



## HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Regular Board Meeting

April 11, 2022

### Board of Trustees

Matt Hester, President  
Robin Cartee, Clerk  
Kevin Grizzle, Member  
Jared Garewal, Member  
Ben Abatti Jr., Member

### Superintendent

Celso Ruiz

### Assistant Superintendent

John Paul Wells



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

*Monday, April 11, 2022*

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

*Holtville Unified School District, Board Room, 621 E 6<sup>th</sup> Street Ave., 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*

*Matt Hester, President  
Robin Cartee, Clerk  
Kevin Grizzle, Member  
Jared Garewal, Member  
Ben Abatti Jr., Member  
Arianna Venegas, Student Rep.*

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**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) Negotiations with Holtville Teachers Association – Pursuant to Government Code Section 3549.1  
B) Student Discipline Pursuant to California Education Code Section 48900 #2519802742, #1641819846*

**5. REPORTABLE CLOSED SESSION ACTIONS:**

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – April 11, 2022  
AGENDA PAGE 2**

**6. RECOGNITIONS**

*Pine – Mrs. Harrison  
HMS – Mr. Velazquez  
Freedom Academy – Mr. Drye*

**7. 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.*

**8. COMMUNICATIONS FROM THE SCHOOL DISTRICT**

*Holtville Teachers Association  
California School Employees Association  
Governing Board  
Assistant Superintendent  
Superintendent*

**9. 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: March 14, 2022 Pgs. 2-4  
(Supplemental Information)*

**B. FINANCE AND BUSINESS**

- 1) Warrant Orders week beginning 3/17/22 to week ending 4/7/22 Pgs. 6-15  
(Supplemental Information)*

**C. PERSONNEL SERVICES**

- 1) Certificated Maternity Leave Pg. 17  
2) Coaching Employment Pg. 18  
3) Certificated Employment Pg. 19*

**D. GENERAL BUSINESS**

*The Board is asked to approve the following items:*

- 1) CAEP Imperial County Adult Education Consortium Members Pg. 21  
2) Donation of \$200 from the Green & Gold Committee to HHS ASB account Pg. 22  
3) Disposal of obsolete items from HMS Pg. 23  
4) Quarterly Report on Williams Uniform Complaints April 2022 Pg. 24  
5) HUSD Engagement Letter 2021-22 Audit Wilkinson Hadley King & Co. LLP Pgs. 25-34  
6) Temporary Athletic Team Coach Certification Pg. 35*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_\_ Nays: \_\_\_\_ Vote: \_\_\_\_-\_\_\_\_*

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – April 11, 2022  
AGENDA PAGE 3**

**10. ACTION/DISCUSSION ITEMS**

*The Board is asked to approve the following items:*

- A) Approve the bid and proposal from Encore Image Inc. for the complete installation of the new marquee signs at various school sites in the Holtville Unified School District and the disposing of existing marquee signs as described.*

*(Mr. Wells) Pgs. 37-40*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_\_ - \_\_\_\_*

- B) Approve the Declaration of Need for Fully Qualified Educators* *(Mr. Ruiz) Pgs. 41-44*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_\_ - \_\_\_\_*

- C) Approve Board Resolution 2021/22-010 for Day of The Teacher May 11, 2022*

*(Mr. Ruiz) Pg. 45*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Roll Call Vote: Hester: \_\_\_\_\_ Cartee: \_\_\_\_\_ Grizzle: \_\_\_\_\_ Garewal: \_\_\_\_\_ Abatti: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_\_ - \_\_\_\_*

- D) Approve Board Resolution 2021/22-011 for Classified School Employees Week May 16 - 20*

*(Mr. Ruiz) Pg. 46*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Roll Call Vote: Hester: \_\_\_\_\_ Cartee: \_\_\_\_\_ Grizzle: \_\_\_\_\_ Garewal: \_\_\_\_\_ Abatti: \_\_\_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_\_ - \_\_\_\_*

**11. FUTURE BOARD MEETING DATE**

*Monday, May 5, 2022 is the next Special Board Meeting*

*Monday, May 16, 2022 is the next Regular Board Meeting*

**12. CLOSED SESSION**

*A) Negotiations with Holtville Teachers Association – Pursuant to Government Code Section 3549.1*

*B) Student Discipline Pursuant to California Education Code Section 48900 #2519802742, #1641819846*

**13. 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  
Special Board Meeting  
Minutes – March 14, 2022**

**{Page 1 of 3}**

The Board of Trustees of the Holtville Unified School District met in a Special Session on March 14, 2022, at the Holtville Unified School District Board Room 621 E 6<sup>th</sup> Street, Holtville, California. The meeting was called to order at 5:00 p.m. by the Presiding Chairman.

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

**MEMBERS ABSENT:** Jared Garewal had to leave after closed session.

**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 section 54957: Public Employee Discipline/Dismissal/Release  
Negotiations with Holtville Teachers Association – Pursuant to Government Code Section 3549.1

**REPORT OF CLOSED SESSION In:** 5:05 p.m. **Out:** 6:03 p.m.

The Governing Board in closed session by unanimous vote took action to send non-reelection notice to the following certificated employees:

1. 5485123540
2. 4089989133
3. 8442033091
4. 7552709292

**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

**RECOGNITIONS**

HHS Athletics – Mr. Johnston introduced and recognized the HHS wrestling team and assistant coach Preston Claverie. Many of the athletes participated at the CIF championships and placed. Payton Iten, Seth Iten, Alexis Roldan, Daniel Ledezma, Fernando Rivera, Alan Marquez, Jaiden Robles, Joshua Enriquez, Maddox Toten, Elliot Ortiz, Ben Betancourt, Axel Banda, Dion Johnston, and Donovan Johnston.

Pine Student Recognitions – Mrs. Harrison presented awards to 2 students for “Respectfulness” Cole Spangler – 1<sup>st</sup> grade and Nehemiah Gutierrez – 8<sup>th</sup> grade.

**COMMUNICATION FROM THE SCHOOL DISTRICT**

Student Rep. Arianna Venegas – The HHS FFA did very well at the Mid-Winter Fair. HHS placed 2<sup>nd</sup> in the High School Madness competition. The 2022 Junior Prom will be April 9<sup>th</sup>.

HTA – President Lee Quarcelino stated that the HTA welcomes choice of masks for teachers and students.

Abatti – congratulated the students and wrestlers that were recognized.

Garewal – there are great leaders in FFA. This was the first year his son participated in FFA, and it was a wonderful experience.

Grizzle – congratulated the FFA at the fair as well as the wrestlers for a successful season.

Cartee – the leadership for FFA is great and awesome. Congratulated the HHS wrestlers.

Hester – echoed all comments.

Wells – recently presented to the Holtville Women’s club on Measure G and the construction of the HMS gym.

Greg Cox – gave an update on the HMS gym construction. The completion date looks to be on April 20<sup>th</sup>. The soccer field lighting will begin the following week. They began sanding the floors and the bleachers will be put in next week.

Mr. Ruiz – congratulated the students and wrestlers that were recognized. Informed the Board that the construction would begin next Monday on the parking lot and driveway at Pine. There will be an alternate, temporary drop-off and pick-up route.

**INFORMATION ITEMS**

Mrs. Strahm gave a presentation on the importance of social, emotional and mental health in our youth. Sadly, she lost her son to suicide. She is the advisor for the Yellow Ribbon group at HHS. They meet weekly to share and discuss the importance of mental health. She handed out “lifeline” cards to give to people in need, and who are struggling or having thoughts of suicide. Her presentation was heartfelt and very informative.

**CONSENT AGENDA**

**GENERAL FUNCTIONS**

Moved by Trustee Abatti, Seconded by Trustee Grizzle to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: February 22, 2022.

FINANCE AND BUSINESS – Warrant orders week beginning 2/16/22 to week ending 3/10/22.

PERSONNEL SERVICES – Classified Maternity leave of Esperanza Salazar, Paraprofessional. Classified Employment of Karolina Lopez, Temp Secretary (HHS); Carmen Montoya, Temp Attendance Clerk (HHS); Leonardo Cruz, Maintenance Worker (District); HHS Coaches for Spring Sports Melissa Snyder, Head Softball Coach; Aimee Walker, Assistant Softball Coach; Emily Zarate, Assistant Softball Coach; Katelyn Smith, Assistant Wrestling Coach; Richard Sanchez, Volunteer Assistant Softball Coach; Lexi Smith, Volunteer Assistant Softball Coach; Kerriann Johnston, Volunteer Assistant Softball Coach; Benny Carter, Head Baseball Coach; Jon Ayon, Assistant Baseball Coach; Romeo Rodriguez, Assistant Baseball Coach; Gerardo Lara, Head Track & Field Coach; Chad Van Acker, Assistant Track & Field Coach; Gerardo Lara Jr., Volunteer Assistant Track & Field Coach; Christina Croak, Head Swim Coach; Richard

**Holtville Unified School District  
Special Board Meeting  
Minutes – March 14, 2022**

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**CONSENT AGENDA continued**

McClure, Volunteer Assistant Swim Coach; George McClure, Head Boys Tennis Coach; John Reschert, Head Boys Golf Coach. GENERAL BUSINESS – A-G Completion Improvement Grant. Disposal of old and damaged items at Sam Webb. Grant notification for After School Education and Safety Program. Mid-year entrance to Transitional Kindergarten. Revised HMS Fundraisers for 2021/22 SY. California School Boards Agreement Gamut Service Agreement. MESA Participation Agreement. Architectural Fee Proposal for HMS Close-out for Gym. 2022-23 HUSD School Calendar. HHS 2022 Spring Sports Schedules. All approved by unanimous votes, Ayes: 4, Nays: 0. Vote: 4-0.

**ACTION/DISCUSSION ITEMS**

Moved by Trustee Grizzle, Seconded by Trustee Cartee to approve the participation in the Renewable School Bus Project for a renewable fuel school bus, Grant #0186, 79-64, bus #98-1, 1998 IHVBBAAN5WH526826. Passed by unanimous votes Ayes: 4, Nays: 0. Mr. Arevalo presented power point slides on the HHS Academic Lettering proposal. The HHS leadership team and school site council discussed it, and said they are open to the idea as long as criteria is made. There are already recognitions in place such as CSF induction and a Senior banquet that recognizes the top 20 students. Moved by Trustee Abatti, Seconded by Trustee Grizzle to the 2021-22 Second Interim Report. Mr. Wells gave an update on the enrollment and ADA that could possibly have a negative impact for the upcoming years. The 2021-22 enrollment is down 1595 from 1612 in 2020-21sy. This could result in a loss of \$587,000. There was a beginning balance of \$7.4 million in unrestricted and \$2.6 million in restricted funds. The ending balance is \$7.3 million in unrestricted. In conclusion the District must continue to monitor ADA and improve next year, or brace for deficits and cuts. The next report will be the 2021-22 Estimated Actuals/2022-23 July 1<sup>st</sup> Budget. Passed by unanimous votes Ayes: 4, Nays: 0.

**FUTURE BOARD MEETING DATE**

Regular Board Meeting: Monday, April 11, 2022

**ADJOURNMENT**

The meeting adjourned at 7:31 p.m.

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**Robin Cartee, Clerk  
Holtville Unified School District  
Board of Trustees**



**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
School Board Meeting Agenda

***WARRANTS***

Register 000183 - 03/17/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000183, Dated 03/17/2022					
22169771	450.31	Printed	010		AIRGAS (000018/3)
22169772	192.87	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
22169773	219.65	Printed	010		AUTO ZONE (000049/1)
22169774	579.64	Printed	010		AVILA, DAVID (000510/1)
22169775	40.00	Printed	010		Baja Desert Tire Co (000052/2)
22169776	1,108.00	Printed	010		BorderLan, Inv (000737/1)
22169777	3,741.83	Printed	010		C R and R INCORPORATED (000070/1)
22169778	2,330.02	Printed	010		CALIBER SCREENING (000075/1)
22169779	560.00	Printed	010		CALIFORNIA AG TEACHERS ASSOC (000076/1)
22169780	1,120.00	Printed	010		CALIFORNIA AG TEACHERS ASSOC (000076/1)
22169781	5,550.00	Printed	010		CALIFORNIA ASSOCIATION FFA (000077/1)
22169782	283.74	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
22169783	117.67	Printed	010		CARDMEMBER SERVICES (000322/2)
22169784	723.90	Printed	130		CDE CASHIERS OFFICE (000095/1)
22169785	663.59	Printed	010		CHEER OUTFITTERS (001017/1)
22169786	3,491.90	Printed	010		CITY OF HOLTVILLE (000102/1)
22169787	113.49	Printed	010		COSTCO (000110/1)
22169788	142.94	Printed	010		COUNTY MOTOR PARTS (000111/3)
22169789	71.68	Printed	010		D LUPITAS RESTAURANT (000119/1)
22169790	4.29	Printed	130		DEL SOL MARKET (000125/1)
22169791	196.00	Printed	010		Department of Justice Accounting Office (000130/1)
22169792	1,288.18	Printed	130		DOMINOS PIZZA (000142/1)
22169793	436.10	Printed	130		FBC OF HENDERSON LLC (000154/1)
22169794	118.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
22169795	748.92	Printed	010		GEORGES PIZZA (000177/1)
22169796	349.02	Printed	010		HARRISON, PATRICA (000523/1)
22169797	2,186.08	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
22169798	365.40	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
22169799	28,801.25	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22169800	74.46	Printed	010		INTERSTATE BATTERY SYSTEMS OF (000236/1)
22169801	161.08	Printed	010		JIM REITERS LOCKSMITH AND SAFE (000246/1)
22169802	1,140.73	Printed	010		JOHNSTON, CARL J (000533/1)
22169803	702.00	Printed	010		JR ACHIEVEMENT OF S.D. COUNTY (001019/1)
22169804	1,366.75	Printed	010		LOPEZ, MARIA G. (000539/1)
22169805	25.00	Printed	010		LORI'S SANITATION, LLC (000710/1)

Register 000183 - 03/17/2022

Bank Account COUNTY - County

Number Amount Status Fund Cancel Register (Date) Payee

Bank Account COUNTY - County, Register 000183, Dated 03/17/2022 (continued)

22169806	156.53	Printed	130		LUZ CHABOLLA (000495/1)
22169807	2,362.36	Printed	010		MEDIC FIRST (000700/2)
22169808	514.99	Printed	010		MIGUEL MATA (000496/1)
22169809	185.95	Printed	010		Music & Arts (000489/2)
22169810	30.82	Printed	010		ORANGE COUNTY DEPARTMENT OF ED (000294/2)
22169811	9,500.00	Printed	010		PRECISION ENGINEERING (000741/1)
22169812	329.17	Printed	010		QUILL CORP (000318/1)
22169813	486.98	Printed	010		QUILL CORP (000318/1)
22169814	44.17	Printed	010		QUILL CORP (000318/1)
22169815	20.45	Printed	010		QUILL CORP (000318/1)
22169816	109.29	Printed	010		QUILL CORP (000318/1)
22169817	344.88	Printed	010		QUILL CORP (000318/1)
22169818	457.97	Printed	010		QUILL CORP (000318/1)
22169819	568.89	Printed	010		QUILL CORP (000318/1)
22169820	2,852.43	Printed	010		R S D (000320/1)
22169821	1,700.79	Printed	010		RingCentral Inc (000930/2)
22169822	76.77	Printed	010		ROMANS WATER (000331/1)
22169823	322.86	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
22169824	7,719.95	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22169825	1,679.82	Printed	010		SIMPLIFASTER INC (001012/1)
22169826	684.96	Printed	130		SMART and FINAL- Credit Dept. (000362/2)
22169827	9,331.48	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
22169828	320.00	Printed	010		Torn A Brady and Sons Inc (000394/1)
22169829	1,072.33	Printed	010		USAWARDS (000412/1)
100,838.33				59	Totals for Register 000183

Org Summary

Holtville Unified School District

Check #

22169771 through

22169829 Total Count:

59

\$100,838.33

Selection

Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/17/2022, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE

ONLINE

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Register 000184 - 03/24/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000184, Dated 03/24/2022					
22170536	2,230.03	Printed	010		A T & T (000008/1)
22170537	822.32	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
22170538	1,734.80	Printed	010		ARTIANO SHINOFF ABED BLUMENFEL (000041/2)
22170539	1,398.43	Printed	010		AVILA, DAVID (000510/1)
22170540	188.00	Printed	010		CALIFORNIA INTERSCHOLASTIC FED (000080/4)
22170541	47.13	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
22170542	127.47	Printed	010		COUNTY MOTOR PARTS (000111/3)
22170543	435.24	Printed	010		D LUPITAS RESTAURANT (000119/1)
22170544	59.46	Printed	130		DEL SOL MARKET (000125/1)
22170545	199.14	Printed	010		DEPAOLI, ANTHONY (000519/1)
22170546	1,320.65	Printed	130		DOMINOS PIZZA (000142/1)
22170547	4,442.29	Printed	010		ENTERPRISE FM TRUST (000767/1)
22170548	281.20	Printed	130		FBC OF HENDERSON LLC (000154/1)
22170549	467.45	Printed	010		FIDELITY SECURITY LIFE INSURANCE CO (000276/1)
22170550	336.01	Printed	010		GAS COMPANY (000172/1)
22170551	72.90	Printed	010		GEORGES PIZZA (000177/1)
22170552	5,285.31	Printed	010		GIGA KOM (000179/2)
22170553	31.61	Printed	010		GONZALEZ, ROGELIO (000639/1)
22170554	64.86	Printed	010		HARBOR FREIGHT (000190/1)
22170555	1,775.00	Printed	010		HIGHLINE CHARTER INC (000637/1)
22170556	1,361.55	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
22170557	1,837.52	Printed	010		HOLTVILLE TRIBUNE (000200/2)
22170558	475.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
22170559	12,995.00	Printed	010		ICOE (000210/1)
22170560	300.00	Printed	010		IMPERIAL COUNTY BEHAVIORAL (000216/1)
22170561	4,049.42	Printed	010		IMPERIAL DIESEL REPAIR LLC (001014/1)
22170562	2,206.76	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
22170563	1,12.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
22170564	1,210.00	Printed	010		Jesus Martinez (000955/1)
22170565	364.11	Printed	110		LEDEZMA, FERNANDA (000611/1)
22170566	163.07	Printed	010		Martinez, Rabeca (000814/1)
22170567	185.56	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/2)
22170568	154.30	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/2)
22170569	18.14	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/2)
22170570	215.44	Printed	010		QUARCELINO, LEE (000558/2)

Selection

Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/24/2022, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE

ONLINE

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Register 000184 - 03/24/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000184, Dated 03/24/2022 (continued)

22170571	9.15	Printed	010		QUILL CORP (000318/1)
22170572	375.65	Printed	010		R S D (000320/1)
22170573	97.00	Printed	010		ROMANS WATER (000331/1)
22170574	25,075.16	Printed	010		SAN DIEGO CO OFFICE OF EDUCATION (000334/1)
22170575	8,000.86	Printed	010		SCHOOL OUTFITTERS (000347/2)
22170576	307.50	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
22170577	3,088.21	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22170578	250.00	Printed	010		SIEGEL, MARY (000520/1)
22170579	125.65	Printed	010		Sprint Communication Company (000816/2)
22170580	3,878.18	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
22170581	580.00	Printed	010		U S POSTMASTER (000621/1)
22170582	13.53	Printed	010		UPS (000409/1)
22170583	559.09	Printed	010		Verizon Wireless Services LLC (000422/1)
22170584	6,920.00	Printed	010		WILKINSON HADLEY KING and CO L (000436/1)
22170585	110.07	Printed	010		ZOOM VIDEO COMMUNICATIONS, INC (000912/3)

96,357.22      Number of Items      50      Totals for Register 000184

County Check Register

ReqPay94a

Org Summary

Holtville Unified School District

Check #

22170536 through

22170585 Total Count

50

\$96,357.22

Selection

Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/24/2022, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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# County Check Register

ReqPay94a

Bank Account COUNTY - County

Register 000185 - 03/31/2022

Number Amount Status Fund Cancel Register (Date) Payee

Bank Account COUNTY - County, Register 000185, Dated 03/31/2022

22171668	4,704.80	Printed	010		AFAC FLEX PLAN (000449/1)
22171669	411.96	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
22171670	11,559.41	Printed	010		ANTHONY AREVALO (000494/1)
22171671	15.04	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
22171672	852.14	Printed	010		COSTCO (000110/1)
22171673	53.34	Printed	010		D LUPITAS RESTAURANT (000119/1)
22171674	47.76	Printed	130		DEL SOL MARKET (000125/1)
22171675	1,299.00	Printed	130		DOMINOS PIZZA (000142/1)
22171676	159.60	Printed	130		FBC OF HENDERSON LLC (000154/1)
22171677	1,157.70	Printed	010		FLORDIA VIRTUAL SCHOOL (000904/1)
22171678	15.53	Printed	010		GAS COMPANY (000172/1)
22171679	14.58	Printed	010		GEORGES PIZZA (000177/1)
22171680	1,607.14	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
22171681	105.63	Printed	010		INTERSTATE BATTERY SYSTEMS OF (000236/1)
22171682	1,218.01	Printed	010		MAULDIN, DANIELLE M. (001016/1)
22171683	12.91	Printed	010		Music & Arts (000489/2)
22171684	137.91	Printed	010		QUILL CORP (000318/1)
22171685	299.43	Printed	010		QUILL CORP (000318/1)
22171686	839.86	Printed	130		QUILL CORP (000318/1)
22171687	229.00	Printed	010		R S D (000320/1)
22171688	233.42	Printed	010		RAMOS, PATRICIA (000578/1)
22171689	70.00	Printed	010		SALAZAR, MARTHA (000750/1)
22171690	5,557.19	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22171691	65.00	Printed	010		SINGH HECTOR (000360/1)
22171692	4,598.79	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
22171693	196.13	Printed	010		TUMBAGA, NICOLE (000587/1)
22171694	195.95	Printed	010		Velazquez, Gerardo (000795/1)

27 Totals for Register 000185

35,657.23 Number of Items

Selection Grouped by: Sort/Group =, Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/31/2022, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Org Summary

Holtville Unified School District

Check #

22171668 through

22171694 Total Count

27

\$35,657.23

Register 000186 - 04/07/2022

Number Amount Status Fund Cancel Register (Date) Payee

Bank Account COUNTY - County, Register 000186, Dated 04/07/2022

22172594	154.62	Printed	010		A T & T (000008/1)
22172595	585.51	Printed	010		AUTO ZONE (000049/1)
22172596	31.01	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
22172597	5,482.79	Printed	010		CHEER-OUTFITTERS (001017/2)
22172598	195.71	Printed	010		D LUPITAS RESTAURANT (000119/1)
22172599	49.11	Printed	130		DEL SOL MARKET (000125/1)
22172600	1,299.00	Printed	130		DOMINOS PIZZA (000142/1)
22172601	118.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
22172602	1,163.75	Printed	010		GEORGES PIZZA (000177/1)
22172603	2,500.00	Printed	010		GIGA KOM (000179/2)
22172604	928.40	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
22172605	255.44	Printed	010		INTERSTATE BATTERY SYSTEMS OF (000236/1)
22172606	408.02	Printed	010		JIM REITERS LOCKSMITH AND SAFE (000246/1)
22172607	44.61	Printed	010		R S D (000320/1)
22172608	1,388.04	Printed	010		RESCHERT, JOHN (000715/1)
22172609	148.00	Printed	010		ROMANS WATER (000331/1)
22172610	1,075.00	Printed	110		SCANTRON CORPORATION (000850/1)
22172611	44.67	Printed	010		SCHOOL PATHWAYS LLC (000348/1)
22172612	328.00	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
22172613	2,880.47	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22172614	578.70	Printed	010		SNYDER, MELLISA (000589/1)
22172615	300.00	Printed	010		SOUTHWEST ASB (000613/2)
22172616	5,589.85	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
22172617	320.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
22172618	1,052.25	Printed	130		VALLEY PRODUCE (000783/2)
22172619	1,628.25	Printed	010		Verizon Wireless Services LLC (000422/1)

28,549.20 Number of Items 26 Totals for Register 000186

County Check Register

ReqPay94a

Org Summary			
Holtville Unified School District			
Check #	22172594 through	22172619 Total Count	26
			\$28,549.20

Selection	Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 04/07/2022, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)	ESCAPE	ONLINE
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030 - Holtville Unified School District

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
School Board Meeting Agenda

***PERSONNEL***

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CERTIFICATED MATERNITY LEAVE  
**DATE:** APRIL 11, 2022

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The Board is requested to accept the following Certificated Maternity Leave:

1) Monica Hernandez	Teacher	3/24/22 – 5/26/22
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## MEMORANDUM

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** COACHES FOR 2021-22 SCHOOL YEAR  
**DATE:** APRIL 11, 2022

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The Board is requested to approve the following HMS & Pine Sports Coaches:

1. Lee Quarcelino	Pine Boys Basketball	\$1,004
2. Samantha Williams	Pine Girls Softball	\$1,004
3. Pete Alderete	HMS Boys Basketball (A)	\$1,004
4. Jesus Rios	HMS Boys Basketball (B)	\$1,004
5. Katelyn Smith	HMS girls Softball	\$1,004

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CERTIFICATED EMPLOYMENT  
**DATE:** APRIL 11, 2022

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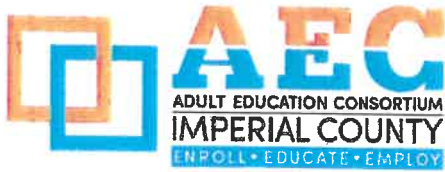
The Board is requested to approve the following Certificated Employment for the 2021/22 SY:

1. Ana Duran	Counselor	Sam Webb/Freedom Academy
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**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
School Board Meeting Agenda

***GENERAL BUSINESS***





Date: May 3, 2021

To: California Adult Education Program (CAEP) Imperial County Adult Education Consortium Members

From: Renato Montaña, Deputy Superintendent ICOE

Please list the name(s) of the district personnel who will be representing your district on the Imperial County Adult Education Consortium of the California Adult Education Program (CAEP) for the 2021-2022 school year.

Please remember the "alternate" is the "board member" when representing the district on the CAEP Governance Board in the absence of the designated board member.

Please complete this form and send to the ICOE Office of Higher Education and Adult Learning. You may also scan and email the signed, completed form to Mirella Cobarruvia-Joshi at [mirella.cobarruvia@icoe.org](mailto:mirella.cobarruvia@icoe.org)

Adult Education Block Grant Governance Board

Mr. Celso Ruiz, celso@husd.net

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Board Member Name and Email

Fernanda Ledezma fledezma@husd.net

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Alternate Name and Email

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** DONATIONS  
  
**DATE:** APRIL 11, 2022

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The Board is asked to accept the following generous donation to HHS ASB:

1. \$200 from Green & Gold of Fame Committee

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## MEMORANDUM

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** OBSOLETE ITEMS  
**DATE:** APRIL 11, 2022

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HMS is requesting permission from the Governing Board to dispose of items considered to be obsolete, junk, or have no value, and to be discarded:

1. 35 student combo desks
2. 6 student cubby desks
3. 3 office desks
4. 1 trapezoid table
5. small bookshelf
6. 4 office chairs
7. 5 projector screens
8. 70 folding chairs

**Valenzuela/CAHSEE Lawsuit Settlement**  
**Quarterly Report on *Williams* Uniform Complaints**  
[Education Code § 35186(d)]

District: Holtville Unified School District

Person completing this form: Ann Heraz

Title: Administrative Assistant

Quarterly Report Submission Date: *(check one)*

- |  |                               |
|--|-------------------------------|
| <input type="checkbox"/> October 2021          | Quarter Ending Sept. 30, 2021 |
| <input type="checkbox"/> January 2022          | Quarter Ending Dec. 31, 2021  |
| <input checked="" type="checkbox"/> April 2022 | Quarter Ending Mar. 31, 2022  |
| <input type="checkbox"/> July 2022             | Quarter Ending June 30, 2022  |

Date for information to be reported publicly at governing board meeting: 4/11/22  
Please check the box that applies:

☒ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	0		
Facilities Conditions	0		
Teacher Vacancy or Misassignment	0		
TOTALS	0		

Celso Ruiz

Print Name of District Superintendent

4/11/22

Signature of District Superintendent

Date

March 9, 2022

To: Board of Education and Management

Holtville Unified School District  
621 East 6<sup>th</sup> Street  
Holtville, CA 92250

We are pleased to confirm our understanding of the services we are to provide for Holtville Unified School District (the District) for the year ended June 30, 2022.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A)
2. Budget Comparison Schedule – General Fund
3. Budget Comparison Schedule – Major Special Revenue Funds
4. Schedule of the District's Proportionate Share of the Net Pension Liability – CalSTRS
5. Schedule of the District's Contributions – CalSTRS
6. Schedule of the District's Proportionate Share of the Net Pension Liability – CalPERS
7. Schedule of the District's Contributions – CalPERS
8. Schedule of the District's Total OPEB Liability and Related Ratios

We have also been engaged to report on the supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements. The following supplementary information is required by the *2021-22 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*:

1. Combining Financial Statements
2. LEA Organization Structure
3. Schedule of Average Daily Attendance (ADA)
4. Schedule of Instructional Time
5. Schedule of Financial Trends & Analysis
6. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements
7. Schedule of Charter Schools
8. Schedule of Expenditures of Federal Awards

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement which exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.
- An opinion (or disclaimer of opinion) on compliance with state statutes, regulations, and the terms and conditions of state awards that could have a direct and material effect on each identified program in accordance with the *2021-22 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* prescribed in *Title 5, California Code of Regulations, Section 19810*.

## **Auditor's Responsibilities for the Audit of the Financial Statements, Single Audit, and State Compliance Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the requirements identified in the *2021-22 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting prescribed in Title 5, California Code of Regulations, Section 19810*, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. AS part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representation from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning:

1. Improper Revenue Recognition
2. Management Override of Controls

As we continue the audit planning process we may identify additional significant risks. If such risks are identified we will provide an addendum to this engagement letter to communicate these risks. If no additional significant risks are identified, no addendum will be provided.

#### **Audit Procedures – Internal Control**

We will obtain an understanding of the school district and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.



The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

The *2021-22 Guide for Annual Audits of California Local Education Agencies and State Compliance Reporting* (the Audit Guide) requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes, regulations, and the terms and conditions of state awards identified in the Audit Guide which are applicable to the District based on materiality levels identified in the Audit Guide. For the programs applicable to the District, we will perform the procedures identified in the Audit Guide and report noncompliance in accordance with direction provided in the Audit Guide. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to these programs in our report on state compliance.

### **Other Services**

We will also assist in preparing the financial statements, including assistance with GASB conversion entries, preparing the schedule of expenditures of federal awards, and the related notes of the District in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to those previously identified and previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements, Single Audit, and State Compliance Audit**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for:

1. Designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met;
2. Following laws and regulations;
3. Ensuring that there is reasonable assurance that government programs are administered in compliance and with compliance requirements; and,
4. Ensuring that management and financial information is reliable and properly reported.

Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside general and subsidiary ledgers). You are also responsible for providing us with:

1. Access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters;
2. Access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under Uniform Guidance and in accordance with the Audit Guide;
3. Additional information that we may request for the purpose of the audit; and
4. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the school district involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect of the financial statements. Your responsibilities include informing us of your knowledge and of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants.

You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reporting audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for review upon our scheduled interim field work dates.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that:

1. You are responsible for the presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance;
2. You believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance;
3. The methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and
4. You have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that:

1. You are responsible for the presentation of the supplementary information in accordance with GAAP;
2. You believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP;
3. The methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and
4. You have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, and/or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the school district, the California State Controller's Office, the California Department of Education, and the County Office of Education; however, management is responsible for the distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Wilkinson Hadley King & Co. LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the California Board of Accountancy or its designee, the County Office of Education, the California State Controller's Office or its designee, the California Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Wilkinson Hadley King & Co. LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained to other, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the California State Controller's Office or the California Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Aubrey Mann, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit upon the signing of this engagement letter and will schedule dates for field work accordingly.

Our fee for these services are expected to be \$12,300. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. Upon completion of the audit report and submission to the California State Controller's Office progress billings will be brought to 90% of the contracted amount. The final 10% of the contracted amount will be billed, and is due, upon receipt of the California State Controller's Office certification letter. In accordance with firm policies, work may be suspended if your account becomes 30 days past due and may not be resumed until your account is paid in full. Additionally, an audit report will not be issued for the year ended June 30, 2022 if 100% of prior audit fees have not been paid in full inclusive of the final 10% billed upon receipt of the California State Controller's Office certification letter for the prior period. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended at our standard hourly rates and to reimburse us for all out-of-pocket costs through the date of termination.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. The following are examples of unexpected circumstances that could result in additional fees:

- Significant changes in internal control systems
- Deterioration in the quality of your accounting records during the current year engagement in comparison to the prior year engagement
- Significant changes in your volume of business
- Mergers, acquisitions, or other business combinations
- Changes in audit scope or requirements resulting from changes in your activities
- Erroneous or incomplete accounting records
- Significant delays in responding to our requests for information or supporting documents
- Schedule disruption caused by litigation, financial challenges, lone covenants, etc.
- Identifying a significant number of proposed audit adjustments
- Schedules prepared by your personnel that do not reconcile to the general ledger
- Numerous revisions to information and schedules provided by your personnel
- Lack of availability of your personnel during audit fieldwork

## Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

*Wilkinson Hadley King & Co LLP*  
Wilkinson Hadley King & Co. LLP

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### Response:

This letter correctly sets forth the understanding of Holtville Unified School District.

Management Signature: *John Paul Wells*  
John Paul Wells (Mar 28, 2022 14:12 PDT)

Title: Assistant Superintendent

Date: Mar 28, 2022

Approved by Governance at a Public Meeting on: 4/11/22

## **Temporary Athletic Team Coach Certification**

School Year **2021/22**

TO THE STATE BOARD OF EDUCATION:

Per Title 5, California Code of Regulation, Section 5594:

The governing board of each local school district shall certify to the State Board of Education that the provisions of Section 5593 have been met.

LOCAL SCHOOL BOARD CERTIFICATION:

I hereby certify that the school district has met the conditions set forth in Title 5, Section 5593.

District Name: **Holtville Unified School District**

Print Name: **Celso Ruiz**

Date Signed:

Signature of Person Signing for the District Board:

Mail signed forms to:

State Board of Education/California Department of Education  
Attn: Temporary Athletic Team Coach Certificates  
Standards Implementation Support Office  
1430 N Street, Suite 4309  
Sacramento, CA 95814

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
School Board Meeting Agenda

***ACTION/DISCUSSION***



**BID FORM AND PROPOSAL**

To: Governing Board of the Holtville Unified School District

From: Encore Image, Inc.

(Name of Bidder)

303 W. Main St

(Address)

Ontario, Ca 91762

(City, State, Zip Code)

( 909 ) 986-4632

(Phone)

Joel Guth

(Name(s) of Bidder's Authorized Representative(s))

**1. Bid Proposal**

**1.1 Base Bid Proposal Amount**

The undersigned Bidder proposes and agrees to perform the Contract including, without limitation, providing and furnishing any and all of the labor, materials, tools, equipment and services necessary to perform the Contract and complete in a workmanlike manner all of the Work required for the Project described as:

**The complete installation of new marquee signs at  
various school sites in the Holtville Unified  
School District and the disposing of existing  
marquee signs as described.**

Thirty Thousand seven hundred thirty three dollars	
<u>Holtville High School</u>	<u>\$30,733.86</u> dollars
figures	
Twenty Seven thousand two hundred dollars	
<u>Holtville Middle School</u>	<u>\$27,200.02</u> dollars
figures	
Seventy One Thousand eight hundred and seven dollars	
<u>Finley Elementary School</u>	<u>\$71,807.51</u> dollars
figures	
Seventy One Thousand Four hundred ninety eight dollars	
<u>Pine Elementary School</u>	<u>\$71,498.31</u> dollars
figures	
Two Hundred and One Thousand Two hundred and thirty nine dollars	
<u>Total Amount</u>	<u>\$201,239.70</u> dollars

The Bidder confirms that the figures above have been checked and understands that

**HOLTVILLE UNIFIED SCHOOL DISTRICT**

**BID FORM AND PROPOSAL**

neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid Proposal.

1. The undersigned has reviewed the Work outlined in the Contract Documents and fully understands the Scope of Work required in this Proposal, understands the construction and project management function(s) is described in the Contract Documents, and that each Bidder who is awarded a contract shall be in fact a prime contractor, not a subcontractor, to the District, and agrees that its Proposal, if accepted by the District, will be the basis for the Bidder to enter into a contract with the District in accordance with the intent of the Contract Documents.
2. The undersigned has notified the District in writing of any discrepancies or omissions or of any doubt, questions, or ambiguities about the meaning of any of the Contract Documents, and has contacted the Construction Manager before bid date to verify the issuance of any clarifying Addenda.
3. The undersigned agrees to commence work under this Contract on the date established in the Contract Documents and to complete all work within the time specified in the Contract Documents.
4. The liquidated damages clause of the General Conditions and Agreement is hereby acknowledged.
5. It is understood that the District reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of ninety (90) days.
6. The following documents are attached hereto:
  - Bid Bond on the District's form or other security
  - Designated Subcontractors List
  - Site Visit Certification
  - Non-Collusion Declaration
  - Iran Contracting Act Certification
  - Active Approved DSA-PC Plan Set
7. Receipt and acceptance of the following Addenda is hereby acknowledged:

No. <u>1</u> , Dated <u>March 25, 2022</u>	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____
No. _____, Dated _____	No. _____, Dated _____

8. Bidder acknowledges that the license required for performance of the Work is a C - 45 Contractor License.
9. The undersigned hereby certifies that Bidder is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the Work.
10. Bidder specifically acknowledges and understands that if it is awarded the Contract, that it shall perform the Work of the Project while complying with all requirements of the Department of Industrial Relations.
11. The Bidder represents that it is competent, knowledgeable, and has special skills with respect to the nature, extent, and inherent conditions of the Work to be performed. Bidder further acknowledges that there are certain peculiar and inherent conditions existent in the construction of the Work that may create, during the Work, unusual or peculiar unsafe conditions hazardous to persons and property.
12. Bidder expressly acknowledges that it is aware of such peculiar risks and that it has the skill and experience to foresee and to adopt protective measures to adequately and safely perform the Work with respect to such hazards.
13. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms "claim" and "knowingly" are defined in the California False Claims Act, Gov. Code, § 12650 et seq.), the District will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.
14. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the Contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents and registered as a public works contractor with the Department of Industrial Relations. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Contract Documents.

Furthermore, Bidder hereby certifies to the District that all representations, certifications, and statements made by Bidder, as set forth in this bid form, are true and correct and are made under penalty of perjury.

Dated this 28 day of March 20 22

Name of Bidder: Encore Image, Inc.

Type of Organization: Electric sign manufacturing and installation

Signed by: Joel Guth 

Title of Signer: President

Address of Bidder: 303 W. Main St Ontario, Ca 91762

Taxpayer Identification No. of Bidder: 20-5865156

Telephone Number: (909)230-4862

Fax Number: (909)988-6376

E-mail: k.quirarte@encoreimage.com Web Page: www.encoreimage.com

Contractor's License #(s): No.: 947727 Class: C45 Expiration Date: 5/22

No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

No.: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Public Works Contractor Registration No.: 1000014083

END OF DOCUMENT



State of California  
Commission on Teacher Credentialing  
Certification Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2022-23

Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Holtville Unified School District District CDS Code: 63149

Name of County: Imperial County CDS Code: 13

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 4/11/2022 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

#### ► Enclose a copy of the board agenda item

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2023.

Submitted by (Superintendent, Board Secretary, or Designee):

Celso Ruiz Superintendent  
Name Signature Title

760-356-4936 760-356-2974  
Fax Number Telephone Number Date

621 East 6th Street Holtville, CA 92250  
Mailing Address

celso@husd.net  
Email Address

### FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
Email Address		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	0
Bilingual Authorization (applicant already holds teaching credential)	2
List target language(s) for bilingual authorization: Spanish	
Resource Specialist	1
Teacher Librarian Services	0

**LIMITED ASSIGNMENT PERMITS**

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas. Additionally, for the Single Subject Limited Assignment Permits estimated, please include the authorization(s) which will be requested:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	1
Special Education	1
TOTAL	2

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED
Science	1

### **EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

### **EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?

☐ Yes ☒ No

If no, explain. University Internship programs

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 3

If yes, list each college or university with which you participate in an internship program.

National University

San Diego University

University of Phoenix

If no, explain why you do not participate in an internship program.





*Holtville Unified School District  
Resolution #2021/22-010*

*DAY OF THE TEACHER  
May 11, 2022*

*WHEREAS, the children of Holtville represent the future of our great State; and*

*WHEREAS, paramount to their success in tomorrow's world is their effective personal and intellectual development; and*

*WHEREAS, the educators of the Holtville Unified School District provide the vital lessons that enable our youth to mature and reach their fullest potential; and*

*WHEREAS, despite distractions, educators of the Holtville Unified School District perform their daily classroom responsibilities with professionalism; and*

*WHEREAS, the guidance, support, and inspiration that teachers provide to students is invaluable and contributes tremendously to the well-being of our community; and*

*WHEREAS, it is fitting that all citizens pay tribute to our teachers who have dedicated their lives and talents to the education of our children; now, therefore, be it*

*RESOLVED that the Holtville Unified School District Board of Trustees does hereby proclaim May 11, 2021 as the Day of the Teacher in the Holtville Unified School District, and encourages everyone to join in this very special observance and show their sincere appreciation for our teachers.*

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*Matt Hester, President of the Governing Board*

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*Celso Ruiz, Superintendent and  
Secretary to the Governing Board*

**Board of Trustees**

---

**Matthew Hester   Robin Cartee   Kevin Grizzle   Jared Garewal   Ben Abatti Jr.**



*Holtville Unified School District*  
*Resolution #2021/22-011*  
**CLASSIFIED SCHOOL EMPLOYEES WEEK**  
*May 16 - 20 2022*

*WHEREAS, classified professionals provide valuable services to the schools and students of the Holtville Unified School District; and*

*WHEREAS, classified professionals contribute to the establishment and promotion of a positive instructional environment; and*

*WHEREAS, classified professionals serve a vital role in providing for the welfare and safety of the Holtville Unified School District's students; and*

*WHEREAS, classified professionals employed by the Holtville Unified School District strive for excellence in all areas relative to the educational community;*

*THHEREFORE, BE IT RESOLVED, that the Holtville Unified School District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the State of California and in the Holtville Unified School District and declares the week of May 16 - 20, 2022, as Classified School Employees Week in the Holtville Unified School District.*

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Matt Hester, President of the Governing Board

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Celso Ruiz, Superintendent and  
Secretary to the Governing Board

Board of Trustees

---

Matthew Hester   Robin Cartee   Kevin Grizzle   Jared Garewal   Ben Abatti Jr.