



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Regular Board Meeting

September 21, 2020

Board of Trustees

Jared Garewal, President

Ben Abatti, Jr., Clerk

Matt Hester, Member

Robin Cartee, Member

Kevin Grizzle, Member

Superintendent

Celso Ruiz

Assistant Superintendent

John Paul Wells



**REGULAR MEETING
of the
BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT**

Monday, September 21, 2020

CLOSED SESSION 5:00 P.M, OPEN SESSION 6:00 P.M.

Holtville Unified School District, Board Room, 621 East Sixth Street, Holtville, CA. 92250

From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to Trustees after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the Office of the Superintendent located at 621 E. Sixth Street, Holtville, Ca. 92250

Members of the public who require disability accommodation in order to participate in the meeting should contact the Superintendent at (760)356-2974, or in writing, at least 24 hours prior to the meeting. (Government Code section 54954.2).

1. PRELIMINARY

Call to Order

Flag Salute

Roll Call

Present Absent

Jared Garewal, President

Ben Abatti Jr., Clerk

Matt Hester, Member

Robin Cartee, Member

Kevin Grizzle, Member

2. MODIFICATIONS OF THE ORDER OF THE AGENDA, IF ANY.

Motion: _____ Second: _____ Ayes: ____ Nays: ____ Vote: ____-____

**3. STATEMENTS FROM THE PUBLIC REGARDING ITEMS ON THE
CLOSED SESSION AGENDA.**

At this time, members of the public may address the Board only as to items on the closed session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes.

4. CLOSED SESSION

*A) Closed Session in accordance with Government Code section 54957: Public Employee
Discipline/Dismissal/Release*

5. REPORTABLE CLOSED SESSION ACTIONS:

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
REGULAR MEETING – September 21, 2020
AGENDA PAGE 2**

6. PUBLIC COMMENT ON ITEMS ON THE OPEN SESSION AGENDA AND ON NON AGENDA ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER

JURISDICTION OF THE BOARD. At this time, members of the public may address the Board only as to items on the open session agenda or items within the subject matter jurisdiction of the Board. Public comment will not be taken during the Board's consideration of an item on the open session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes. In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.

7. COMMUNICATIONS FROM THE SCHOOL DISTRICT

Holtville Teachers Association
California School Employees Association
Student Representative
Governing Board
Assistant Superintendent
Superintendent

8. CONSENT AGENDA

All matters on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. The Superintendent and staff recommend approval of all Consent Agenda items.

A. GENERAL FUNCTION

- 1) Adoption of Minutes: August 17, 2020 & September 14, 2020 Pgs. 2-5
(Supplemental Information)

B. FINANCE AND BUSINESS

- 1) Warrant Orders week beginning 8/20/20 to week ending 9/17/20 Pgs. 7-19
(Supplemental Information)

C. PERSONNEL SERVICES

- 1) Certificated Employment Pg. 21
2) Classified Employment Pg. 22
3) Extra Duty Assignments Pg. 23

D. GENERAL BUSINESS

The Board is asked to approve the following items:

- 1) MOU Between Imperial County Consortium Teacher Induction Program and The Holtville Unified School District Regarding The Provision of Teacher Induction Services for the 2020-21 School Year Pgs. 25-29

Motion: _____ Second: _____ Ayes: ____ Nays: ____ Vote: ____ - ____

BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
REGULAR MEETING – September 21, 2020
AGENDA PAGE 3

9. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

- A) *Approve the Side Letter of Agreement Between The Holtville Unified School District and The Holtville Teachers Association.* (Mr. Wells & Mr. Ruiz) Pgs. 31-32

Motion: _____ Second: _____ Ayes: _____ Nays: _____ Vote: ____ - ____

- B) *Approve the Holtville Unified School District Local Continuity and Attendance Plan.* (Mr. Avila)

Motion: _____ Second: _____ Ayes: _____ Nays: _____ Vote: ____ - ____

10. FUTURE BOARD MEETING DATE

Monday, October 19, 2020 is the next Regular Board Meeting

11. ADJOURNMENT

MISSION STATEMENT

The Mission of the Holtville Unified School District is to ensure a standards-based curriculum that promotes excellence in academic, social and emotional growth for every student through the establishment of strong parent/school/community partnerships in a stable and safe learning environment.

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

MINUTES

**Holtville Unified School District
Regular Board Meeting
Minutes – August 17, 2020**

{Page 1 of 2}

The Board of Trustees of the Holtville Unified School District met in a Regular Session on August 17, 2020, at the Holtville Unified School District Board Room, 621 East Sixth Street, Holtville, California. The meeting was called to order at 5:05 p.m. by the Presiding Chairman.

MEMBERS PRESENT: Jared Garewal, President; Ben Abatti Jr., Clerk; Matt Hester, Member; Robin Cartee, Member; Kevin Grizzle, Member; Celso Ruiz, Superintendent; John Paul Wells, Assistant Superintendent.

MEMBERS ABSENT: None

MODIFICATION OF THE AGENDA: None

STATEMENTS FROM THE PUBLIC REGARDING ITEMS ON THE CLOSED SESSION AGENDA. None

CLOSED SESSION

Closed session in accordance with Government Code 54957: Public Employee Discipline/Dismissal/Release
Superintendent's Evaluation – Government Code Section 54957

REPORT OF CLOSED SESSION In: 5:07 p.m. Out: 6:19 p.m.
Nothing to report

ORAL COMMUNICATION FROM THE PUBLIC ON NON AGENDA ITEMS AND/OR ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD. None

COMMUNICATION FROM THE SCHOOL DISTRICT

HTA thanked the Board for everything and they are looking forward to a new school year. Trustees Cartee, Grizzle, Hester and Abatti thanked the HUSD Administration for their hard work during these trying times.

Board President Garewal said he was very appreciative towards the staff during these trying times, and he wanted to ensure that health and safety of the staff and students is a priority. Mr. Ruiz thanked the staff for their hard work and that they will do their best to meet the needs of students and staff.

Mr. Wells gave a monthly business briefing. The Imperial Treasurer's Office Pooled Investment Reports included an Effective Rate of Return of 1.40% at the Fiscal YTD at the end of June. The Effective Rate of Return for the end of June was 1.67%. There is currently a total cash balance of \$8,884,013.

CONSENT AGENDA

GENERAL FUNCTIONS

Moved by Trustee Hester, Seconded by Trustee Abatti to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: July 20, 2020 & August 4, 2020. FINANCE AND BUSINESS – Warrant orders week beginning 7/23/20 to week ending 8/13/20. PERSONNEL SERVICES – Certificated Employment of Cory Cruz, 1st Grade Teacher (Finley); Julio Gallegos, Counselor (HMS); Cecilia Rodriguez, Dual Teacher (HMS). Classified Employment of Maritza Salcedo, Paraprofessional (District). GENERAL BUSINESS – Consolidated Application & Reporting System (CARS). MOU between HUSD & HTA regarding return to work Fall 2020. Request of Exemption of School Facility Fees from Strahm Farms, Inc. All approved by unanimous votes, Ayes: 5, Nays: 0. Vote: 5-0.

ACTION/DISCUSSION ITEMS

Discussion only - It was discussed that after direct research about the Covid-19 return to school waiver, the Board agreed to proceed with the completion of the waiver so that students in grades Tk-6th could begin the transition to return to school. Although our County is on a watch list, the return to school is supported by many parents and staff. There is a plan in place that is about 75% completed. Moved by Trustee Cartee, Seconded by Trustee Grizzle to approve the new three - year Employment Agreement with the Superintendent for the period of 2020-2023. Passed by unanimous votes Ayes: 5, Nays: 0.

FUTURE BOARD MEETING DATE

Special Board Meeting: Monday, September 14, 2020
Regular Board Meeting: Monday, September 21, 2020

ADJOURNMENT

The meeting adjourned at 6:37 p.m.

**Ben Abatti Jr., Clerk
Holtville Unified School District
Board of Trustees**

**Holtville Unified School District
Special Board Meeting
Minutes – September 14, 2020**

{Page 1 of 2}

The Board of Trustees of the Holtville Unified School District met in a Special Session on September 14, 2020, at the Holtville Unified School District Board Room, 621 East Sixth Street, Holtville, California. The meeting was called to order at 5:04 p.m. by the Presiding Chairman.

MEMBERS PRESENT: Jared Garewal, President; Ben Abatti Jr., Clerk; Robin Cartee, Member; Kevin Grizzle, Member; Celso Ruiz, Superintendent; John Paul Wells, Assistant Superintendent.

MEMBER ABSENT: Matt Hester, Member

MODIFICATION OF THE AGENDA: None

STATEMENTS FROM THE PUBLIC REGARDING ITEMS ON THE CLOSED SESSION AND NON AGENDA ITEMS. None

CLOSED SESSION: Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release

REPORT OF CLOSED SESSION: In: 5:07 Out: 6:05 Nothing to report

ORAL COMMUNICATION FROM THE PUBLIC ON NON AGENDA ITEMS AND/OR ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD. None

INFORMATION ITEMS:

Mr. Avila presented a draft of the 2020-21 Local Continuity and Attendance Plan. He asked the administrators and Board members to please look over it and feel free to reach out to himself, Mr. Ruiz or Mr. Wells with any questions and/or changes. The revised and complete plan will be discussed and voted on at next week's meeting.

Each principal gave an update on Distance Learning. The overall Distance Learning plan is going well for each site. There have been a few technology issues, but they are usually taken care of quickly. The enrollment at each site has gone up from last year. Most of the teachers at each site are working from their classrooms. Student attendance has not been an issue. Most students are attending class virtually, with a select few that still might be having connectivity issues.

PUBLIC HEARING: 2020-21 Public Hearing regarding the Local Continuity and Attendance Plan

ACTION/DISCUSSION ITEMS

Moved by Trustee Grizzle, Seconded by Trustee Abatti to approve the 2019-20 Unaudited Actuals/2020-21 First Budget Revision. The report shows that there was a beginning balance of \$5.3 million in unrestricted and \$161,323 in restricted funds in both June 2020 and September 2020. The ending balance shows \$6.6 million in unrestricted and -\$713,967 in restricted. Passed by unanimous votes, Ayes: 4, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Cartee to approve Board Resolution 2020/21-003 A Resolution of The Holtville Unified School District, Establishing Committed Fund Balances in the Adult Education Fund. Passed by roll call votes Garewal: Aye; Abatti: Aye; Cartee: Aye; Grizzle: Aye. Passed by unanimous votes, Ayes: 4, Nays: 0. Moved by Trustee Grizzle, Seconded by Trustee Abatti to approve Board Resolution 2020/21-004 Adopting the “GANN” Limit. Passed by roll call votes Garewal: Aye; Abatti: Aye; Cartee: Aye; Grizzle: Aye. Passed by unanimous votes, Ayes: 4, Nays: 0.

ADJOURNMENT The meeting adjourned at 7:15 p.m.

**Ben Abatti Jr., Clerk
Holtville Unified School District
Board of Trustees**

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

WARRANTS

County Check Register

ReqPay94a

Bank Account COUNTY - County

Register 000105 - 08/20/2020

Payee

Cancel Register (Date)

Fund

Amount Status

Number

Bank Account COUNTY - County, Register 000105, Dated 08/20/2020

21105189	259.53	Printed	010	A T & T (000008/1)
21105190	4,150.00	Printed	010	AccuTrain Corporation (000751/1)
21105191	349.10	Printed	010	ALSCO AMERICAN LINEN (000024/1)
21105192	79.37	Printed	010	AMAZON CAPITAL SERVICES, INC (000822/1)
21105193	5,128.72	Printed	010	APPLE COMPUTER INC (000037/1)
21105194	27.99	Printed	010	AUTO ZONE (000049/1)
21105195	1,921.44	Printed	010	CARLOS VERA (000788/1)
21105196	6,472.48	Printed	130	CENTRAL PRODUCTS LLC (000811/1)
21105197	100.26	Printed	130	COUNTY MOTOR PARTS (000111/2)
21105198	5,337.50	Printed	010	CURRIER and HUDSON (000117/1)
21105199	547.75	Printed	130	DEL SOL MARKET (000125/1)
21105200	96.00	Printed	010	Department of Justice Accounting Office (000130/1)
21105201	224.38	Printed	010	FRANCOS AUTO ELECTRICAL (000626/1)
21105202	329.47	Printed	130	FULTON DISTRIBUTING CO (000168/1)
21105203	171.22	Printed	010	GAS COMPANY (000172/1)
21105204	82.52	Printed	010	GEORGES PIZZA (000177/1)
21105205	15,926.88	Printed	010	GIGA KOM (000179/1)
21105206	5,373.75	Printed	010	H P Inspections, INC (000863/1)
21105207	769.55	Printed	215	HOLLANDIA DAIRY, INC (000608/1)
21105208	8,260.00	Printed	130	HOLTVILLE UNIFIED FOOD SERVICE (000201/1)
21105209	40,130.10	Printed	010	IMPERIAL IRRIGATION DISTRICT (000221/1)
21105210	562.35	Printed	010	IMPERIAL VALLEY PRESS (000230/1)
21105211	494.57	Printed	010	JOHNSON CONTROLS FIRE (000484/1)
21105212	1,202.89	Printed	010	JONES BROS GLASS (000248/1)
21105213	142.82	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105214	.07	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105215	1.01	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105216	5.54	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105217	82.79	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105218	63.90	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105219	190.30	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105220	3.89	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105221	52.45	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105222	1.15	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)
21105223	102.70	Printed	010	KONICA MINOLTA BUSINESS USA (000642/2)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/20/2020, Filtered by (Source = N, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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030 - Holtville Unified School District

County Check Register

ReqPay94a

Bank Account COUNTY - County

Register 000105 - 08/20/2020

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000105, Dated 08/20/2020 (continued)					
21105224	143.01	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21105225	9.46	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21105226	5.25	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21105227	22,500.00	Printed	010		PMD CONSULTING, INC. (000726/1)
21105228	99.05	Printed	010		QUARCELINO, LEE (000558/1)
21105229	280.12	Printed	010		QUILL CORP (000318/1)
21105230	78.26	Printed	010		QUILL CORP (000318/1)
21105231	67.87	Printed	010		QUILL CORP (000318/1)
21105232	33.91	Printed	010		QUILL CORP (000318/1)
21105233	24.95	Printed	010		QUILL CORP (000318/1)
21105234	37.43	Printed	010		QUILL CORP (000318/1)
21105235	505.25	Printed	010		QUILL CORP (000318/1)
21105236	246.74	Printed	010		QUILL CORP (000318/1)
21105237	33.89	Printed	010		QUILL CORP (000318/1)
21105238	715.49	Printed	010		R S D (000320/1)
21105239	139.51	Printed	010		RUIZ, CELSO (000576/1)
21105240	5,429.10	Printed	010		SAVVAS Learning Company LLC (000896/2)
21105241	1,663.97	Printed	010		SCHOOL SPECIALTY (000351/2)
21105242	26,618.64	Printed	010		SCHOOLS EXCESS LIABILITY FUND (000353/1)
21105243	456.00	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
21105244	6,774.77	Printed	130		SHAMROCK FOODS COMPANY (000356/1)
21105245	8.70	Printed	010		SOUTHWEST SCHOOL and OFFICE SU (000369/1)
21105246	148.00	Printed	010		SPARKLETT'S WATERS (000370/1)
21105247	3,298.92	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
21105248	572.93	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
21105249	1,077.50	Printed	010		Tommys Screen Printing (000395/1)
21105250	157.08	Printed	010		UNFIRST CORPORATION (000727/1)
21105251	1,883.85	Printed	010		Verizon Wireless Services LLC (000422/1)
21105252	127.50	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)
21105253	1,546.29	Printed	010		WRIGHT, GINA (000591/1)
65	173,327.88				Totals for Register 000105

County Check Register

ReqPay94a

Bank Account COUNTY - County

Register 000106 - 08/27/2020

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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21105746	1,851.44	Printed	010		A T & T (000008/1)
21105747	4,046.62	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
21105748	1,000.00	Printed	010		APEX LEARNING (000036/1)
21105749	15,157.60	Printed	010		APPLE COMPUTER INC (000037/1)
21105750	10.00	Printed	010		Baja Desert Tire Co (000052/1)
21105751	1,749.00	Printed	010		BANK OF NEW YORK MELLON TRUST CORPORATE TRUST, N. CALIFORNIA (00005
21105752	200.00	Printed	010		Cabales Sinai (000623/1)
21105753	484.88	Printed	010		CARLOS VERA (000788/1)
21105754	215.44	Printed	010		CHIMITS, SAMANTHA (000793/1)
21105755	80.87	Printed	010		COUNTY MOTOR PARTS (000111/2)
21105756	200.00	Printed	010		COX LINDSAY (000522/1)
21105757	67.74	Printed	010		D LUPITAS RESTAURANT (000119/1)
21105758	765.25	Printed	130		DOMINOS PIZZA (000142/1)
21105759	6,500.00	Printed	010		EDGENUITY INC (000144/2)
21105760	119,700.00	Printed	210		ESR Construction (000864/1)
21105761	4,474.08	Printed	010		FULTON DISTRIBUTING CO (000168/1)
21105762	151.84	Printed	010		GOODSELL MICHAEL (000526/1)
21105763	24,481.45	Printed	010		GREAT MINDS (000185/2)
21105764	579.64	Printed	010		HARRISON, PATRICA (000523/1)
21105765	247.49	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
21105766	2,798.68	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
21105767	500.00	Printed	010		ICOE (000210/1)
21105768	400.00	Printed	010		IMPERIAL COUNTY ACSA (000215/1)
21105769	.51	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21105770	201.23	Printed	010		MIGUEL MATA (000496/1)
21105771	160.00	Printed	010		MISTY D. STACEY (000711/1)
21105772	193.18	Printed	010		MORENO, NICHOLAS (000798/1)
21105773	312.09	Printed	010		Partnership Children and Youth (000907/1)
21105774	611.85	Printed	130		PITNEY BOWES PURCHASE POWER (000308/1)
21105775	16.15	Printed	010		QUILL CORP (000318/1)
21105776	29.08	Printed	010		QUILL CORP (000318/1)
21105777	32.20	Printed	010		QUILL CORP (000318/1)
21105778	215.45	Printed	010		QUILL CORP (000318/1)
21105779	439.58	Printed	010		QUILL CORP (000318/1)
21105780	775.77	Printed	010		QUILL CORP (000318/1)

County Check Register

ReqPay94a

Bank Account COUNTY - County

Register 000106 - 08/27/2020

Payee

Cancel Register (Date)

Fund

Amount Status

Number

Bank Account COUNTY - County, Register 000106, Dated 08/27/2020 (continued)

21105781	840.89	Printed	010	QUILL CORP (000318/1)
21105782	247.83	Printed	010	QUILL CORP (000318/1)
21105783	16.15	Printed	010	QUILL CORP (000318/1)
21105784	23.26	Printed	010	QUILL CORP (000318/1)
21105785	137.88	Printed	010	QUILL CORP (000318/1)
21105786	115.20	Printed	010	QUILL CORP (000318/1)
21105787	18.72	Printed	010	QUILL CORP (000318/1)
21105788	53.85	Printed	010	QUILL CORP (000318/1)
21105789	28.00	Printed	010	QUILL CORP (000318/1)
21105790	45.22	Printed	010	QUILL CORP (000318/1)
21105791	135.73	Printed	010	QUILL CORP (000318/1)
21105792	215.49	Printed	010	QUILL CORP (000318/1)
21105793	171.23	Printed	010	QUILL CORP (000318/1)
21105794	622.68	Printed	010	QUILL CORP (000318/1)
21105795	164.15	Printed	010	QUILL CORP (000318/1)
21105796	2,198.57	Printed	010	QUILL CORP (000318/1)
21105797	30.68	Printed	010	QUILL CORP (000318/1)
21105798	7.32	Printed	010	QUILL CORP (000318/1)
21105799	7.32	Printed	010	QUILL CORP (000318/1)
21105800	78.65	Printed	010	QUILL CORP (000318/1)
21105801	85.64	Printed	130	QUILL CORP (000318/1)
21105802	9.02	Printed	130	QUILL CORP (000318/1)
21105803	296.60	Printed	130	QUILL CORP (000318/1)
21105804	219.79	Printed	010	QUILL CORP (000318/1)
21105805	112.04	Printed	010	QUILL CORP (000318/1)
21105806	178.84	Printed	010	QUILL CORP (000318/1)
21105807	95.89	Printed	010	QUILL CORP (000318/1)
21105808	216.48	Printed	010	R S D (000320/1)
21105809	200.00	Printed	010	ROMANS WATER (000331/1)
21105810	51.74	Printed	010	SALAZAR, MARTHA (000750/1)
21105811	7,744.20	Printed	010	SCHOOL OUTFITTERS (000347/1)
21105812	1,583.52	Printed	130	SHAMROCK FOODS COMPANY (000356/1)
21105813	13,878.03	Printed	010	SHI SOFTWARE (000358/1)
21105814	85.84	Printed	010	SMITH, KEITH (000573/1)
21105815	14.75	Printed	010	SOUTHWEST SCHOOL and OFFICE SU (000369/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/27/2020, Filtered by (Source = N, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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030 - Holtville Unified School District

County Check Register

ReqPay94a

Bank Account COUNTY - County

Register 000106 - 08/27/2020

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000106, Dated 08/27/2020 (continued)					
21105816	125.65	Printed	010		Sprint Communication Company (000816/2)
21105817	2,411.41	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
21105818	55.64	Printed	010		The Library Store (000865/1)
21105819	500.00	Printed	010		U.S. POSTMASTER (000621/1)
21105820	153.22	Printed	010		UNFIRST CORPORATION (000727/1)
21105821	455.50	Printed	130		VILLALOBOS, CLAUDIA (000783/1)
21105822	170.00	Printed	010		WATER TREATMENT SERVICES (000483/1)
21105823	187.73	Printed	010		WILLIAMS, BENJAMIN (000594/1)
222,639.46			78 Totals for Register 000106		

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Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/27/2020, Filtered by (Source = N, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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030 - Holtville Unified School District

County Check Register

ReqPay94a

Org Summary

Holtville Unified School District

Check #

\$222,639.46

78

21105823 Total Count

21105746 through

ESCAPE ONLINE
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Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/27/2020, Filtered by (Source = N, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

Generated for Carmen Mireles (CMIRELES), Aug 26 2020 2:28PM

030 - Holtville Unified School District

Register 000107 - 09/03/2020

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000107, Dated 09/03/2020

21106769	155.94	Printed	010		ALSCO AMERICAN LINEN (000024/1)
21106770	400.86	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
21106771	27,974.85	Printed	010		APPLE COMPUTER INC (000037/1)
21106772	10,443.69	Printed	010		Best Buy Business Advantage Account (000059/2)
21106773	1,806.51	Printed	010		CALIFORNIA SCHOOLS VEBA (000083/1)
21106774	220.32	Printed	010		COUNTY MOTOR PARTS (000111/2)
21106775	60.00	Printed	010		David West (000758/1)
21106776	978.00	Printed	010		DAVID WEST INSURANCE (000121/1)
21106777	86.76	Printed	130		DEL SOL MARKET (000125/1)
21106778	84,037.81	Printed	010		DELL MARKETING LP (000126/1)
21106779	3,197.57	Printed	010		ENTERPRISE FM TRUST (000767/1)
21106780	2,151.52	Printed	010		FULTON DISTRIBUTING CO (000168/1)
21106781	140.99	Printed	010		HARBOR FREIGHT (000190/1)
21106782	467.75	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
21106783	1,875.00	Printed	010		HOWARD INDUSTRIES (000892/1)
21106784	3,000.00	Printed	010		IMPERIAL COUNTY OFFICE OF ED (000218/1)
21106785	19.51	Printed	010		IMPERIAL STORES (000225/1)
21106786	87.96	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106787	3.88	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106788	177.94	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106789	138.51	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106790	173.69	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106791	16.98	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106792	7.21	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106793	32.25	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106794	62.93	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106795	147.51	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106796	63.34	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106797	555.00	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106798	225.00	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106799	461.19	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
21106800	1,917.79	Printed	130		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
21106801	2,389.49	Printed	010		MEDICAL EYE SERVICES (000276/1)
21106802	117.59	Printed	130		MISTY D. STACEY (000711/1)
21106803	10.76	Printed	010		NASCO WEST INC (000283/1)
					NUTRIKIDS HEARTLAND PAYMENT (000291/3)
					PITNEY BOWES PURCHASE POWER (000308/1)
					QUILL CORP (000318/1)
					QUILL CORP (000318/1)

Selection	Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 09/03/2020, Filtered by (Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)	ESCAPE	ONLINE
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County Check Register

ReqPay94a

Bank Account COUNTY - County

Register 000107 - 09/03/2020

Number Amount Status Fund Cancel Register (Date) Payee

Bank Account COUNTY - County, Register 000107, Dated 09/03/2020 (continued)

21106804	10.76	Printed	010		QUILL CORP (000318/1)
21106805	10.76	Printed	010		QUILL CORP (000318/1)
21106806	10.55	Printed	010		QUILL CORP (000318/1)
21106807	1,131.31	Printed	010		QUILL CORP (000318/1)
21106808	107.70	Printed	130		QUILL CORP (000318/1)
21106809	77.52	Printed	010		QUILL CORP (000318/1)
21106810	312.46	Printed	010		QUILL CORP (000318/1)
21106811	456.00	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
21106812	3,243.06	Printed	130		SHAMROCK FOODS COMPANY (000356/1)
21106813	6,106.74	Printed	010		SHI SOFTWARE (000358/1)
21106814	10,069.34	Printed	010		SOFTCHOICE CORPORATION (000786/1)
21106815	73.61	Printed	010		SOUTHWEST SCHOOL and OFFICE SU (000369/1)
21106816	1,839.50	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
21106817	1,238.48	Printed	010		TEXTBOOK WAREHOUSE (000387/1)
21106818	320.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
21106819	1,515.50	Printed	010		Tommys Screen Printing (000395/1)
21106820	1,867.44	Printed	010		Verizon Wireless Services LLC (000422/1)
21106821	1,841.91	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)
21106822	171.50	Printed	130		VILLALOBOS, CLAUDIA (000783/1)
21106823	4,622.04	Printed	010		VISION SERVICE PLAN (000424/1)
21106824	12,009.51	Printed	010		VOL. EMPLOYEES' BENEFITS ASSOC (000480/1)
190,641.79		Number of Items	56	Totals for Register 000107	

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 09/03/2020, Filtered by (Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

030 - Holtville Unified School District

Generated for Gina Chaparro (GCHAPARRO), Sep 2 2020 4:16PM

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County Check Register

ReqPay94a

Org Summary

Holtville Unified School District	21106769 through	21106824	Total Count	56	\$190,641.79
Check #					

Register 000109 - 09/17/2020

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000109, Dated 09/17/2020

21107961	1,512.00	Printed	010		ACSAS FOUNDATION FOR ED ADMI (000016/1)
21107962	336.14	Printed	010		ALSCO AMERICAN LINEN (000024/1)
21107963	3,347.98	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
21107964	34,036.07	Printed	010		APPLE COMPUTER INC (000037/1)
21107965	200.00	Printed	010		AREVALO, ALICIA (000507/1)
21107966	45.22	Printed	010		AUTO ZONE (000049/1)
21107967	15,608.00	Printed	010		AVID CENTER (000050/2)
21107968	1,950.28	Printed	010		BENCHMARK EDUCATION COMPANY (000500/1)
21107969	468.96	Printed	010		BlueTarp Financial, Inc (000911/1)
21107970	564.43	Printed	010		BSN SPORTS (000067/1)
21107971	3,741.83	Printed	010		C R and R INCORPORATED (000070/1)
21107972	25.00	Printed	010		CALIFORNIA INTERSCHOLASTIC FED (000080/3)
21107973	1,797.00	Printed	010		CBT NUGGETS, LLC (000743/1)
21107974	11,047.74	Printed	010		CITY OF HOLTVILLE (000102/1)
21107975	252.51	Printed	010		COUNTY MOTOR PARTS (000111/2)
21107976	197.77	Printed	010		Cronkright, Carson (000916/2)
21107977	6,650.00	Printed	010		CURRIER and HUDSON (000117/1)
21107978	4,268.93	Printed	010		DELL MARKETING LP (000126/1)
21107979	81.00	Printed	010		Department of Justice Accounting Office (000130/1)
21107980	3,170.53	Printed	010		DISCOUNT SCHOOL SUPPLY (000139/1)
21107981	434,530.00	Printed	210		ESR Construction (000864/1)
21107982	153.90	Printed	130		FBC OF HENDERSON LLC (000154/1)
21107983	123.71	Printed	010		FRANCOS AUTO ELECTRICAL (000626/1)
21107984	700.00	Printed	010		Frontline Technologies Group (000914/2)
21107985	700.00	Printed	010		Frontline Technologies Group (000914/2)
21107986	700.00	Printed	010		Frontline Technologies Group (000914/2)
21107987	192.02	Printed	010		FULTON DISTRIBUTING CO (000168/1)
21107988	151.36	Printed	130		GAS COMPANY (000172/1)
21107989	349.00	Printed	010		GUZMAN, ALFREDO (000680/1)
21107990	675.00	Printed	010		H P Inspections, INC (000863/1)
21107991	54.93	Printed	215		HANSEN, JULIE (000524/1)
21107992	1,774.51	Printed	010		HARRISON, PATRICA (000523/1)
21107993	381.29	Printed	010		HOLLANDIA DAIRY, INC (000608/1)
21107994	3,840.98	Printed	130		HOME DEPOT DEPT 32-2149095931 (000203/1)
21107995	5,321.06	Printed	010		HOWARD INDUSTRIES (000892/1)

Selection

Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 09/17/2020, Filtered by (Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Register 000109 - 09/17/2020

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000109, Dated 09/17/2020 (continued)					
21107996	2,400.00	Printed	010		HUDL (000771/2)
21107997	45,593.77	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
21107998	1,809.82	Printed	010		IMPERIAL PRINTERS (000222/1)
21107999	45.18	Printed	010		IMPERIAL TRUCK CENTER (000620/2)
21108000	6,563.92	Printed	010		JADE SECURITY SYSTEMS (000240/1)
21108001	240.00	Printed	010		KC MANUFACTURING INC (000252/1)
21108002	207.93	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
21108003	1,672.00	Printed	215		LANDMARK CONSULTANTS, INC (000717/1)
21108004	362.87	Printed	010		LEHMAN, SHANNON (000544/1)
21108005	447.80	Printed	010		LYERLY, ANNABEL (000557/1)
21108006	200.00	Printed	010		MCALPINE, LEIGH (000556/1)
21108007	193.27	Printed	010		MOEDANO, ROBERTO (000568/1)
21108008	181.64	Printed	010		PHILLIPS, MARIA (000561/1)
21108009	592.52	Printed	010		QUILL CORP (000318/1)
21108010	34.20	Printed	010		QUILL CORP (000318/1)
21108011	49.92	Printed	010		QUILL CORP (000318/1)
21108012	24.95	Printed	010		QUILL CORP (000318/1)
21108013	72.18	Printed	010		QUILL CORP (000318/1)
21108014	39.09	Printed	010		QUILL CORP (000318/1)
21108015	30.69	Printed	010		QUILL CORP (000318/1)
21108016	432.02	Printed	010		QUILL CORP (000318/1)
21108017	506.37	Printed	010		QUILL CORP (000318/1)
21108018	298.24	Printed	010		QUILL CORP (000318/1)
21108019	98.80	Printed	010		QUILL CORP (000318/1)
21108020	202.56	Printed	010		QUILL CORP (000318/1)
21108021	1,282.99	Printed	010		QUILL CORP (000318/1)
21108022	646.46	Printed	010		QUILL CORP (000318/1)
21108023	631.15	Printed	010		QUILL CORP (000318/1)
21108024	17,742.83	Printed	010		R S D (000320/1)
21108025	9,341.25	Printed	010		RABOBANK NA (000322/2)
21108026	198.36	Printed	010		RENAISSANCE LEARNING INC (000328/2)
21108027	11,812.50	Printed	010		ROJAS, JOANN (000577/1)
21108028	9,521.32	Printed	010		Rural Community Assist Corp (000867/1)
21108029	456.00	Printed	010		SCHOOL TECH SUPPLY (000352/1)
21108030	1,315.46	Printed	130		SECURITAS SECURITY SERVICES SE (000355/1)
					SHAMROCK FOODS COMPANY (000356/1)

Register 000109 - 09/17/2020

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000109, Dated 09/17/2020 (continued)					
21108031	162,450.68	Printed	010		SISC I (000361/1)
21108032	1,951.50	Printed	010		SISC III Life Ins (000474/1)
21108033	525.00	Printed	010		SOUTHERN REGION CATA (000368/3)
21108034	141.01	Printed	010		SPARKLETT'S WATERS (000370/1)
21108035	810.71	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
21108036	400.00	Printed	010		TERMINIX OF IMPERIAL VALLEY (000386/1)
21108037	1,726.70	Printed	010		TEXTBOOK WAREHOUSE (000387/1)
21108038	153.22	Printed	010		UNFIRST CORPORATION (000727/1)
21108039	200.00	Printed	010		Veliz, Liliana (000797/1)
21108040	825.40	Printed	130		VICS AIR CONDITIONING and ELE (000423/1)
823,381.43		Number of Items		80	Totals for Register 000109

Org Summary

Holtville Unified School District

Check #	21107961 through	21108040 Total Count	80	\$823,381.43

HOLTVILLE UNIFIED SCHOOL DISTRICT

School Board Meeting Agenda

PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED EMPLOYMENT
DATE: SEPTEMBER 21, 2020

The Board is requested to approve the following Certificated Employment for the 2020/21 SY:

1. Francisco Retana	Music/Band Teacher	HMS
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MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED EMPLOYMENT FOR 2019/20
DATE: SEPTEMBER 21, 2020

The Board is requested to approve the following Classified Employment:

1.	Jessica Rodriguez	Cafeteria Worker	District
2.	Arin Lawson	Library Clerk	HMS
3.	Viridiana Meza	Cafeteria Worker II Sub	District
4.	Fernanda Loya	ASES Team Leader	District
5.	Juan Villareal	ASES Team Leader	District
6.	Fortunato Bojorquez	ASES Team Leader	District
7.	Eduardo Quintero	ASES Team Leader	District
8.	Irene Trujillo	ASES Team Leader	District
9.	Ceci Mendes	ASES Team Leader	District
10.	Avery Lawson	ASES Team Leader	District
11.	Cristina Corela	ASES Team Leader	District
12.	Dennise Quintero	ASES Team Leader	District
13.	Elisa Campos	ASES Team Leader	District
14.	Arturo Bojorquez	ASES Program Leader	District
15.	Gabriela Medina	ASES Team Leader	District
16.	Mary Lou Gomez	ASES Team Leader	District

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: EXTRA DUTY ASSIGNMENTS
DATE: SEPTEMBER 21, 2020

The Board is requested to accept the following Extra Duty Assignments:

A)

- | | | |
|---------------------|--|------|
| 1. Joy Holt | Distribution of technology equipment for distance learning | Pine |
| 2. Krystle Vanharen | Distribution of technology equipment for distance learning | Pine |

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

GENERAL BUSINESS

Memorandum of Understanding

Between the Imperial County Consortium Teacher Induction Program and The Holtville Unified School District Regarding The Provision of Teacher Induction Services for the 2020-21 School Year

This Memorandum of Understanding establishes an Agreement between the Imperial County Office of Education (ICOE) and the **Holtville Unified School District** (District) for the ICOE to provide California Commission on Teacher Credentialing Accredited CA Teacher Induction services during the 2020-21 school year. The ICOE's Curriculum and Instructional Services Department will be the point of contact for ICOE obligations under this MOU.

The terms of this Agreement are as follows:

ICOE's Obligations:

- A. Provide for the selection and services of a Teacher Induction Director.
- B. Provide for the selection and services of a Teacher Induction clerical assistant.
- C. Coordinate with the Human Resources directors of the consortium districts and the Teacher Induction Advisory Team (Curriculum and Instructional Leaders Network).
- D. Assist districts, as needed, with identification and placement of all qualified Candidates into the program including identifying Candidates eligible to apply for the Early Completion Option.
- E. Aid with the Mentor matching process, including monitoring application and selection processes, eligibility, collecting and storing required documentation, etc., as needed and requested by the districts.
- F. Aid in recruiting and training qualified Mentors and a District Lead, and developing professional agreements under which Mentors and District Leads deliver Teacher Induction services as needed and requested by the districts.
- G. Provide formative assessment training and other Skill Builder training for Mentors (recorded, virtually, or in person as appropriate).
- H. Provide all required training materials for all Mentors and Candidates in the Teacher Induction program as well as materials utilized in the professional development of Candidates and Mentors (virtually or in person as appropriate).
- I. Provide professional development to Candidates to meet the demands of the Induction program standards, including training District Leads to prepare and deliver training to Candidates and Mentors during their monthly meetings (virtually or in person as appropriate).
- J. Provide Site Administrator training as needed or requested (virtually or in person as appropriate).
- K. Provide districts with information regarding Candidate and Mentor attendance at meetings, program component completion, and other accountability data as needed or requested.
- L. Coordinate required program evaluation for accreditation and program improvement purposes.
- M. Maintain a database of participants for informational tracking purposes, coordination of services, program evaluations, and to provide necessary transcripts to candidates when needed.

*Memorandum of Understanding
Between the Imperial County Consortium Teacher Induction Program and
The Holtville Unified School District for the 2020-21 School Year*

- N. Prepare and submit all required program budgets, reports, and fees to ICOE and the Commission on Teacher Credentialing as required.
- O. Maintain communication with the District and the District Lead as to the expectations of the support.

District's Obligations:

A. Compensation:

The District shall compensate ICOE in the amount of **\$5,000 dollars** per Candidate enrolled in the Imperial County Consortium Teacher Induction Program as of November 1 of the current school year. New hires after this date should receive just in time support from district personnel/staff and wait until the following school year to enroll with ICOE (actual enrollment deadline may be prior to November 1.) **Late hires may request an appointment to meet with the program director regarding other program options. There will be no reduction in cost if a Candidate separates from the district, is pulled from the program for any reason, or fails to complete the program after the November 1 date.** ICOE will invoice districts on or around December 15 of the current school year.

- a. A credit will be provided to districts with District Lead costs based on this scale: \$3,000 for 1-10 Candidates and an additional \$160 for each Candidate above 10. For example, if your district has 14 Candidates, the stipend is \$3640.
- b. Within 30 days of receiving the ICOE's invoice, the District shall pay the invoiced amount to ICOE.

B. Identify and enroll all district teachers eligible for induction as soon as they are eligible if within the enrollment window. Eligible teachers hold a valid California preliminary credential and are working in an assignment the preliminary credential authorizes. Additionally, the CTC has granted flexibility to enroll candidates in the final phase of their Preliminary Prep program into induction for the 2020-21 school year if their completion would have occurred in Spring 2020 but was stalled due to COVID-19. If there are questions about eligibility, please contact the Program Director for assistance.

C. Implement a Teacher Induction Mentor application and selection process. Mentors must hold a CA clear credential and have a minimum of three years of teaching experience.

D. In coordination with the program director, appropriately match Mentors with Teacher Induction Candidates within the district within 30 days of Teacher Induction enrollment. Every effort should be made to match a Mentor that teaches at the same site, teaches similar content and/or grade level, and holds a matching credential. If this is not possible with district employees, please contact the program director for assistance.

E. Pay supplemental payment (stipends) and benefits for Mentors working with enrolled Teacher Induction Candidates within the district for providing not less than an average of one hour per week of individualized mentoring support (face to face virtually or in person).

F. Provide and monitor release time for required formative assessment and on-going Mentor training, as needed, and for Mentors to attend appropriate professional development with their Candidate (whether virtual or in person).

G. Provide and monitor release time for Candidates to attend appropriate professional development to meet Teacher Induction requirements.

- a. Teacher Induction pays registration fees for ICOE Teacher Induction trainings for Candidates and Mentors, however, if Candidates and/or Mentors do not**

*Memorandum of Understanding
Between the Imperial County Consortium Teacher Induction Program and
The Holtville Unified School District for the 2020-21 School Year*

- attend and neglect to cancel a minimum of two weeks prior to the date of the event, Teacher Induction will not pay the registration and the district will be invoiced. This is per ICOE's Curriculum Department professional development cancellation policy.**
- b.* ICOE may take photographs or recordings of participants at events/training including screenshots and recordings of virtual training. These photographs and/or recordings shall be used to document the event/training, promote events in written materials, and be posted on the ICOE website and social media accounts.
 - H.* Provide release time for Mentor direct observations of Teacher Induction Candidate classrooms as required by the Teacher Induction program and provide release time for Teacher Induction Candidates to observe veterans in classroom practice as needed and required by the Teacher Induction program. This includes virtual classroom observation when appropriate.
 - I.* Provide facilities for meetings and training sessions for the Teacher Induction program as needed, and/or virtual meeting platform accounts when appropriate.
 - J.* Allow interested and eligible Candidates to apply for the Early Completion Option.
 - a.* Induction is traditionally a two-year program.
 - b.* The Early Completion Option is a one year alternative for experienced and exemplary teachers. A minimum of two years prior teaching experience and a satisfactory (meeting standard) or above rating on all elements of a Candidate's last two formal teaching evaluations are required. Also needed is site administrator approval based on current year observation evidence of exemplary practice documented on an Induction program provided form indicating applicable California Standards for the Teaching Profession components.
 - K.* Provide and monitor site and district administrator Teacher Induction Overview and formative assessment training in coordination with the Teacher Induction Director within the district as needed.
 - L.* Ensure Individual Learning Plan (ILP) goals are developed collaboratively between site administration, Candidate, and Mentor within 60 days of enrollment in the program.
 - M.* Design and implement the ILP solely for the professional growth and development of the Candidate and not for evaluation for employment purposes.
 - N.* Assign a clear credentialed employee to serve as Teacher Induction District Lead. The Teacher Induction District Lead is required to:
 - a.* Attend ICOE District Lead scheduled virtual meetings.
 - b.* Prepare for, advertise and deliver district orientation to district Teacher Induction Candidates, Mentors and administration using a tailored ICOE generated materials.
 - c.* Collaborate with site administrators and/or the district Human Resources department regarding Candidate enrollment and Mentor matches, survey data, and other information.
 - d.* Prepare for, advertise and deliver approved professional development for district Teacher Induction Candidates and Mentors.
 - e.* Prepare for and host approved support meetings with district Teacher Induction Candidates and Mentors.
 - f.* Oversee district Teacher Induction Candidate and Mentor progress and communicate progress with site administration and program leadership.

*Memorandum of Understanding
Between the Imperial County Consortium Teacher Induction Program and
The Holtville Unified School District for the 2020-21 School Year*

- g. Notify and monitor the completion of induction program surveys with site leaders, Candidates and Mentors.
 - h. Consult with the Teacher Induction Program Director in matters pertaining to the high-quality implementation of the program.
 - i. Maintain a detailed log of hours, dates, and activities performed.
- O. Maintain communication with the Imperial County Consortium Teacher Induction Director as to progress of support.

1. Additional Services.

- a. In the event the District requires services from ICOE in addition to those set forth in this Agreement, ICOE shall be given additional compensation for those additional services. If either party believes that additional services from ICOE are necessary or desirable, that party shall submit a written description of the additional services to the other party, along with the reasons the additional services are required or reasonable, and the specific cost of the additional services. Such services shall be performed by ICOE only after both parties agree in writing to proceed with the additional services.
- b. Additional Services may include, but are not limited to, substitute Mentor services, and additional Mentor services to meet Education Specialist credential authorization match requirements.

2. Effective Date and Term of Agreement. This Agreement shall commence on the later of the date the Agreement is signed by all parties or July 1, 2020 and shall remain in full force and effect until June 30, 2021.

3. Termination:

- a. In the event that the District fails to perform on a material term of this Agreement, ICOE has the right to terminate the Agreement upon seven days written notice and all other rights and remedies available to it at law and equity.
- b. In the event that ICOE fails to perform on a material term of this Agreement, then the District shall have the right to terminate the Agreement upon thirty days written notice.

4. Indemnification:

- a. The District agrees to indemnify, defend, and hold harmless ICOE, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on ICOE arising out of the District's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of ICOE, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless ICOE under this Agreement, the District shall reimburse ICOE for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. The District shall seek ICOE approval of any settlement that could adversely affect the ICOE, its officers, agents or employees.
- b. ICOE agrees to indemnify, defend, and hold harmless the District, its officers, agents and employees against any claim, liability, loss, injury or damage imposed on the District arising out of ICOE's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of District, its officers, agents and employees. If obligated to indemnify, defend, or hold harmless the District under this

*Memorandum of Understanding
Between the Imperial County Consortium Teacher Induction Program and
The Holtville Unified School District for the 2020-21 School Year*

Agreement, ICOE shall reimburse the District for all costs, attorney's fees, expenses and liabilities associated with any resulting legal action. ICOE shall seek the District's approval of any settlement that could adversely affect the District, its officers, agents or employees.

The Parties' representatives shall be:

ICOE:

Robin Bates, Director
Imperial County Consortium
Teacher Induction Program

1398 Sperber Road
El Centro, CA 92243
Phone: (760) 312-6614
Email: rbates@icoe.org

Holtville Unified School District:

Celso Ruiz,
Superintendent
621 East Sixth Street
Holtville, CA 92250

Phone: (760) 356-2974
Email: celso@husd.net

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date hereof.

For the Imperial County Office of Education

For Holtville Unified School District

By: Amanda Brooke

By: _____

Amanda Brooke
Deputy Superintendent

Celso Ruiz, Superintendent
Holtville Unified School District

Date: 6/5/2020

Date: _____

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

ACTION/DISCUSSION

SIDE LETTER OF AGEEMENT BETWEEN THE HOLTVILLE UNIFIED SCHOOL DISTRICT AND THE HOLTVILLE TEACHERS ASSOCIATION

The Holtville Unified School District (District) and the Holtville Teachers Association (HTA) enter into this Side Letter of Agreement (Agreement) regarding temporary tech support assignments. The parties agree to the terms and conditions set forth below.

1. Effective upon final ratification of this Agreement by the Governing Board, full-time members of the bargaining unit may be voluntarily assigned by the District to provide tech support for teachers related to distance learning at any District school site. The time spent providing tech support will be in addition to the unit member's regular instructional duties. The length of tech support assignments shall be for a period of one semester or one school year when the District is providing distance learning to students.
2. When the District determines there is a need for a full-time member of the bargaining unit to provide tech support for either a semester or a school year, the District will ask for a volunteer who has the skills to provide the tech support. Unit members will not be involuntarily assigned to provide tech support pursuant to the terms of this Agreement. If voluntarily assigned, the unit member will provide the tech support during their regularly assigned work day.
3. The tech support duties include, but are not limited to:
 - Help teachers/classified employees with hardware and software
 - Help teachers on an as needed basis
 - Professional Development to staff on regular basis during faculty meetings
 - Professional Development to classified employees
 - Develop lessons using electronic tools
 - Research necessary tools for implementation of technology
 - Electronic presentations
 - Research and Present Digital learning for teachers and students
 - Promote digital literacy
 - Work with site administration to develop actions plans/goals for distance learning
 - Assist with troubleshooting for distance learning
 - Show accommodations for digital tools that can be used by teachers/students online
 - Must exhibit working knowledge/mastery of Google Suite for Education/Zoom/Site approved software.
4. Should the District decide to assign one or more full-time unit members to provide tech support for a semester or a school year, the District shall compensate each assigned unit member by payment of a one-time stipend of Pine School - \$1,250.00, Finley School - \$2,500.00, Middle School - \$2,500.00, High School/Sam Webb, \$2,500.00 per semester. Such stipend shall be paid at the end of the applicable semester. The site administrator has final approval if more than one teacher agrees to share the stipend.
5. The Superintendent may terminate the voluntary additional assignment under this Agreement at any time for any reason and/or convenience after a reasonable opportunity for the teacher to meet with the Superintendent regarding the proposed termination of the assignment. In the event of such termination, the unit member shall be paid in an amount prorated for the actual period of time served in the assignment and shall be returned to the regular full-time teaching assignment.

6. Except as specifically provided in this Agreement, nothing in this Agreement shall alter other terms and conditions of employment included in the negotiated agreement between the parties.

7. The parties agree that the contents of this Agreement represent the sole agreement of the parties as to all issues related to its contents, that neither has relied upon any representations by the other which are not set forth in this Agreement, and that this Agreement shall remain in effect unless mutually agreed otherwise in negotiations between the parties.

8. The District and HTA agree that this Agreement shall not be admitted into evidence or used by either party against the other as evidence of any violation of the collective bargaining agreement between the parties, any practice of the parties with respect to the payment of unit member compensation, unfair practice charge, or any violation of law in any administrative or judicial tribunal of any kind or nature, except to prove a violation of this Agreement.

Celso Ruiz, Superintendent
For the District

Dated: _____

Lee Quarcelino, HTA President
For the HTA

Dated: _____

be in lieu of the unit member's regular instructional duties that would normally take place during the specified time period **or** shall be in addition to the unit member's regular instructional duties