officer, classification and all employees shall retain seniority.
2. The Lead School Safety Officer, classification shall remain in the classified bargaining unit.
3. The Parties agree to the attached job description.
4. Effective day after Board approval, Lead School Safety Officer shall have their range increased from 263 to 265.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026
Michael R. Gotto, Ed.D. Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3.10.26
Martha Jauregui Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26
Breanna Koehler Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## LEAD SCHOOL SAFETY OFFICER

### I. GENERAL DESCRIPTION:

Under the direction of the Chief of School Safety, coordinates the operations of the School Safety Department's patrol and dispatch operations. Specifically, coordinates and provides guidance for night/weekend patrol and dispatch personnel.

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **A.** Coordinates School Safety personnel to security activities, assuring proper and efficient operations and coverage; develop and recommend new security procedures as needed.
- **B.** Communicates with the Chief concerning assignment schedules, priority of schedules and security activities.
- **C.** Coordinates and provides guidance for night/weekend patrol and dispatch personnel.
- **D.** 24-hour on-call availability regarding emergencies or in the absence of the Chief. May require overtime and a flexible schedule.
- **E.** Reviews incident/crime reports and daily logs and assists for accuracy and clarity; returns to personnel for corrections as needed.
- **F.** Oversees the dispatch center operations that include radio and telephone procedures, intrusion alarm systems, and other security systems.
- **G.** Communicates with and meets with departmental employees, district staff, administrators, and public safety agencies as necessary regarding school security and safety related issues.
- **H.** Attends various meetings, In-services and seminars as assigned.
- **I.** Operates a computer and standard office equipment; operates security systems, equipment and a district vehicle.
- **J.** Maintains departmental inventory including vehicles, two-way radio systems and other equipment.
- **K.** Responds to calls from the public and District employees on variety of school safety issues; explains District policies and rules and sections of the Education Code that apply to school systems.
- **L.** Investigates and prepares reports on crimes committed on District property such as theft, burglaries, or vandalism.
- **M.** Patrols district facilities to assure that District property is secure and safe from fire, theft, vandalism and other unlawful acts.
- **N.** Identify, report, or correct unsecured areas and buildings; reports theft, vandalism and criminal activities; suppress disturbances and security incidents according to established guidelines and procedures.
- **O.** Lock, unlock, open and check doors, windows, gates and other entrances and exits to District facilities, properties; set, reset and disarm alarms as needed.

**P.** Responds to calls from schools and provides assistance as needed. Contacts local law enforcement officials to report burglaries and other unlawful activities; detain suspects as appropriate.

**Q.** Responds to emergency situations and takes appropriate action in accordance with established guidelines; provides basic first aid services as needed.

**R.** Observes and controls students in halls, at lunch and during other non-classroom activities; confirms students possess appropriate permits or permission when leaving campus; identifies and picks up truant students; observes and questions unauthorized persons on campus.

**S.** Operates a patrol vehicle and two-way radio; observes safe and defensive driving practices; maintains proper working condition of assigned District vehicle.

**T.** Maintains logs and prepares incident and crime reports; issues juvenile citations.

**U.** Provides information, directions and other assistance to visitors as needed.

**V.** ~~Performs~~ Manage and execute special projects, community outreach activities and other related duties per job description ~~as assigned~~.

**W.** Schedule and assign overtime shifts to ensure adequate staffing levels and operational coverage.

**X.** Under the direction of the Chief, manages and processes monthly and mid-month timesheets, ensuring accuracy and meeting timelines.

**Y.** Provides coverage for Communications and Patrol Officers.

**Z.** In absence of Chief, be available to respond to outside reporting sources (Gaggle, Say Something, etc.).

**AA.** Perform other duties as assigned per the job description.

## III. QUALIFICATIONS:

**A. License**/Certification**:**

- Valid California Class C driver's license.
- Successful completion of P.C. 832 training and certification, which has been approved by the Department of Consumer Affairs Bureau of Security and Investigative Services (BSIS) ~~and the Commission on Peace Officers Standards and training (POST).~~
- Successful completion of SB 1626/SB 390/EC 38001.5 training and certification, which has been approved by the Department of Consumer Affairs Bureau of Security and Investigative Services (BSIS). ~~and the Commission on Peace Officers Standards and Training (POST), including anyone employed on or after July 1, 2000~~.
- Type from a clear copy at a speed of 30 words per minute.
- ~~Current~~ A valid First Aid ~~certificate~~ and CPR ~~card~~ certificate issued by ~~an authorized agency~~ a provider whose course complies with the standards adopted by the American Heart Association or the American Red Cross, pursuant to California Civil Code 1714.2(a).

Desirable Qualifications:

- POST Level I certification or higher.
- Dispatch Skills
- Bilingual English/Spanish

- Bachelor's degree from an accredited college or university of higher learning in police science, criminal justice, business administration or related field.

**B. Ability to/Skills:**

Determine staffing requirements for special events. Assist and provide guidance to School Safety personnel. Observe, detect and deter improper behavior and unlawful activities. Understand and work within scope of authority. Handle sensitive/confidential information with discretion. Use tact, judgment and poise in dealing with a wide variety of personalities and situations; and work effectively with District personnel, students, and the public. Conduct foot and vehicular patrols of District grounds and locations during an assigned shift. Operate a motor vehicle safely and defensively and use a two-way radio.

Promote the safety and security of District students, staff, facilities and grounds. Evaluate security incidents and take appropriate action according to established guidelines. Utilize crowd and traffic control techniques. Respond to disturbances and emergency situations calmly and rationally. Maintain records and prepare reports. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Provide basic First Aid services as needed.

~~**C. Skills:** Incorporate additional skills~~
~~Record-keeping techniques.~~
~~Correct English usage, grammar, spelling, punctuation and vocabulary.~~
~~Report writing skills.~~

**C. Knowledge:**

General investigative and law enforcement practices.
Crowd and traffic control techniques.
California Penal Code, Education Code, and City, State and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, other criminal matters , and law-enforcement procedures.
Sections of the California Welfare and Institutions and Health and Safety Codes that pertain to Juvenile Court law.
Geographical layout of the District. Emergency First Aid procedures.
Record-keeping techniques.
Security systems (CCTV, Intrusion Alarms, Live scan).
Computer skills to include Microsoft Office Suite.

**~~C.~~D. Education:**

~~Proof of High School Diploma~~ College level coursework or Associate degree in police science, criminal justice, business administration or related field.

**~~D.~~E. Experience:**

Three (3) recent years of full-time law enforcement experience is required (preferably with juveniles or adolescents including one year in a lead or supervisory role) or five (5) years of experience in the School Safety Department of the Norwalk-La Mirada Unified School District.

**~~E.~~F. Medical Required:**

Person recommended will also be required to submit to a pre-employment physical examination ~~and must pass age/gender appropriate physical fitness test~~. Qualified applicants will be given written, oral and background examinations to measure the skill, knowledge, and abilities required of this position; Tuberculosis Test.

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:

Meet the physical, mental and environmental demands of the position with/without reasonable accommodation.

### A. Physical:

Standing, sitting, walking level surface, walking uneven, slippery surface, stair climbing, occasionally running and jumping, bending, use of both legs; wrist/arm motion, grasping/holding, use of all fingers, use of both hands; regularly lift 1 -15 lbs., occasionally 16-40 lbs. but rarely over 40 lbs.; color vision, night vision, use of both eyes, sense of smell, normal hearing, distinguish sounds in transmission, speaking.

### B. Mental:

Make appropriate split-second decisions in emergent, highly stressful situations; deal with volatile or life-threatening situations; Stress of emergencies, stress of deadlines, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, reading, interpreting codes, laws, and policy, memorize and recall objects, people, and analyze problems and generate alternatives.

### C. Environmental Demands:

Exposure to indoor and outdoor environments, exposure to sun (seasonal), extremes of temperature (seasonal), slippery surfaces, irregular hours (occasional overtime), some shift variation, interaction in physical confrontations~~,~~; and driving a vehicle to conduct work.

## V. WORK YEAR:

~~Based on funding.~~ As prescribed by CSEA Master Agreement.

## VI. SALARY RANGE:

As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**
**Between**
**Norwalk-La Mirada Unified School District (District)**
**And**
**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the School Safety Officer Job Description, New Position Title, and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

## PURPOSE

The purpose of this MOU is to update the job description, change the title, and increase the range of the classified bargaining unit position, School Safety Officer, in order to meet the operational needs of the District.

## TERM

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

## AGREEMENT

1. The School Safety Officer, classification shall be renamed as "School Safety Patrol Officer" and all employees in the previous position shall retain seniority.
2. The School Safety Officer, classification shall remain in the classified bargaining unit.
3. The Parties agree to the attached job description.
4. Effective day after Board approval, School Safety Officer, shall have their range increased from 250 to 252.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026
Michael R. Gotto, Ed.D. Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3-16-26
Martha Jauregui Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26
Breanna Koehler Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## SCHOOL SAFETY PATROL OFFICER

### I. GENERAL DESCRIPTION:

Under the direction of the Chief of School Safety, perform a variety of duties related to protecting the students, personnel, equipment, facilities, and grounds of an assigned area or location; patrol school/District sites and grounds on foot or in a District vehicle and reports occurrences of a suspicious nature. In addition to patrolling the District, a School Safety Patrol Officer responds to ~~security~~ intrusion alarms and calls for assistance at District sites and reports criminal activity.

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

**A.** Patrol an assigned area and or District sites ~~on the day, swing or midnight graveyard shift. and be willing required to work any shift, day, swing or graveyard, 24 hours a day, seven days a week, including weekends and holidays.~~

**B.** May need to work any shift, including day shift, swing shift, or graveyard shift, including weekends and holidays, with appropriate notice as per the CSEA Master Agreement.

~~**B.**~~**C.** Conduct foot and vehicular patrols as assigned.

~~**C.**~~**D.** Patrol assigned areas and district facilities to assure that District property is secure and safe from fire, theft, vandalism and other unlawful acts.

~~**D.**~~**E.** Detect, report, or correct unsecured areas and buildings.

~~**E.**~~**F.** Report theft, vandalism, and criminal activities.

~~**F.**~~**G.** Suppress disturbances and security incidents according to established guidelines and procedures.

~~**G.**~~**H.** Lock, unlock, open and check doors, windows, gates and other entrance and exit accesses to District facilities, properties.

~~**H.**~~**I.** Set, reset, and disarm alarms as needed.

~~**I.**~~**J.** Respond to calls from schools and provide assistance as needed.

~~**J.**~~**K.** Contact local law enforcement officials to report burglaries and other unlawful activities.

~~**K.**~~**L.** Detain suspects as appropriate.

~~**L.**~~**M.** Respond to emergency situations and take appropriate action in accordance with established guidelines.

~~**M.**~~**N.** Provide basic first aid services as needed.

~~**N.**~~**O.** Observe and control students in halls, at lunch and during other non-classroom activities.

~~**O.**~~**P.** Assure students possess appropriate permits or permission when leaving campus; identify and pick up truant students.

~~**P.**~~**Q.** Observe and question unauthorized persons on campus.

~~**Q.**~~**R.** Communicate with District personnel, school administrators, students, and parents and others regarding security related concerns and issues.

~~R.~~S. Operate a patrol vehicle and two-way radio.
~~S.~~T. Observe safe and defensive driving practices.
~~T.~~U. Maintain proper working condition of assigned District vehicle.
~~U.~~V. Maintain log and prepare incident and crime reports.
~~V.~~W. Issue juvenile citations.
~~W.~~X. Perform dispatch duties, in absence of Communications Officer, when needed, if all ~~criteria~~ training for Communications Officer is ~~met~~ completed.
~~X.~~Y. Provide information, directions and other assistance to visitors as needed.
Z. Perform other related duties as assigned per the job description. ~~as assigned.~~
AA. Work assignments where there is risk of being injured in the performance of your duties.
BB. Work independently and as a partner or team member with a variety of individuals.
~~Y.~~CC. Is available for emergency situations.

## III. QUALIFICATIONS:

### A. License/Certifications:

- Valid California Class C driver's license.
- Successful completion of SB 1626/SB 390/EC 38001.5 training and certification, which has been approved by the Department of Consumer Affairs Bureau of Security and Investigative Services (BSIS). ~~and the Commission on Peace Officers Standards and Training (POST). PC 832 certificate, which has been approved by the Commission on Peace Officers Standards and Training (POST).~~
- Within the first ~~two~~ three months of employment, possess a valid PC 832 certificate, which has been approved by the Commission on Peace Officers Standards and Training (POST). Employees will be provided with one week of paid time to complete the training and successfully pass the test at no cost to the District. If the test is not successfully passed on the first attempt during this time, ~~then~~ the employee ~~will be~~ may be released from employment for not successfully completing this probationary requirement.
- Per POST guidelines, one retest opportunity can be taken per examination.
- Possess and maintain a~~A~~ valid First Aid and CPR certificate issued by a provider whose course complies with the standards adopted by the American Heart Association or the American Red Cross, pursuant to California Civil Code 1714.2(a).
- Type from a clear copy at a speed of 30 words per minute.
- Must be completed within the first ~~60 days~~ three months of employment: Oleoresin Capsicum (pepper spray) Training Certificate, Police Impact Weapon (baton) Training Certificate, and LiveScan Certificate.

**Desirable Qualifications:**

- POST Level I, II, III certification
- Dispatch Skills
- Bilingual English/Spanish
- College level coursework or Associate degree or higher in police science, criminal justice or a related field.

### B. Ability to/Skills:

- Use tact, judgment and poise in dealing with a wide variety of personalities and situations.
- Work effectively with District personnel, students, and the public.
- Conduct foot and vehicular patrols of District grounds and locations during an assigned shift.
- Operate a motor vehicle safely and defensively and use a two-way radio.
- Assure the safety and security of District students, staff, facilities and grounds.
- Evaluate security incidents and take appropriate action according to established guidelines.
- Observe, detect and deter improper behavior and unlawful activities.
- Utilize crowd and traffic control techniques.
- Respond to disturbances and emergency situations calmly and rationally.
- Maintain records and prepare reports.
- Understand and work within scope of authority.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- ~~Provide basic First Aid services as needed.~~
- ~~Record-keeping techniques.~~
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Report writing skills.
- Successfully pass criminal background investigation screening.
- Ability to handle and maintain the strictest confidentiality with information and data concerning students and staff.
- Participate in required officer tactics training.
- ~~Bilingual in English/Spanish desirable.~~

**C. Knowledge:**

- General investigative and law enforcement practices.
- Crowd and traffic control techniques.
- California Penal Code, Education Code, and City, State and County ordinances relating to theft, burglary, arson, malicious mischief, trespass, truancy, other criminal matters, and law-enforcement procedures.
- Security systems (CCTV, Intrusion Alarms, LiveScan).
- Geographical layout of the District.
- ~~City, State and County ordinances related to theft, arson, vandalism, malicious mischief and trespassing.~~
- ~~Sections of the Education Code regarding truancy and security related issues.~~
- Emergency First aid procedures.

**D. Education:**

Proof of High School Diploma or equivalency. ~~College level coursework or Associate degree or higher in police science, criminal justice or a related field is desirable.~~

**E. Experience:**

One year in school security, law enforcement, or public safety department. College level coursework or Associate degree or higher in police science, criminal justice ~~law enforcement~~ or related field can be substituted for one year experience requirement.

**F. Medical Required:**
Person recommended for employment will also be required to submit to a physical examination.
Tuberculosis Test. Qualified applicants will be given written, oral and background examinations to measure the skills, knowledge and abilities required for this position.

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:

Meet the physical, mental and environmental demands of the position with/without reasonable accommodation.

**A. Physical:**
Standing; sitting; walking level surface; walking uneven; slippery surface; stair climbing; occasionally running and jumping; bending; use of both legs; wrist/arm motion; grasping/holding; use of all fingers; use of both hands; regularly lift 1 -15 lbs.; occasionally 16-40 lbs. but rarely over 40 lbs.; color vision; night vision; use of both eyes; sense of smell; normal hearing; distinguish sounds in transmission, and speaking.

**B. Mental:**
~~Stress of emergencies;~~ Make appropriate split-second decisions in emergent, highly stressful situations; deal with volatile or life-threatening situations; stress of deadlines; stress of interpersonal conflict; normal work standards stress; ability to work with interruption; reading: interpreting codes: laws; and policy; memorize and recall objects; people; analyze problems; and generate alternatives.

**C. Environmental Demands:**
Exposure to indoor and outdoor environments; exposure to sun (seasonal); extremes of temperature (seasonal); slippery surfaces; irregular hours (occasional overtime); some shift variation; interaction in physical confrontations; and driving a vehicle to conduct work.

## V. WORK YEAR:

As prescribed by CSEA Master Agreement.

## VI. SALARY RANGE:

As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**

**Between**

**Norwalk-La Mirada Unified School District (District)**

**And**

**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the Communications Officer Job Description, New Position Title,**

**and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

**PURPOSE**

The purpose of this MOU is to update job description, change the title, and increase the range of the classified bargaining unit position, Communications Officer, in order to meet the operational needs of the District.

**TERM**

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

**AGREEMENT**

1. The Communications Officer, classification shall be renamed as "School Safety Communications Officer" and all employees in the previous position shall retain seniority.
2. The Communications Officer, classification shall remain in the classified bargaining unit.
3. The Parties agree to the attached job description.
4. Effective day after Board approval, Communications Officer, shall have their range increased from 250 to 252.
5. Incumbents who do not have a PC 832 Peace Officers Standards and Training (POST) Certificate shall be granted three (3) months after Board approval of this MOU to obtain the certification. Incumbents shall be provided one (1) week of paid time to complete the training and successfully pass the test. Examination fees shall be paid by the employee. Per POST, one (1) retest opportunity can be taken per examination. If the incumbent(s) fail to pass the examination, no disciplinary action will be taken on the incumbent(s) and they shall be grandfathered into the position.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3-10-26

Martha Jauregui — Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26

Breanna Koehler — Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## SCHOOL SAFETY COMMUNICATIONS OFFICER

**I. GENERAL DESCRIPTION:**

Under the direction of the Chief of School Safety, receives and responds to radio and telephone requests for assistance; monitors intrusion alarm systems; dispatches assistance to District sites; maintains computer assisted dispatch logs and records; and performs related duties as required.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**A.** Receives telephone calls from District employees and the general public reporting irregularities, incidents, and emergencies at schools and other District facilities; obtains necessary information regarding routine or emergency situations; relays such as vandalism, loitering, burglaries, and suspicious activities to school safety personnel for assistance;

**B.** Monitors intrusion alarm systems at the dispatch center; dispatches safety personnel or other public safety personnel to District sites as needed; reports alarm malfunctions for maintenance service; maintains files;

**C.** Makes necessary contact to Fire Department, Sheriff's Department and other emergency agencies as needed.

**D.** Operates and monitors two-way radio equipment to receive and transmit information from School Safety Officers and other departments such as Transportation and Maintenance; transmits messages between local law enforcement agencies or emergency service units and appropriate District personnel;

**E.** Types and maintains required security logs, maintains Use of Facility documents, and incident/crime reports as required; ~~Performs live scan and issues district identification badges as needed;~~

**F.** Provides information, directions, and other assistance to visitors and the general public as needed;

**G.** Provides ~~security~~ patrol assistance at extra-curricular activities (football games, ~~and~~ graduations, Board Meetings, etc.) as required;

~~**H.** Works rotating shifts, weekends and holidays.~~ Performs LiveScans and issues District identification badges as needed.

I. Performs Transportation dispatch duties in the evenings, weekends and holidays.

J. Set, reset, and disarm intrusion alarms as needed.

K. Place Fire Alarms on test mode for school sites as needed.

L. Provide basic first aid services as needed.

M. Monitor live video feeds from multiple CCTV cameras to identify suspicious activity and security breaches.

N. Conducts weekly emergency radio drills with school sites.

O. Submit work orders to various District departments.

**P.** ~~Is available for emergency situations; be willing to work any shift, day, swing or graveyard, 24 hours a day, seven days a week, including~~

~~weekends and holidays.~~May need to work any shift, including day shift, ~~swing shift, or graveyard shift, including weekends and holidays, with appropriate notice as per the CSEA Master Agreement.~~

**Q.** Perform patrol duties, in absence of School Safety Patrol Officers, when needed, if all ~~criteria~~ training for School Safety Patrol Officer is ~~met~~ completed.

**R.** Work assignments where there is risk of being injured in the performance of your duties.

**S.** Work independently and as a partner or team member with a variety of individuals.

**T.** Perform related duties per job description.

**U.** Is available for emergency situations

## III. QUALIFICATIONS:

### A. License/Certifications:

- Valid California Class C Driver's License ~~(Required); Bilingual skills (Desirable)~~
- ~~P.O.S.T Dispatcher Certificate (Desirable)~~
- Successful completion of SB 1626/SB 390/EC 38001.5 training and certification, which has been approved by the Department of Consumer Affairs Bureau of Security and Investigative Services (BSIS).
- Within the first three months of employment, possess a valid PC 832 certificate, which has been approved by the Commission on Peace Officers Standards and Training (POST). Employees will be provided with one week of paid time to complete the training and successfully pass the test at no cost to the District. If the test is not successfully passed on the first attempt during this time, the employee may be released from employment for not successfully completing this probationary requirement. Per POST guidelines, one retest opportunity can be taken per examination.
- Possess and maintain a valid First Aid and CPR certificate issued by a provider whose course complies with the standards adopted by the American Heart Association or the American Red Cross, pursuant to California Civil Code 1714.2(a).
- Type from a clear copy at a speed of 30 words per minute.
- Must be completed within the first three months of employment:
    - Oleoresin Capsicum (pepper spray) Training Certificate (optional)
    - Police Impact Weapon (baton) Training Certificate
    - LiveScan Certification

**Desirable Qualifications:**

- P.O.S.T. Dispatcher Certificate
- ~~Successful completion of SB 1626/SB 390/EC 38001.5 training and certification, which has been approved by the Department of Consumer Affairs Bureau of Security and Investigative Services (BSIS).~~
- ~~Within the first three months of employment, possess a valid PC 832 certificate, which has been approved by the Commission on Peace Officers Standards and Training (POST). Employees will be provided with one week of paid time to complete the training and successfully pass the test at no cost to the District. If the test is not successfully passed on the first attempt during this time, the employee may be released from employment for not successfully completing this~~

~~probationary requirement. Per POST guidelines, one retest opportunity per examination.~~

- Bilingual English/Spanish
- College level coursework or Associate degree or higher in police science, criminal justice or related field.

**B. Ability to/Skills:**

Operate and care for voice radio equipment; Use proper radio procedures using proper terminology: Memorize and apply police radio codes and police terminology; Use Penal and Education codes and other laws, codes, rules, guidelines, and regulations relating to school safety and juveniles; Communicate with law enforcement using appropriate terminology and codes; Use tact, good judgment and poise in dealing with a wide variety of personalities and situations; Communicate effectively with District personnel, members of the community, parents, students, and local law enforcement agencies; Speak clearly; Use proper English (grammar, spelling, punctuation, and vocabulary); Perform multiple tasks and make quick decisions in emergency situations; Assess situations, respond calmly and exercise sound judgment; resolve problems or contact the proper authority for assistance; ~~Exercise discretion in the handling of confidential information~~ Ability to handle and maintain the strictest confidentiality with information and data concerning students and staff; Keep good records, Use a computer; ~~Type from a clear copy of **30 words per minute**;~~ Follow written and oral instructions.

- Successfully pass criminal background investigation screening.
- Participate in required officer tactics training.
- Learn District software used for purchasing.

**C. Knowledge:**

Proper operation and care of two-way radio equipment and proper radio procedures; Federal Communications Commission regulations permitted on two-way radio systems; Terminology of codes used in law enforcement; Penal and Education Codes and other laws, codes, rules, guidelines and regulations relating to school safety and juveniles; Geography and location of District schools and sites: Regulations and procedures relating to school operations and general office procedures; Proper use of the English language (oral and written including grammar, spelling, punctuation, and vocabulary); Computer word processing skills (i.e. Microsoft Word) Use of computer console, keyboarding, and software; Principles and practices of good record keeping.

- Security Systems (CCTV, Intrusion Alarms, Live Scan).

**D. Education:**

Proper of High School Diploma or equivalency.

**E. Experience:**

Two years recent verifiable work in any of the following: ~~paid experience in~~ radio dispatching ~~or~~ law enforcement~~.~~ or a~~A~~ny other related training ~~and/~~or experience that could likely provide the desired skills, knowledge, or abilities may be considered. One year of progressively responsible clerical or secretarial experience in an office environment or experience in a school District setting or related field can be substituted for one year experience requirement.

**F. Medical Required:**
Person recommended for employment will also be required to submit to a Physical examination ~~and must pass age/gender appropriate physical fitness test. Pre-employment physical~~; Qualified applicants will be given written, oral and background examinations to measure the skills, knowledge and abilities required of this position.
Tuberculosis Test

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:

Meet the physical, mental and environmental demands of the position with/without reasonable accommodation.

**A. Physical:**
Standing; sitting, walking on level surfaces and uneven slippery surfaces. Stair climbing, occasionally running, and jumping, bending and use of both legs; wrist/arm motion, grasping/holding, use of all fingers, use of both hands; regular lifting 1-15 lbs., occasionally 16-40 lbs., but rarely over 40 lbs.;. color vision, night vision use of both eyes, sense of smell, normal hearing, distinguish sounds in transmission, speaking.

**B. Mental:**
~~Stress of emergencies,~~ Make appropriate split-second decisions in emergent, highly stressful situations; deal with volatile or life-threatening situations; stress of deadlines, stress of interpersonal conflict, normal work standards stress, ability to work with interruption, reading, interpreting codes, laws, and policy, memorize and recall objects, people and analyze problems and generate alternatives.

**C. Environmental Demands:**
Exposure to indoor and outdoor environments, exposure to sun (seasonal), extremes of temperature (seasonal), slippery surfaces, irregular hours (occasional overtime), some shift variation, interaction in physical confrontations, office environment, and driving a vehicle to conduct work (occasionally).

## V. WORK YEAR:

~~V.~~ As prescribed by CSEA Master Agreement.

## VI. SALARY RANGE:

As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**
**Between**
**Norwalk-La Mirada Unified School District (District)**
**And**
**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Modification of the Adult School Clerk Job Description and Increase in Range**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

**PURPOSE**

The purpose of this MOU is to update the job description and increase the range of the classified bargaining unit position, Adult School Clerk, in order to meet the operational needs of the District.

**TERM**

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

**AGREEMENT**

1. The Adult School Clerk classification shall remain in the classified bargaining unit.
2. The Parties agree to the attached job description.
3. Effective day after Board approval, the Adult School Clerk position shall have a range increase from 232 to 233.
4. Step placement will be in compliance with Board Policy 4393.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 26, 2026 and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-26-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3.26.26

Martha Jauregui — Date
President, CSEA Chapter 404

3/26/26

Breanna Koehler — Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## ADULT SCHOOL CLERK

**I. GENERAL DESCRIPTION:**

Under general supervision, ~~to~~ provides clerical, ~~/typing~~ data entry, and customer service support for the Adult Education Program. Serves as front office receptionist and ~~To provide telephonic and acts as a receptionist at public counter and to~~ provides appropriate information to ~~appropriate resources/~~persons within and outside the ~~district~~ District using modern office technology and digital systems. ~~information to appropriate resources/persons within the district.~~

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

A. Types and formats correspondence, reports, rosters, flyers, and forms using current word processing and collaboration tools. ~~correspondence reports from various rough draft materials~~.

B. Answers telephone calls, emails, and digital inquiries; takes and relays messages and acts as a receptionist.

C. Gives information relative to school operations, policies, and procedures over the counter and by telephone and electronically.

D. Regularly maintains a system of interrelated files and records; and duplicates bulletins, schedules, and other materials in both digital and physical formats.

E. Assists with student enrollment and intake processes~~, attendance tracking, and data entry into student information systems as assigned~~.

F. Supports ASAP course rollovers, course entries, and related data updates as needed.

G. Supports CASAS testing administration and the Assessment and Evaluation Technician~~, including test preparation and proctoring, as needed~~.

~~Provides clerical support related to testing, reporting deadlines, audits, and program compliance requirements.~~

H. Provides clerical support in communicating with third parties regarding billing, invoices, and other required paperwork.

I. Supports staff by issuing timely reminders to students regarding payment plan due dates, as assigned.

~~Uses standard office equipment and district-approved technology platforms to support school operations.~~

~~D.~~J. Performs other duties as assigned per the job description.

**III. QUALIFICATIONS:**

A. **License:**

~~Valid California Class C Driver License~~ None.

B. **Ability to:**

Perform clerical work involving independent judgment and requiring accuracy and speed; speak, read, and write English proficiently; understand and follow oral written directions; type from a clear copy at a speed of 40 ~~45~~ words per minute; and develop and maintain positive working relationships with students, community and staff while adapting to changing priorities, interruptions, and technology-based workflows.

C. **Desirable Qualifications:**
Bilingual/Spanish.

D. **Skills:**
Customer service and front-office operations; data entry and record management; time management and organization; professional communication; use of office technology and digital platforms; basic problem-solving; and confidential handling of student information.

~~C.~~E. **Knowledge:**
Modern office practices and procedures, including business correspondence, filing, simple spreadsheets, word processing (preferably Microsoft Word ~~and Word Perfect~~ and Google Docs); student information and course management systems (e.g., ASAP or similar systems); CASAS testing support procedures (preferred); and operating standard office equipment and District-approved technology platforms to support school operations.

~~D.~~F. **Education:**
Proof of High School Diploma or equivalency.

~~E.~~G. **Experience:**
One year of recent experience, including the operation of standard office equipment and some knowledge of adult education preferred.

~~F.~~H. **Medical Required:**
Tuberculosis Test.

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:

Meet the physical, mental, and environmental demands of the position with/without reasonable accommodation.

A. **Physical:**
Standing; ~~S~~sitting; ~~W~~walking on level surfaces; ~~R~~reaching; ~~B~~bending; ~~and~~ use of both legs; ~~F~~fine coordination; ~~W~~wrist/arm coordination; grasping/holding; use of all fingers and both hands; ~~R~~regularly lift~~ing up to~~ 1-15 lbs ~~pounds. Carrying/pushing up to 15 pounds and up. C~~;color vision; ~~and~~ near vision; night vision; ~~depth perception. U~~use of both eyes; ~~with corrective lenses. S~~sense of smell; ~~Speaking,~~ normal hearing, with aid; ~~and able to~~ distinguish sounds in transmission; speaking.

B. **Mental:**
Occasional stress of emergencies; ~~S~~stress of deadlines; occasional stress of interpersonal conflict; ~~and~~ normal work standards stress; ~~A~~ability to work with interruption; ~~C~~concentrate for long periods of time; ~~R~~reading; ~~I~~interpreting codes, laws, and policy; ~~C~~calculate; perform routine math processes; ~~M~~memorize and recall objects, and people; ~~A~~analyze problems and generate alternatives.

C. **Environmental Demands:**
Occasional exposure to sun; ~~O~~office environment; ~~Ssplit shift;~~ day and night work schedule at two locations.

## V. WORK YEAR:

As prescribed by CSEA Master Agreement.

## VI. SALARY RANGE:

As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**
**Between**
**Norwalk-La Mirada Unified School District (District)**
**And**
**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**New Classification to CSEA Bargaining Unit – Instructional Applications Specialist**

This Memorandum of Understanding ("MOU") is entered into by and between Norwalk-La Mirada Unified School District ("District") and CSEA and its Norwalk-La Mirada Chapter #404 ("CSEA"), collectively referred to as "the Parties."

**PURPOSE**

The purpose of this MOU is to acknowledge the addition of a new classification, Instructional Applications Specialist, to the CSEA Bargaining Unit.

**TERM**

This MOU shall be effective upon ratification by both Parties and shall remain in effect unless modified by mutual written agreement of the Parties.

**AGREEMENT**

1. The Instructional Applications Specialist classification is a new position that shall be added to the bargaining unit.
2. The range placement for this position is Range 280.
3. The Parties agree to the attached job description.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026
Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3.10.26
Martha Jauregui — Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26
Breanna Koehler — Date
Labor Relations Representative

# NORWALK – LA MIRADA UNIFIED SCHOOL DISTRICT

# JOB DESCRIPTION

## INSTRUCTIONAL APPLICATIONS SPECIALIST

### I. GENERAL DESCRIPTION:

Under the direction of the Chief Technology Officer, the Instructional Applications Specialist serves as the District's technical lead for instructional software systems and digital learning platforms. The position is responsible for managing, supporting, and coordinating the deployment of educational applications across the District to ensure secure, efficient, and equitable access for students and staff.

### II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

**A.** Administers, configures, and monitors District instructional applications, ensuring proper rostering, licensing, and access control.

**B.** Serves as the District liaison to software vendors for contract, technical, and support matters.

**C.** Coordinates application setup and integration with District systems such as the Student Information System (SIS), Single Sign-On (SSO) platform, and Learning Management System (LMS).

**D.** Oversees and validates automated rostering workflows; resolves complex account or data sync issues escalated from the Help Desk or site technicians.

**E.** Manages the District's instructional website and application request process, coordinating reviews for data privacy, instructional alignment, and technical compatibility prior to approval.

**F.** Supports the review and approval process for new educational applications, ensuring compliance with District data privacy and security policies.

**G.** Monitors and maintains documentation related to student data privacy agreements (DPAs) and approved vendor lists.

**H.** Reviews and monitors the use of artificial intelligence (AI) tools and platforms to ensure responsible, secure, and instructional-aligned use in compliance with District policy and data privacy standards.

**I.** Provides technical training, guidance, and documentation for District and site staff on use of instructional platforms.

**J.** Collaborates with Educational Services to align applications with curriculum initiatives and digital learning objectives.

**K.** Develops and maintains knowledge-base articles, user guides, and system documentation.

**L.** Assists with analyzing platform usage data and generating reports to inform decision-making and license management.

**M.** Participates in cross-departmental planning for new educational technology rollouts and updates.

**N.** Provides advanced troubleshooting and second-level support for instructional software issues.
**O.** Performs other related duties as assigned as per the job description.

## III. QUALIFICATIONS:

### A. License:
Valid California Driver's License

### B. Ability to:
Communicate effectively and professionally with District and site staff; manage multiple complex projects and priorities; analyze and resolve data-related and system integration issues; interpret and apply data privacy and security standards; document processes and maintain accurate records; type 40 words per minute; provide user training and technical guidance; work independently and collaboratively across departments.

### C. Skills:
Advanced understanding of instructional application administration and support; experience with Student Information Systems (SIS), Single-Sign On (SSO), and Learning Management System (LMS) integration; familiarity with data interoperability standards; strong analytical and problem-solving skills; proficiency in documenting workflows and maintaining technical accuracy; effective communication and customer service abilities.

### D. Knowledge:
Educational technology systems and platforms; principles of data security and student privacy; application management and rostering processes; knowledge of instructional and productivity platforms such as Google Workspace for Education and Microsoft 365; instructional software used in K–12 settings; help desk ticketing and workflow tracking systems.

### E. Education:
Bachelor's degree required in Computer Science, Information Systems, Educational Technology, or a closely related field.
Google Certified Educator, Microsoft Certified Fundamentals, or equivalent professional certification in technology or educational systems preferred.

### F. Experience:
Three (3) years of technical experience in a K-12 educational environment supporting instructional or enterprise systems and tools. Experience administering educational applications, managing rostering and integrations, or performing similar duties at the District level is preferred.

### G. Medical Required:
Tuberculosis Test.

## IV. PHYSICAL, MENTAL and ENVIRONMENTAL DEMANDS:

**A. Physical:**

Sitting; walking level surface; stair climbing; reaching; bending; use of both legs; fine coordination; wrist/arm motion; grasping/holding; use of all fingers; use of both hands; lift regularly 1-15 lbs.; lift occasionally 40 lbs. and up; carry/push regularly 16-25 lbs.; carry/push occasionally 40 lbs. and up; color vision; near vision; occasional night vision; use of both eyes; sense of smell; normal hearing; distinguish sounds in transmission; speaking.

**B. Mental:**

Occasional stress of emergencies; stress of deadlines; stress of interpersonal conflict; normal work standards stress; ability to work with interruption; concentrate for long periods of time; reading; interpret codes, laws, and policy; calculate and perform routine mathematical processes; memorize and recall objects and people; analyze problems and generate alternatives; reconcile apparent ambiguities; solve multi-variant problems.

**C. Environmental Demands:**

Occasional exposure to sun; occasional work above ground level (ladders); seasonal extremes of temperature; wetness; dust; vibration; occasional slippery surface; chemicals; oils; toxic substance; some overtime; shift variance; confined working area.

## V. WORK YEAR:

As prescribed by CSEA Master Agreement.

## VI. SALARY RANGE:

As prescribed by CSEA Master Agreement.

**MEMORANDUM OF UNDERSTANDING**
**Between**
**Norwalk-La Mirada Unified School District (District)**
**And**
**California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)**

**Regarding Reclassification of Employee**

The **Norwalk-La Mirada Unified School District** (District), and the **California School Employees Association and its Norwalk-La Mirada Chapter 404** (CSEA), herein after referred to as "Parties," enter into this Memorandum of Understanding (MOU) regarding the permanent reclassification of District employee Imelda Morales.

WHEREAS, currently Ms. Morales holds a part-time three and a half (3.5) hour per day, 180 days (Student Calendar) per year Parent Aide position assigned to the Student and Family Services Department.

WHEREAS, Ms. Morales' position is being eliminated due to the expiration of special funding from the American Rescue Plan Grant which expired in September 2024.

WHEREAS, the parties have a mutual interest in reclassifying Ms. Morales.

Now, therefore, the Parties agree to the following:

1. Ms. Morales will be permanently reclassified to a three and a half (3.5) hour, 180 days (Student Calendar) Community Center Liaison position in the Student and Family Services Department, Range 222, Step D, effective day July 1, 2026.
2. Ms. Morales' resignation from the Parent Aide classification will be effective on her last workday of the 2025-26 school year.
3. Ms. Morales shall retain her District seniority date.
4. Ms. Morales will serve a normal probationary period for the new position.
5. Ms. Morales' earned and accumulated vacation shall be the same as date of resignation.
6. Ms. Morales shall be added to the re-employment list for thirty-nine (39) months.
7. This MOU is non-precedent setting.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026
Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3.10.26
Martha Jauregui — Date
President, CSEA Chapter 404

Breanna Koehler 3/19/26
Breanna Koehler — Date
Labor Relations Representative

# MEMORANDUM OF UNDERSTANDING
## Between
## Norwalk-La Mirada Unified School District (District)
## And
## California School Employees Association and its Norwalk-La Mirada Chapter #404 (CSEA)

## Regarding Reclassification of Employee

The **Norwalk-La Mirada Unified School District** (District), and the **California School Employees Association and its Norwalk-La Mirada Chapter 404** (CSEA), herein after referred to as "Parties," enter into this Memorandum of Understanding (MOU) regarding the permanent reclassification of District employee Claudia Ventura.

WHEREAS, currently Ms. Ventura holds a part-time three and a half (3.5) hour per day, 180 days (Student Calendar) per year Parent Aide position assigned to the Student and Family Services Department.

WHEREAS, Ms. Ventura's position is being eliminated due to the expiration of special funding from the American Rescue Plan Grant which expired in September 2024.

WHEREAS, the parties have a mutual interest in reclassifying Ms. Ventura.

Now, therefore, the Parties agree to the following:

1. Ms. Ventura will be permanently reclassified to a three and a half (3.5) hour, 180 days (Student Calendar) Attendance Clerk Junior at Lampton Elementary School, Range 222, Step E, effective day after Board approval.
2. Ms. Ventura's resignation from the Parent Aide classification will be effective the day before she begins in the new position.
3. Ms. Ventura shall retain her District seniority date.
4. Ms. Ventura will serve a normal probationary period for the new position.
5. Ms. Ventura's earned and accumulated vacation shall be the same as date of resignation.
6. Ms. Ventura shall be added to the re-employment list for thirty-nine (39) months.
7. This MOU is non-precedent setting.

This MOU is entered into between the Parties on March 10, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-10-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3-10-26

Martha Jauregui — Date
President, CSEA Chapter 404

**FOR THE ASSOCIATION (CSEA):**

Breanna Koehler 3/19/26

Breanna Koehler — Date
Labor Relations Representative

Memorandum of Understanding
By and between
**The Norwalk-La Mirada School District**
and
California School Employees Association
and its
**Norwalk-La Mirada Chapter #404**

**Regarding Recruitment and Retention Incentives for Certain Special Education Classifications**

This Memorandum of Understanding ("MOU") is entered into by and between the Norwalk-La Mirada Unified School District ("District" or "NLMUSD") and the California School Employees Association and Its Chapter #404 ("CSEA").

**WHEREAS:**

1. The District and CSEA are parties to a current Collective Bargaining Agreement ("Master Agreement"); and
2. The parties have mutual interest in filling hard-to-fill positions, including Paraeducator, Special Education; Health Care Support Provider; and Direct Intense Behavior Support Paraeducator (DIBS).
3. The District and CSEA agree to provide hiring and retention stipends for the aforementioned classifications.
4. The parties wish to memorialize the terms and conditions of these incentives.

**NOW, THEREFORE, THE DISTRICT AND CSEA AGREE AS FOLLOWS:**

1. New hires hired the day after Board approval in the aforementioned classifications shall receive the following monetary incentives less applicable taxes as required by law:
    a. Signing bonus upon completion of onboarding/hiring process: $250
    b. Bonus upon successful completion of the probationary period: $250
    c. Bonus upon successful completion of the first twelve months of hire: $500

This MOU shall be effective upon execution and shall expire automatically on June 30, 2027, unless extended by mutual written agreement of the parties.

This MOU is non-precedential and shall not be cited or relied upon as a past practice or precedent in any future negotiations or disputes.

This MOU is entered into between the Parties on March 26, 2026, and is subject to District Board of Education approval, if applicable, and CSEA's 610 process.

**FOR THE DISTRICT (NLMUSD):**

3-26-2026

Michael R. Gotto, Ed.D. — Date
Assistant Superintendent, Human Resources

**FOR THE ASSOCIATION (CSEA):**

3.26.26

Martha Jauregui — Date
President, CSEA Chapter 404

3/26/26

Breanna Koehler — Date
Labor Relations Representative

# NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT

## RESOLUTION TERMINATING SERVICES OF CLASSIFIED POSITION AS A RESULT OF REDUCTION OR DISCONTINUATION OF PARTICULAR KINDS OF SERVICES DUE TO LACK OF WORK AND/OR LACK OF FUNDS

## RESOLUTION NO. 25/26-15

WHEREAS, on March 9, 2026, the Superintendent served notice to this Board recommending that the below classified positions be reduced or eliminated required for the ensuing 2026-2027 school year, pursuant to Education Code section 45117 due to lack of work and/or lack of funds;

1.1 Eliminate one (1) eight (8) hour/eleven (11) months/one hundred and eighty (180) days Tobacco Related Prevention Specialist position in the Student Family Services department (FTE = 1.0)

1.2 Eliminate one (1) three (3) hour and thirty (30) minutes/eleven (11) months/one hundred and eighty (180) days Clerk position in the Student Family Services department (FTE = 0.438)

1.3 Eliminate one (1) three (3) hour and thirty (30) minutes/eleven (11) months/one hundred and eighty (180) days McKinney Vento Tutor position in the Student Family Services department (FTE = 0.438)

**Total FTE Reductions: 1.876**

1.1 Reduce three (3) three (3) hour/ten and a half (10.5) months to three (3) three (3) hour /ten (10) months Child Care Aide/Bus Monitor position in the Early Education program (FTE = 0)

**Total Reduction of Months: 1.5 Months**

WHEREAS, on March 9, 2026, this Governing Board adopted Resolution No. **25/26-10**, to reduce or discontinue these positions not later than the beginning of the 2025-26 school year, as set forth therein;

WHEREAS, the particular kinds of services referenced in Resolution No. **25/26-10**, will be reduced or discontinued within the meaning of Education Code section 45117 not later than the beginning of the 2026-2027 school year due to lack of work and/or lack of funds;

WHEREAS, no classified employee requested a hearing;

WHEREAS, Education Code section 45117, subdivision (c)(3)(A), provides that this Board shall make the final determination as to the sufficiency of the cause and disposition of the layoff;

WHEREAS, Education Code section 45117 (c)(3)(A), requires final Board action and service of the final notice by May 14, pursuant to Education Code section 45117, subdivision (c)(3)(A);

WHEREAS, the services of no permanent or other employee are being terminated or reduced while any probationary employee or any other employee with less seniority is being retained to render a service which the permanent or other employee is competent to render;

WHEREAS, the jurisdictional and statutory prerequisites have been satisfied with respect to the individual named on the Final Layoff List, attached hereto, to the extent required by law; sufficient cause exists for each employee's termination or reduction of employment after consideration of facts including but not limited to each employee's seniority and scope of qualifications and that cause relates to the welfare of the schools and the pupils thereof within the meaning of Education Code section 45117, subdivision (c)(3)(A), to the extent that provision applies; and

WHEREAS, rights to reemployment pursuant to Education Code section 45298 and 45308 shall be provided to the classified employees whose services are terminated or reduced as a result of this layoff.

NOW, THEREFORE, BE IT RESOLVED that the hours of the classified employees named on the Final Layoff/Reduction List attached hereto are hereby terminated or reduced as specified effective upon the close of the current school year (i.e., the end of such employee's last working day prior to July 1, 2026);

BE IT FURTHER RESOLVED that this decision is effective immediately and that the classified employee named on the Final Layoff List/Reduction be given appropriate notice by the Superintendent or the Superintendent's designee(s) of the reduction of their services, with said notice to be given on or before May 14, 2026, in the manner prescribed by law; and finally

BE IT FURTHER RESOLVED that reemployment rights shall be afforded in accordance with and to the extent applicable by the Education Code, if and when reemployment is available.

ADOPTED, SIGNED, AND APPROVED by the Board of Education of the Norwalk-La Mirada Unified School District held on this 27 day of April, 2026 at Norwalk, California.

_____
Dr. Robert Cancio
President
Governing Board

Dated: April 27, 2026

_____
Tania Magaña
Interim Superintendent Clerk, Governing Board

**NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT**

**FINAL CLASSIFIED LAYOFF/REDUCTION LIST**

The following classified personnel will receive a final layoff/reduction of hours notice:

1. 25341
2. 26544
3. 29190
4. 29022
5. 28025

NORWALK- LA MIRADA UNIFIED SCHOOL DISTRICT

# MASTER CALENDAR | 2026-27

## JULY 2026

| M | T | W | TH | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

Workdays: 0

- 3 **Independence Day Holiday**

## AUGUST 2026

| M | T | W | TH | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

Workdays: 15

- 11 Teacher/Counselor Professional Development/ Student-Free Day (All Students)
- 12 Teacher Prep Day/Student-Free Day
- 13 1st Day for Students (Minimum Day)
- 14 Minimum Day (All Students)

## SEPTEMBER 2026

| M | T | W | TH | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

Workdays: 21

- 7 **Labor Day Holiday**
- 30 5th Wednesday (Teacher)

## OCTOBER 2026

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Workdays: 22

- 2 End of 1st Quarter (Middle & High School)
- 5-9 Elementary Parent Conf. (Minimum Days)
- 12 Teacher/Counselor Professional Development/ Student-Free Day (All Students)
- 19-23 Middle School Parent Conf. (Minimum Days)
- 30 End of 1st Trimester (Elementary)

## NOVEMBER 2026

| M | T | W | TH | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

Workdays: 15

- 6 Student-Free Day (All Students)
- 6 Elementary Report Cards/Secondary PD
- 11 **Veteran's Day Holiday (Observed)**
- 23-25 Teacher Non-Contract/Student-Free Day
- 26 **Thanksgiving Day Holiday**
- 27 **Local Holiday**

## DECEMBER 2026

| M | T | W | TH | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

Workdays: 13

- 16-17 Finals Schedule (High School)
- 17 Minimum Day (Elementary & Middle School)
- 17 End of 1st Semester (Middle & High School)
- 18 Teacher Non-Contract/Student-Free Day
- 21-31 Winter Recess
- 24 **Local Holiday**
- 25 **Christmas Day Holiday**
- 31 **Local Holiday**

## JANUARY 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Workdays: 19

- 1 **New Year's Day Holiday**
- 1 Winter Recess
- 4 Student-Free Day (All Students)
- 4 Secondary Report Cards/Elementary PD
- 5 All Students Return
- 18 **Martin Luther King Jr. Day Holiday**

## FEBRUARY 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |

Workdays: 18

- 1-5 Elementary Parent Conf. (Minimum Days)
- 8 **Lincoln's Birthday Holiday**
- 15 **President's Day Holiday**
- 19 End of 2nd Trimester (Elementary)

## MARCH 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

Workdays: 19

- 1-5 Middle School Parent Conf. (Minimum Days)
- 12 End of 3rd Quarter (Middle & High School)
- 25 Minimum Day (All Students)
- 26 **Local Holiday**
- 29-31 Spring Recess

## APRIL 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Workdays: 20

- 1-2 Spring Recess

## MAY 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

Workdays: 20

- 31 **Memorial Day Holiday**

## JUNE 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

Workdays: 4

Total Teacher Workdays: 186

- 1 Minimum Day (All Students)
- 2-3 Minimum Day (Elementary & Middle School)
- 2-3 Finals Schedule (High School)
- 3 Last Day for Students
- 4 Teacher Check-Out Day
- 18 **Juneteenth Holiday**

HOLIDAY

VOLUNTARY STAFF DEVELOPMENT DAY

LOCAL HOLIDAY

STUDENT-FREE DAY

TEACHER NON-CONTRACT DAY/STUDENT-FREE DAY

Revised: April 27, 2026

**NOTE: Calendar is subject to change due to employee union negotiations.**

NORWALK- LA MIRADA UNIFIED SCHOOL DISTRICT

# MASTER CALENDAR | 2027-28

### JULY 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Workdays: 0

- 5 **Independence Day Holiday**

### AUGUST 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

Workdays: 16

- 10 Teacher/Counselor Professional Development/ Student-Free Day (All Students)
- 11 Teacher Prep Day/Student-Free Day
- 12 1st Day for Students (Minimum Day)
- 13 Minimum Day (All Students)

### SEPTEMBER 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

Workdays: 21

- 6 **Labor Day Holiday**
- 29 5th Wednesday (Teacher)

### OCTOBER 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Workdays: 21

- 1 End of 1st Quarter (Middle & High School)
- 4-8 Elementary Parent Conf. (Minimum Days)
- 11 Teacher/Counselor Professional Development/ Student-Free Day (All Students)
- 18-22 Middle School Parent Conf. (Minimum Days)
- 29 End of 1st Trimester (Elementary)

### NOVEMBER 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

Workdays: 16

- 11 **Veteran's Day Holiday (Observed)**
- 12 Student-Free Day (All Students)
- 12 Elementary Report Cards/Secondary PD
- 22-24 Teacher Non-Contract/Student-Free Day
- 25 **Thanksgiving Day Holiday**
- 26 **Local Holiday**

### DECEMBER 2027

| M | T | W | TH | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

Workdays: 13

- 16-17 Finals Schedule (High School)
- 17 Minimum Day (Elementary & Middle School)
- 17 End of 1st Semester (Middle & High School)
- 20-31 Winter Recess
- 24 **Local Holiday**
- 27 **Christmas Day Holiday (Observed)**
- 31 **Local Holiday**

### JANUARY 2028

| M | T | W | TH | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

Workdays: 19

- 3 **New Year's Day Holiday (Observed)**
- 3 Winter Recess
- 4 Student-Free Day (All Students)
- 4 Secondary Report Cards/Elementary PD
- 5 All Students Return
- 17 **Martin Luther King Jr. Day Holiday**
- 31 Elementary Parent Conf. (Minimum Days)

### FEBRUARY 2028

| M | T | W | TH | F |
|---|---|---|---|---|
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | | | |

Workdays: 19

- 1-4 Elementary Parent Conf. (Minimum Days)
- 14 **Lincoln's Birthday Holiday**
- 18 End of 2nd Trimester (Elementary)
- 21 **President's Day Holiday**
- 28-29 Middle School Parent Conf. (Minimum Days)

### MARCH 2028

| M | T | W | TH | F |
|---|---|---|---|---|
| | | 1 | 2 | 3 |
| 6 | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

Workdays: 23

- 1-3 Middle School Parent Conf. (Minimum Days)
- 10 End of 3rd Quarter (Middle & High School)
- 29 5th Wednesday (Teacher)

### APRIL 2028

| M | T | W | TH | F |
|---|---|---|---|---|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

Workdays: 14

- 13 Minimum Day (All Students)
- 14 **Local Holiday**
- 17-21 Spring Recess

### MAY 2028

| M | T | W | TH | F |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

Workdays: 22

- 29 **Memorial Day Holiday**
- 30 Minimum Day (All Students)
- 31 Minimum Day (Elementary & Middle School)
- 31 Finals Schedule (High School)

### JUNE 2028

| M | T | W | TH | F |
|---|---|---|---|---|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

Workdays: 2

Total Teacher Workdays: 186

- 1 Minimum Day (Elementary & Middle School)
- 1 Finals Schedule (High School)
- 1 Last Day for Students
- 2 Teacher Check-Out Day
- 19 **Juneteenth Holiday**

HOLIDAY

VOLUNTARY STAFF DEVELOPMENT DAY

LOCAL HOLIDAY

STUDENT-FREE DAY

TEACHER NON-CONTRACT DAY/STUDENT-FREE DAY

Revised: April 27, 2026

**NOTE: Calendar is subject to change due to employee union negotiations.**