



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Special Board Meeting

June 30, 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



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

Thursday, June 30, 2022

CLOSED SESSION 5:00 P.M, OPEN SESSION IMMEDIATELY FOLLOWING
Holtville Unified School District, Board Room, 621 E 6th 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

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 the CSEA Chapter 338 – Pursuant to Government Code Section 3549.1

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

C) Student Discipline Pursuant to California Education Code Section 48900 #1605488916

5. REPORTABLE CLOSED SESSION ACTIONS:

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
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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. 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: June 23, 2022*

Pgs. 2-3

B. FINANCE AND BUSINESS

- 1) *Warrant Orders week beginning 6/23/22
(Supplemental Information)*

Pgs. 5-7

C. PERSONNEL SERVICES

- 1) *Classified Employment*

Pg. 9

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

8. INFORMATION ITEMS

HUSD Universal Pre-Kindergarten (UPK) Plan

(Mr. Velasquez)

9. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

- A)** *Approve Enviroplex Proposal for the purchase of 48x40 portable Community Learning Hub Building to be placed at Finley Elementary School, utilizing the January 2021 Merced River School District piggyback bid contract*
(Mr. Wells) Pgs. 11-12

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

- B)** *Approve Enviroplex Proposal for the purchase of 24x40 portable Admin Building to be placed at Finley Elementary School, utilizing the January 2021 Merced River School District piggyback bid contract*
(Mr. Wells) Pgs. 13-14

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

- C)** *Approve Purchase of Two (2) 12x40 Girls/Staff/Staff/Boys Modular Restroom Buildings for Finley Elementary School under the provisions of the Santa Cruz City Schools Facility Services Piggyback Contract*
(Mr. Wells) Pgs. 15-20

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

BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
SPECIAL MEETING – June 30, 2022
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ACTION/DISCUSSION ITEMS continued

- D)** *Approve Agreement between the County of Imperial and the Holtville Unified School District for the Imperial County Sheriff's Office to Provide a School Resource Officer*

(Mr. Wells) Pgs. 21-31

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

- E)** *Approval for Yvonne Moreno to teach Band at Holtville High School, grades 9th – 12th under Ed Code 44258.3 for the 2022/23 school year*

(Mr. Ruiz)

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

- F)** *Approval for Dennise Frazier to provide Speech Therapist Services in grades K-12 for the District on a Variable Term Waiver under Ed Code 44265.3 for the 2022/23 school year*

(Mr. Ruiz)

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

- G)** *Approve the Holtville Unified School District's 2021 Expanded Learning Opportunities Program (ELO-P) Plan*

(Mr. Velazquez) Pgs. 32-46

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

- H)** *Approve Amended Holtville Unified School District's Local Control and Accountability Plan (LCAP)*

(Mr. Velazquez) Pg. 47

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

- I)** *Approve the Side Letter of Agreement Between Holtville Unified School District and the California School Employees Association (CSEA) and Its Chapter No. 338 Regarding the Changes to District Schools as a Result of the Novel Coronavirus (COVID-19) Public Health Emergency, Including AB 130*

(Mr. Ruiz) Pgs. 48-50

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

10. FUTURE BOARD MEETING DATE

Monday, July 18, 2022 is the next Regular Board Meeting

BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
SPECIAL MEETING – June 30, 2022
AGENDA PAGE 4

11. CLOSED SESSION if needed

- A) Negotiations with the CSEA Chapter 338 – Pursuant to Government Code Section 3549.1*
- B) Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release*
- C) Student Discipline Pursuant to California Education Code Section 48900 #*

12. 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 – June 23, 2022**

{Page 1 of 2}

The Board of Trustees of the Holtville Unified School District met in a Special Session on June 23, 2022, at the Holtville Unified School District Board Room 621 E 6th Street, Holtville, California. The meeting was called to order at 5:02 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.

MEMBERS ABSENT: None

MODIFICATION OF THE AGENDA: Moved by Trustee Abatti, Seconded by Trustee Grizzle to remove Yadira Hernandez from the Classified Employment Memo. Passed by unanimous votes Ayes: 5, Nays: 0.

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

CLOSED SESSION

- A) Negotiations with the CSEA Chapter 338 – Pursuant to Government Code Section 3549.1
- B) Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release

REPORT OF CLOSED SESSION In: 5:07 p.m. **Out:** 6:14 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.
Nothing

**CONSENT AGENDA
GENERAL FUNCTIONS**

Moved by Trustee Garewal, Seconded by Trustee Grizzle to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of minutes June 13, 2022 & June 20, 2022. PERSONNEL SERVICES – Classified Employment of Alexis Estrada, ASES (Finley); Sydney Mange, Substitute; Jessica Barrientos, Substitute; Manuel Diaz, Custodian; Brandon Navarro, Grounds; Tomas Flores, Maintenance; Viridiana Dale, Attendance Secretary (HHS). Certificated Employment of Melissa Palacios, Counselor (SW/FA/HHS). All approved by unanimous votes, Ayes: 5, Nays: 0. Vote: 5-0.

**Holtville Unified School District
Special Board Meeting
Minutes – June 23, 2022**

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ACTION/DISCUSSION ITEMS

Moved by Trustee Cartee, Seconded by Trustee Grizzle to approve the 2021-22 Estimated Actuals/2022-23 July 1 Budget. Mr. Wells presented the budget during the Public Hearing on June 20, 2022. There were no comments or questions from the Board. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Cartee to approve Board Resolution 2021/22-015 Regarding the 2022-23 Education Protection Account. Roll Call Vote: Hester; Aye: Cartee; Aye: Grizzle; Aye: Garewal; Aye: Abatti; Aye. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Grizzle, Seconded by Trustee Garewal to approve Board Resolution 2021/22-016 to Authorize Temporary Borrowing Between Funds of the School District. Roll Call Vote: Hester; Aye: Cartee; Aye: Grizzle; Aye: Garewal; Aye: Abatti; Aye. Passed by unanimous vote Ayes: 5, Nays: 0. Moved by Trustee Garewal, Seconded by Trustee Abatti to approve Board Resolution 2021/22-017 a Stipend for Certificated and Classified Management, Executive Management and Confidential and Unrepresented Classified Employees, due to COVID-19. AB-130, and the applicable health and safety orders. Roll Call Vote: Hester; Aye: Cartee; Aye: Grizzle; Aye: Garewal; Aye: Abatti; Aye. Passed by unanimous vote Aye: 5, Nays: 0. Moved by Trustee Grizzle, Seconded by Trustee Cartee to approve Board Resolution 2021/22-018, a Resolution of the Governing Body of Holtville Unified School District, Authorizing the Execution and Delivery of a Master Governmental Lease- Purchase Agreement and Supplement No. 011583-001 Thereto with Respect to the Acquisition, Purchase, Financing and Leasing of Certain Equipment for the Public Benefit; Authorizing the Execution and Delivery of Documents Required in Connection Therewith; and Authorizing the Taking of all Other Actions Necessary to the Consummation on the Transactions Contemplated by this Resolution. Roll Call Vote: Hester; Aye: Cartee; Aye: Grizzle; Aye: Garewal; Aye: Abatti; Aye. Passed by unanimous vote Ayes: 5, Nays: 0.

FUTURE BOARD MEETING DATE

Special Board Meeting: Thursday, June 30, 2022

ADJOURNMENT

The meeting adjourned at 6:19 p.m.

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

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

WARRANTS

Register 000197 - 06/23/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000197, Dated 06/23/2022

22182412	2,007.47	Printed	010		A T & T (000008/1)
22182413	38.02	Printed	010		ARIAS, CRYSTAL (000509/3)
22182414	943.83	Printed	010		AVILA, DAVID (000510/1)
22182415	13,373.08	Printed	010		CARDMEMBER SERVICES (000322/2)
22182416	252.89	Printed	010		COUNTY MOTOR PARTS (000111/3)
22182417	1,472.03	Printed	010		D LUPITAS RESTAURANT (000119/1)
22182418	282.65	Printed	010		Estrada, Veronica (001039/1)
22182419	38.02	Printed	010		GARCIA, NAYELI (000721/1)
22182420	360.25	Printed	010		GAS COMPANY (000172/1)
22182421	38.02	Printed	010		GONZALEZ, VIVIAN (001031/1)
22182422	2,360.54	Printed	010		HARRISON, PATRICA (000523/1)
22182423	74.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
22182424	275.00	Printed	010		IMAGINE LEARNING/EDGENUITY INC (000144/3)
22182425	197.88	Printed	010		JOHN DEERE FINANCIAL (000324/1)
22182426	108.44	Printed	010		JOHNSTON, CARL J (000533/1)
22182427	203.16	Printed	010		JONES BROS GLASS (000248/1)
22182428	38.02	Printed	010		KNAPP, KATHRYN (000530/1)
22182429	38.02	Printed	010		LYERLY, ANNABEL (000557/1)
22182430	38.02	Printed	010		MANGE, MARCI (000553/1)
22182431	38.02	Printed	010		MAULDIN, DANIELLE M. (001016/1)
22182432	750.00	Printed	010		MEDIC FIRST (000700/2)
22182433	30.00	Printed	010		Page, Marco (001029/1)
22182434	38.02	Printed	010		PALACIOUS, MELISSA (001033/1)
22182435	53.88	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/2)
22182436	38.02	Printed	010		QUARCELINO, LEE (000558/2)
22182437	815.73	Printed	010		R S D (000320/1)
22182438	38.02	Printed	010		REYES, DIANA (000580/3)
22182439	84.20	Printed	010		ROMANS WATER (000331/1)
22182440	363.72	Printed	010		RUIZ, CELSO (000576/1)
22182441	778.36	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
22182442	996.48	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
22182443	125.65	Printed	010		Sprint Communication Company (000816/2)
22182444	5,000.00	Printed	215		SUGIMURA FINNEY ARCHITECTS (001040/1)
22182445	1,259.19	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
22182446	7,719.00	Printed	010		TeacherGeek Inc (000994/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 06/23/2022, 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 000197 - 06/23/2022

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000197, Dated 06/23/2022 (continued)					
22182447	34.92	Printed	010		UPS (000409/1)
22182448	190,402.70	Printed	010		WILLIAMS SCOTSMAN, INC (001038/2)
22182449	38.02	Printed	010		WILLIAMS, SAMANTHA (000593/2)
230,743.27		Number of Items		38	Totals for Register 000197

Org Summary

Holtville Unified School District

Check #

22182412 through

22182449 Total Count

38

\$230,743.27

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED EMPLOYMENT FOR 2022/23
DATE: JUNE 30, 2022

The Board is requested to approve the following Classified Employment:

- | | | | |
|----|------------------|------------------|--------|
| 1. | Yadira Hernandez | Paraprofessional | Finley |
| 2. | Marla Ponce | Secretary | SW/FA |

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

ACTION/DISCUSSION



Holtville Unified School District

(1) 48x40 Community Learning Hub Building -- Finely Elementary School -- (Vaulted ceiling PC; Wood foundation pit-set)

Pricing subject to final design and finishes

2019 CBC

P-back Item #	Description	Unit	Qty	Piggyback Price	Total
	1-STORY RIGID STEEL MOMENT FRAME BUILDINGS				
1023	24x40 Vaulted Ceiling Building Bi-Pitched/Shed Roof	EA	1	\$ 80,662.68	\$ 80,662.68
1025	Engineering and/or Design Expense (PC reuse; SE foundation design, review, stamp, signature of ENV produced drawings; drafting site-specific plans); DSA 1MR processing, SE signature for Architect's DSA package	Per hr	16	\$ 339.79	\$ 5,436.64
1033	12x40 Vaulted Ceiling Building - Center Module	EA	2	\$ 33,878.33	\$ 67,756.66
	Sub-floor options				
	Wood Foundation Options (DSA allows up to 2000 sf)				
2003	1 1/2" layer for 48x40	EA	9	\$ 877.49	\$ 7,897.41
	ADA Access Ramps				
	Concrete Foundations				
	Standard Design (1500 psf soil bearing pressure, non-expansive soil and level ground)				
	High Seismic(based on 1500 psf soil bearing pressure, non-expansive soil and level ground)				
	Foundation Vents & Flashing				
2302	4' polyvent	EA	6	\$ 1,701.00	\$ 10,206.00
2304	12" high, 24 ga metal flashing	Per lf	176	\$ 22.00	\$ 3,872.00
	Exterior Finish Options				
	Wood or engineered wood products				
	Cement based or stucco				
	Misc exterior finish				
	Upgraded Framing construction				
	Roofing Options				
	Standard pitch roofs (1/4:12), 2" galvanized standing seam, 5/8" plywood roof deck)				
	Thermal protection				
	Enhanced pitch roof (>1/4:12), finish material must be selected below				
	Roof finish materials (Standing seam roofs: 26 gauge over 5/8" wood roof deck)				
	GENERAL				
3000	Interior wall, 2x4, standard finish (tack board) (Décor or equal)	Per lf	60	\$ 56.61	\$ 3,396.60
3006	Toilet room, single, cold only (ADA compliant)	EA	2	\$ 11,004.90	\$ 22,009.80
	Doors (KD Frames standard)				
3105	3070 steel door w/Schlage D95 lever hardware, Norton 7500 door closer	EA	2	\$ 2,016.66	\$ 4,033.32
3110	3070 interior wood door in steel frame, solid core, paint finished	EA	3	\$ 1,356.66	\$ 4,069.98
3115	Panic hardware, Von Duprin or equal	EA	3	\$ 2,602.11	\$ 7,806.33
3118	LCN 4041 Upgrade	EA	3	\$ 179.40	\$ 538.20
3124	View light, 8x30 (adder)	EA	3	\$ 212.78	\$ 638.34
	Windows				
	Daylighting windows, see "Daylighting" section below				
3201	6040 xo	EA	7	\$ 920.94	\$ 6,446.58
	Electrical Options				
3300	125 amp 1-phase panel	EA	1	\$ 813.38	\$ 813.38
	Electrical Infrastructure				
3502	Duplex receptacle	EA	12	\$ 130.66	\$ 1,567.92
3504	GFI receptacle	EA	2	\$ 159.65	\$ 319.30
3506	Dedicated Circuit	EA	2	\$ 464.19	\$ 928.38
3508	4 square box with switch ring and 3/4" conduit stub to attic	EA	6	\$ 99.67	\$ 598.02
	Electrical Specialty				
3605	Exhaust Fan - Orbit 150CFM (or equal)	EA	2	\$ 341.37	\$ 682.74
4202	Bard 3.5 ton WH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable Thermostat	EA	(1)	\$ 12,034.75	\$ (12,034.75)
4601	Roof mount HVAC, 4 ton, electric (Carrier or equal)	EA	2	\$ 11,733.20	\$ 23,466.40
4606	240V in-service GFI	EA	2	\$ 517.29	\$ 1,034.58
4607	Service disconnect & electrical	EA	2	\$ 571.07	\$ 1,142.14
	Misc HVAC				
4807	Primary condensate line for roof mounted HVAC	EA	2	\$ 1,026.20	\$ 2,052.40
5019	hot/cold faucet - adder	EA	2	\$ 434.72	\$ 869.44
5106	Water Heater -- Insta-Hot (2.5 gal or less) or equal	EA	2	\$ 1,580.80	\$ 3,161.60
5203	Hose bib, recessed (wall hydrant)	EA	1	\$ 1,316.50	\$ 1,316.50
5208	Copper pipe, Type "L", rough in only and fixture fitting, ea	EA	2	\$ 956.83	\$ 1,913.66

Sub-Total	\$ 252,603.25
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PROJECT CLOSE OUT ITEMS					
1	Labor to close out site	hour	100	\$ 110.00	\$ 11,000.00
2	On-Site Labor (plumbing close-out)	hour	40	\$ 268.00	\$ 10,720.00
3	Crane (required for pit-set foundations) by Owner	hour		\$ 1,500.00	-
4	Delivery	floor	4	\$ 4,650.00	\$ 18,600.00
5	Installation	floor	4	\$ 3,850.00	\$ 15,400.00
6	Administrative Fee to Merced River School District (Final Project Manual Section 00 21 13-9; Item 31 Sub-section B) (.25% of piggyback contract item building price)				\$ 631.51
7	Bond		1		\$ 2,652.33
8	Estimated Tax		1		\$ 8,083.30
				Grand Total	\$ 319,690.40

Notes:

- 1 Foundation design charges include Structural engineering, review and stamp for DSA approval.
- 2 Additional design & foundation costs may be incurred if the site specific soils condition or CGS review prompt footings that are outside of Enviroplex's standard foundation design
- 3 Pursuant to DSA guidelines as described on the 1-MR form regarding the "Delegation of Authority for Modular & Relocatable Buildings," site specific inspection fees will be necessary for the concrete foundation. A SE is required to personally inspect and observe construction site conditions and foundation progress. The scope and scale of this requirement will generally relate to a number of factors including, but not limited to, the experience of the foundation contractor, foundation design complexity, building square footage, geographic location and site & soils condition. **The SE's charges are included with this Proposal.**



Holtville Unified School District

(1) 24x40 Administration Building -- Finely Elementary School -- (Vaulted ceiling PC; Wood foundation pit-set)

Pricing subject to final design and finishes

2019 CBC

P-back Item #	Description	Unit	Qty	Piggyback Price	Total
	1-STORY RIGID STEEL MOMENT FRAME BUILDINGS				
1023	24x40 Vaulted Ceiling Building BI-Pitched/Shed Roof	EA	1	\$ 80,662.68	\$ 80,662.68
1025	Engineering and/or Design Expense (PC reuse; SE foundation design, review, stamp, signature of ENV produced drawings; drafting site-specific plans); DSA 1MR processing, SE signature for Architect's DSA package	Per hr	16	\$ 339.79	\$ 5,436.64
	Sub-floor options				
	Wood Foundation Options (DSA allows up to 2000 sf)				
2001	1 1/2" layer for 24x40	EA	9	\$ 499.74	\$ 4,497.66
	ADA Access Ramps				
	Concrete Foundations				
	Standard Design (1500 psf soil bearing pressure, non-expansive soil and level ground)				
	High Seismic(based on 1500 psf soil bearing pressure, non-expansive soil and level ground)				
	Foundation Vents & Flashing				
2302	4' polyvent	EA	4	\$ 1,701.00	\$ 6,804.00
2304	12" high, 24 ga metal flashing	Per lf	128	\$ 22.00	\$ 2,816.00
	Exterior Finish Options				
	Wood or engineered wood products				
	Cement based or stucco				
	Misc exterior finish				
	Upgraded Framing construction				
	Roofing Options				
	Standard pitch roofs (1/4:12), 2" galvanized standing seam, 5/8" plywood roof deck)				
	Thermal protection				
	Enhanced pitch roof (>1/4:12), finish material must be selected below				
	Roof finish materials (Standing seam roofs: 26 gauge over 5/8" wood roof deck)				
	GENERAL				
3000	Interior wall, 2x4, standard finish (tack board) (Décor or equal)	Per lf	72	\$ 56.61	\$ 4,075.92
3007	8x4 porcelain / steel markerboard	EA	(2)	\$ 353.44	\$ (706.88)
	Doors (KD Frames standard)				
3105	3070 steel door w/Schlage D95 lever hardware, Norton 7500 door closer	EA	2	\$ 2,016.66	\$ 4,033.32
3110	3070 interior wood door in steel frame, solid core, paint finished	EA	4	\$ 1,356.66	\$ 5,426.64
3115	Panic hardware, Von Duprin or equal	EA	3	\$ 2,602.11	\$ 7,806.33
3118	LCN 4041 Upgrade	EA	3	\$ 179.40	\$ 538.20
3124	View light, 8x30 (adder)	EA	4	\$ 212.78	\$ 851.12
3142	Metal suspended canopy (up to 10' max)	LF	10	\$ 811.31	\$ 8,113.10
	Windows				
	Daylighting windows, see "Daylighting" section below				
3201	6040 xo	EA	3	\$ 920.94	\$ 2,762.82
	Electrical Options				
	Lights				
3408	Lighted "Exit" sign (battery back-up)	EA	3	\$ 228.55	\$ 685.65
3414	Exterior Door Light - LED w/ Photocell - TWS LED	EA	2	\$ 318.88	\$ 637.76
	Electrical infrastructure				
3502	Duplex receptacle	EA	12	\$ 130.66	\$ 1,567.92
3506	Dedicated Circuit	EA	2	\$ 464.19	\$ 928.38
3514	N-light switching w on/off & dim	EA	3	\$ 148.12	\$ 444.36
3516	N-light three way switching	EA	4	\$ 273.19	\$ 1,092.76
4202	Bard 3.5 ton WH, "Quiet Climate 1" wall hung heat pump w/CRV, 4 duct runs, programmable Thermostat	EA	(1)	\$ 12,034.75	\$ (12,034.75)
4601	Roof mount HVAC, 4 ton, electric (Carrier or equal)	EA	1	\$ 11,733.20	\$ 11,733.20
4606	240V in-service GFI	EA	1	\$ 517.29	\$ 517.29
4607	Service disconnect & electrical	EA	1	\$ 571.07	\$ 571.07
4610	Roof mount quiet plenum	EA	1	\$ 2,543.70	\$ 2,543.70
	Misc HVAC				
4804	Register, supply with 4-way throw and mixing box	EA	6	\$ 145.10	\$ 870.60
4807	Primary condensate line for roof mounted HVAC	EA	1	\$ 1,026.20	\$ 1,026.20

Sub-Total	\$ 143,702.69
-----------	---------------

PROJECT CLOSE OUT ITEMS				
-------------------------	--	--	--	--

1	Labor to close out site	hour	60	\$ 110.00	\$ 6,600.00
2	On-Site Labor (plumbing close-out)	hour		\$ 268.00	\$ -
3	Crane (required for pit-set foundations) by Owner	hour		\$ 1,500.00	\$ -
4	Delivery	floor	2	\$ 4,650.00	\$ 9,300.00
5	Installation	floor	2	\$ 3,850.00	\$ 7,700.00
6	Administrative Fee to Merced River School District (Final Project Manual Section 00 21 13-9; Item 31 Sub-section B) (.25% of piggyback contract item building price)				\$ 359.26
7	Bond		1		\$ 1,508.88
8	Estimated Tax		1		\$ 4,598.49
				Grand Total	\$ 173,769.31

Notes:

- 1 Foundation design charges include Structural engineering, review and stamp for DSA approval.
- 2 Additional design & foundation costs may be incurred if the site specific soils condition or CGS review prompt footings that are outside of Enviroplex's standard foundation design
- 3 Pursuant to DSA guidelines as described on the 1-MR form regarding the "Delegation of Authority for Modular & Relocatable Buildings," site specific inspection fees will be necessary for the concrete foundation. A SE is required to personally inspect and observe construction site conditions and foundation progress. The scope and scale of this requirement will generally relate to a number of factors including, but not limited to, the experience of the foundation contractor, foundation design complexity, building square footage, geographic location and site & soils condition. **The SE's charges are included with this Proposal.**

June 23, 2022 (revised)

March 31, 2022 (revised)

March 15, 2022 (revised)

March 10, 2022 (revised)

March 7, 2022 (revised)

February 7, 2022

Holtville Unified School District
621 E Sixth Street
Holtville, CA 92250

Attn: John-Paul Wells, Assistant Superintendent

RE: Proposal for (2) 12x40 Girls/Staff/Staff/Boys Restroom Buildings at Finley ES

American Modular Systems is pleased to provide our **proposal for (2) 12x40 Girls/Staff/Staff/Boys Restroom Buildings** at Holtville Unified School District - Finley Elementary School site. Our pricing is based on attached AMS conceptual floor plan, the provisions of the Santa Cruz City Schools Facility Services Contract, and the scope of work as outlined in the Inclusions and Exclusions below. The omission of any item(s) not listed in the assumed scope shall not be construed to be included in this pricing.

Base building: consist of steel rigid frame construction, Type V non-rated construction, 20 lb roof load, 99 basic wind load, 2019 CBC, Ss = 1.5 (no soils report has been provided), non-WUI zone, FOB – 627 E 6th Street., Holtville, CA 92250.

(2) 12x40 Girls/Staff/Staff/Boys Restroom Building – 480 sf/ea \$ 305,420.00 (\$152,710/ea)

TOTAL PROJECT: 960 sf \$ 305,420.00

Terms:

Monthly progress payment net 20 days. Budgetary quote is good for 60 days. Design fees due at submittal.

Estimated Schedule:

Signed Proposal	June 24, 2022
Contract / PO	July 1, 2022
Approved Submittals	July 8, 2022
AMS Drawings to AOR	August 26, 2022
DSA Approval	September 2022 *estimated
Delivery/Set	January/February 2023
Substantial Completion	February/March 2023

Notes:

- **Project milestone schedule not provided to AMS at time of project proposal. All pricing is based on plan submission in 2022 and substantial completion in 2023. Building delivery beyond 2023 may result in price escalation contingent upon construction material costs. To ensure a timely building delivery please coordinate a project milestone schedule with AMS within 15 days upon acceptance of this proposal;**
- **All ideas, concepts and/or files are to be considered instruments of services and intellectual property of AMS;**
- **Architect drawings/renderings are for conceptual reference only. Final design and layout by AMS;**
- **2" Slurry in crawlspace is mandatory for enhanced air quality;**
- **All AMS products are to be considered relocatable at any future date after the initial installation;**
- **All site labor non-union prevailing wage.**

Attachments: AMS Standard 12x40 Girls/Staff/Staff/Boys Restroom Floor Plan

INCLUSIONS:

12X40 GIRLS/STAFF/STAFF/BOYS RESTROOM BUILDINGS

BUILDING ENVELOPE

- 2019 CBC
- Engineering & Design
- Standard Delivery/Setup
- Steel Moment Frame
- 20ga Standing Seam Metal Roof, ¼:12 Dual Slope to Rear, R-19 Insulation
- Lightweight Concrete Subfloor w/50+15# Floor Load
- 2x6 Wood Studs Exterior Walls w/R-19 Insulation
- Concrete Foundation Design Only –Based on 12" Footings and 18" Crawl Space

EXTERIOR

- T1-11 Cement Exterior Siding
- (4) 3070 Hollow Metal Exterior Doors 18ga w/16ga Hollow Metal Welded Frames
- AMS Standard Schlage Cylindrical Door Hardware & Accessories
- AMS Standard Dunn Edwards Paint w/3 Color Paint Scheme – Door, Body & Trim
- AMS Standard 2' Overhangs at each end, no side overhangs
- Enclosed Soffits
- AMS Standard Gutters & 2x3 Downspouts

INTERIOR

- 9' Hardlid Ceilings
- AMS Standard FRP (White) Walls
- AMS Standard Sheet Vinyl Flooring w/6" Self-Cove Base
- AMS Standard Solid Plastic Partitions – Accurate or equal
- AMS Standard Restroom Accessories Package – Mirrors, Grab Bars, and ADA TP Dispensers

MECHANICAL

- Ceiling Exhaust Fans, per code

LIGHTING, ELECTRICAL, DATA

- LED Recessed 2x2 & 2x4 Troffer interior lighting
- Occupancy sensors
- (3) AMS standard exterior lights
- All low voltage conduits in wall only stubbed to above ceiling, locations to be provided by AOR
- NEMA 3 Single phase electrical panel (energized by others)
- (1) ea Hand Dryer in Girls and Boys Restrooms
- Interior GFCI Receptacles
- Insta-hots at Staff Restrooms

PLUMBING

- (1) Exterior Hose Bib w/Locking Cover (Zurn Z1350)
- AMS Standard Wall Hung Lavatory (Kohler or equal) w/Metered Manual Faucets (Zurn) (Lever Faucets at Staff restrooms)
- AMS Standard Wall Mounted Flush Valve Water Closets (Kohler or equal) w/Flush Valve (Zurn or equal)
- AMS Standard Wall Mounted Urinals (Kohler / Zurn Flush Valve)
- Floor Drains (Zurn or equal)
- Type L Copper Water Supply
- ABS Plumbing Waste Manifold Stubbed Through Stem Wall, 2 ft Beyond Building Foundation

GENERAL FEATURES/ITEMS

- Project / Contract Supervision
 - Sales Tax
 - AMS One-Year Warranty
 - Standard Crane Charge (2) Separate Mobilizations
 - Foundation flashing
 - Foundation embeds (tail-gate delivery to site –to be to be coordinated by site GC – equipment to offload embeds to be provided by site GC – placement of embeds by others)
-

EXCLUSIONS:

GENERAL SPECIFICATION, FEES, AND SITE REQUIREMENTS:

- DSA approval, DSA plan fees, DSA inspection fees, DSA inplant/site inspection fees and lab testing
- HCD fees, site inspections/approvals
- Architect fees
- Union Labor
- Builders Risk Insurance
- Skilled and Trained Workforce Requirements
- Site security to include the delivered buildings
- Airport proximity STC compliance
- STC Rated Doors, Walls, Windows
- Extreme climate zone HVAC coordination
- Solar option design/approval
- LEED or CHPS Requirements/Certification
- WUI Code
- Securing and paying for off-site staging area
- Staging site damages due to unknown conditions
- Traffic control/coordination and any associated fees
- Roof water testing/ Door flood test/ Flood test
- Removal / re-installation of site gates/fencing as/if necessary

FOUNDATION, FOUNDATION PREP:

- Concrete foundations, vent/access wells, drywells, foundation pit excavation, off-haul of spoils
- Concrete slurry
- Surveying, site preparation/site improvements
- Plans showing grades, benchmarks, maintenance of benchmarks, setbacks, finish floor heights, etc.
- Adequate all-weather vehicle/trades access to building pad
- Soils testing, soils reports, geo hazard report/testing
- Special handling due to inaccessible site conditions
- Special / higher ton crane due to site constraints/access

EQUIPMENT AND DEVICES:

- Fire alarm system
- Ramps / Landings / Railings / Ramp transitions to grade (except as noted in Inclusions)
- Fire sprinklers/risers
- Water flow test
- Roof Hatches / Ladders

ELECTRICAL AND DATA:

- EMS systems, EMCS systems pathways and/or coordination
- Electrical transformers and main switchgear

- Load monitoring provisions
- Low voltage systems, motion detectors, intrusion/security systems, cameras, keypads
- MDF / IDF cabinets, wires, devices or pathways, pull strings
- ALL Signage
- Projection screens, projectors, TV/monitor brackets, CCTV, Monitors
- Prep for Clocks and Clocks
- Floor Receptacles/Data
- Lighting Control System and Panel

SITE, FINAL CONNECTION, DRAINAGE AND PLUMBING:

- Full time supervision
- Temporary power/water/phone, job trailer, fencing, internet
- Dust control, project debris bin
- SWPPP
- Security, portable toilets, dumpster, storage
- Sidewalks, flatwork, curbs, mow strips, landscaping
- Utilities/connections
- New Fire Water Service and Hydrant
- RWL connections to underground
- Hot water (except as noted in Inclusions)

MISCELLANEOUS:

- Sealing/waxing of finish floor coverings
- Casework
- Epoxy grouts, grout sealers
- Window coverings, security screens, window/building awnings
- Appliances, furniture, work tables
- Master keying
- Rated walls or assemblies
- Air balance reports/testing
- Water chlorination testing/certification
- Side Overhangs, Rear Overhangs
- Professional Cleaning
- Working evenings, weekends and/or holidays is not included

Special Notes:

**** Concrete foundation design and engineering by AMS, installation by others. AMS is not responsible for quality of installation, inspections, nor acceptance of foundation. Any review performed by AMS shall be considered a courtesy to assist with the overall project success and does not remove the contractor's responsibility to comply with plans and specifications. Contractor performing foundation installations is responsible to ensure foundation is completed per plans, specifications, and meets tolerances for modular buildings as described in AMS drawings. In the event engineering is required to accommodate errors or omissions, rework or additional coordination/engineering, all expenses shall be reimbursed to AMS. In addition, a \$1,500 per hour back charge will occur if a delay due to grinding, leveling, etc.... is required at time of installation.**

Subcontractor performing Concrete foundation installation must meet the following qualifications:

1. A minimum of 5 years continuous and current experience installing modular (pit set) foundations.
2. A minimum of 5 years continuous and current experience with Public Works projects specific to education.
3. A minimum of 5 years continuous and current experience working on Division of State Architect (DSA) approved and inspected projects.



Holtville USD
Project: (2) Restroom Bldgs at Finley ES
June 23, 2022

District must provide an ALL-WEATHER truck accessible level/compacted prepared pad. The pad shall be a maximum of 6" from grade level measured diagonally along long axis. All sites exceeding 6" shall be charged on a site-by-site basis.

Concrete Foundation Exclusions –site demolition, foundation pad excavation, import/export soils, surveying, site improvements, underground hazards, crawl space drainage, dry wells, slurry seal, backfilling/compaction, unforeseen conditions.

AMS provides non-operable windows as standard for all projects unless otherwise coordinated. All projects per AMS standard PC guidelines, manufacturing methods, finishes and fixtures. AMS does not include direction and/or design for options not included in our scope unless otherwise stated or coordinated prior.

Point of Connection Drawings (POC) as coordinated with the AOR and design team, supersedes any previous drawings and/or communications regarding POC's, including the DSA approved drawings. The locations and sizing reflected on the POC sheet(s) are the responsibility of the Architect of Record to provide to the appropriate on-site contractors for coordination and execution.

Thank you for the opportunity to provide our budgetary proposal. Please contact me with any questions at (951) 852-6384 or via email at suzanne.w@americanmodular.com.

Sincerely,

Suzanne Willis
Director of Business Development, Southern CA

Accepted By:

Holtville Unified School District

Signature

Printed Name

Title

Date

SW

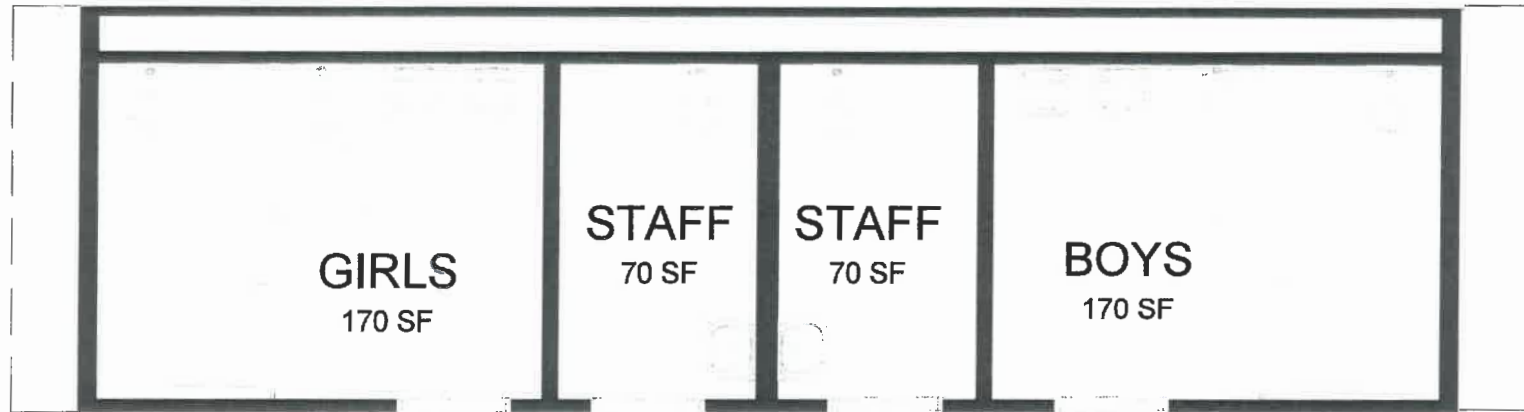
American Modular Systems, Inc.

Signature

Printed Name

Title

Date



 GEN7
  EVOLVE
 FORM
  2GO

12' x 40' GIRLS/STAFF/STAFF/BOYS RESTROOM

DATE 01/27/21

CLIENT

PROJECT

WWW.AMERICANMODULAR.COM

© American Modular Systems

1

1 **AGREEMENT BETWEEN THE COUNTY OF IMPERIAL AND THE HOLTVILLE UNIFIED SCHOOL**
2 **DISTRICT FOR THE IMPERIAL COUNTY SHERIFF'S OFFICE TO PROVIDE A SCHOOL**
3 **RESOURCE OFFICER**

4 THIS AGREEMENT ("Agreement"), made and entered into effective the 30th day
5 of June, 2022 by and between the **COUNTY OF IMPERIAL**, a political subdivision
6 of the State of California, by and through its Imperial County Sheriff's Office,
7 ("County"), and the **HOLTVILLE UNIFIED SCHOOL DISTRICT**, a California public
8 school district located in the city of Holtville, in Imperial County,
9 ("District"); (individually, "Party;" collectively, "Parties") shall be as
10 follows:

11 **RECITALS**

12 **WHEREAS**, in addition to the services already provided to District's school
13 campuses in Imperial County and its surrounding community, District desires to
14 contract with County for its Imperial County Sheriff's Office ("ICSO") to
15 provide a school resource officer ("SRO") for additional law enforcement
16 services at District's school campuses located in Imperial County; and

17 **WHEREAS**, the Parties share common goals that include providing support for the
18 education process by implementing a school resource officer within District's
19 jurisdiction to address school crime and safety issues; and

20 **WHEREAS**, the Parties agree to work cooperatively with one another in placing
21 the school resource officer in the District to provide such services on the
22 terms and in the manner set forth herein.

23 **NOW, THEREFORE**, in consideration of their mutual covenants, the Parties have
24 and hereby agree to the following:

25 1. **TERM.**

26 The term of this Agreement shall be effective from July 1, 2022 through June
27 30, 2023, unless otherwise modified or terminated as provided for herein.
28

1 **2. SCOPE OF SERVICES.**

2 2.1 County shall provide to the District one (1) uniformed ICSO Deputy
3 Sheriff to serve as the school resource officer ("SRO") assigned for duties at
4 the District's school campuses. The SRO will perform additional law enforcement
5 services on and around the school campuses of the District as provided for
6 herein. This Agreement is not intended to reduce the existing services already
7 provided to the District by ICSO. The SRO shall be available for up to eight
8 (8) hours per day, for a maximum of one hundred eighty (180) days per fiscal
9 year (from July 1 - June 30). At the beginning of each fiscal year, the District
10 shall notify ICSO of the dates when the SRO's services will be requested under
11 this Agreement.
12

13 2.2 Unless otherwise provided for in this Agreement, County shall furnish
14 and supply all necessary labor, supervision, equipment, communication
15 devices/facilities, and supplies necessary to maintain the agreed upon level of
16 service and to meet its obligations under this Agreement, including vehicles,
17 weapons, radios, uniforms and training.
18

19 2.3 District may provide additional resources for ICSO and the SRO to utilize
20 in the performance of this Agreement. The District agrees that ICSO shall have
21 full cooperation and assistance from the District, its officers, agents and
22 employees.
23

24 2.4 Specific services to be provided shall take place at the District's
25 campuses within the jurisdictional boundaries of the County as directed by
26 District.
27

28 2.5 The County agrees that the SRO will:

1 2.5.1 Develop faculty presentations related to California law, campus
2 security, student and faculty safety, and the role of law enforcement at the
3 schools.

4 2.5.2 Work in conjunction with the ICSO's Crime Prevention Unit to
5 develop student presentations that educate the students about peer pressure,
6 drug awareness and drug abuse, violence, school safety, and other related topics
7 as agreed upon with the school district.

8 2.5.3 Attend District committee meetings that address school safety and
9 work with community agencies and parent/teacher groups.

10 2.5.4 Be the first responder to all law enforcement related matters on
11 the District's campuses that occur during regular school hours, and document
12 and investigate all incidents of crime at these campuses as deemed appropriate.
13 However, if the SRO is unavailable to respond for any reason, another ICSO
14 personnel will respond as needed.

15 2.5.5 Serve as liaison role between the District, the Student Attendance
16 Review Board ("SARB"), the Imperial County Probation Department, the Imperial
17 County District Attorney's Office, and other law enforcement official, and
18 perform related duties.

19 2.5.6 Provide input to the District's officials regarding observations
20 and assessments of campus safety concerns.

21 2.5.7 Share information with the District's officials regarding crime
22 trends that may affect school operations.

23 2.5.8 Coordinate certified narcotics K-9 walk-throughs on the District's
24 campuses.

1 2.6 ICSO shall retain the discretion to remove the SRO from his or her
2 regular assignment to the District if a critical incident or other emergency
3 arises requiring the assistance of the SRO. ICSO will inform the District when
4 this occurs within a reasonable period of time.

5 2.7 In the event the SRO designated by ICSO is unable to provide services on
6 any given day, or for any portion of the day, District understands that ICSO
7 may not have the resources available to provide a replacement for the SRO. In
8 the event this occurs, County shall not request payment for any
9 time periods in which an SRO was not made available to the District. In its
10 discretion, County may provide a replacement for the designated SRO; however,
11 County is under no obligation to do so. District may request that County provide
12 services for additional days during the term of this Agreement to make up for
13 any time in which an SRO was not made available.
14

15 **3. COMPENSATION.**

16 3.1 District shall pay County an amount not to exceed **One Hundred Forty-Five**
17 **Thousand Eight Hundred Twenty-Eight Dollars, and Twenty Cents** (\$145,828.20),
18 for the performance of all obligations by County contemplated under this
19 Agreement. The rate of compensation to the SRO shall depend on the salary and
20 benefits of the ICSO Deputy assigned to the duty of SRO under this Agreement.
21 The costs for ICSO services provided to District are set forth in Exhibit "A,"
22 which is attached hereto.
23

24 3.2 District understands and agrees that it will be invoiced separately for
25 the cost of salaried overtime or for any services performed by County that
26 exceed the professional expertise of the SRO. "Additional services" include,
27 but are not limited to, investigations performed by ICSO investigators, and
28

1 Sheriff's Activity League functions. District shall be notified prior to the
2 performance of any overtime work or additional services.

3 3.3 County, through ICSO, shall provide an invoice to District within ten
4 (10) days after the close of each calendar month. The invoice will reflect all
5 services performed and amounts owed under this Agreement during the previous
6 month. District shall pay County within thirty (30) calendar days
7 after receipt of each monthly statement.
8

9 3.4 District agrees to pay for any increased costs that result from
10 collective bargaining negotiations between County and any relevant ICSO
11 bargaining units which take effect during the term of this Agreement. The
12 Parties agree to amend this Agreement, and Exhibit "A" accordingly, each time
13 the not-to-exceed amount increases as a result of collective bargaining
14 negotiations.
15

16 **4. ADMINISTRATION AND SUPERVISION.**

17 The SRO shall remain under the supervision, direction, and control of the ICSO,
18 who shall administer this Agreement on behalf of the County. The District, or
19 its designee, shall administer this Agreement on behalf of the District.

20 **5. COUNTY EMPLOYEE.**

21 The SRO shall remain an employee of the ICSO on special assignment to District
22 for the purposes set forth in this Agreement, and shall not be considered an
23 agent, employee, or deputy of District.
24

25 **6. ASSUMPTION OF LIABILITIES/INSURANCE.**

26 6.1 Except as otherwise provided, District shall not be called upon to assume
27 any liability for the direct payment of any salaries, wages, or other
28

1 compensation to any of County's personnel performing services hereunder for the
2 District, and County hereby assumes said liability.

3 6.2 Except as herein otherwise specified, District shall not be liable for
4 compensation or
5 indemnity to any of County's employees for injury or sickness arising out of
6 this employment, and County
7 hereby agrees to hold harmless District against any such claim.

8 6.3 District agrees, to the fullest extent permitted by law, to defend with
9 counsel acceptable to County, indemnify and hold County, its representatives,
10 officers, elected officials, designees, employees,
11 agents, successors and assigns, harmless from and against any and all liability,
12 loss, expense (including reasonable attorneys' fees) or claims for injury or
13 damages arising out of the performance of this Agreement, but only in proportion
14 to and to the extent such liability, loss, expense, attorneys' fees or claims
15 for injury or damages are caused by or result from the negligent acts and
16 omissions or willful misconduct of District, its officers, employees,
17 representatives, elected officials, designees, or agents.

18 6.4 County agrees, to the fullest extent permitted by law, to defend with
19 counsel acceptable to District, indemnify and hold District, its
20 representatives, officers, elected officials, designees, employees, agents,
21 successors and assigns, harmless from and against any and all liability, loss,
22 expense (including reasonable attorneys' fees) or claims for injury or damages
23 arising out of the performance of this Agreement, but only in proportion to and
24 to the extent such liability, loss, expenses, attorneys' fees or claims for
25 injury or damages are caused by or result from the negligent acts and omissions
26
27
28

1 or willful misconduct of the County, its officers, employees, representatives,
2 elected officials, designees, or agents.

3 6.5 Notwithstanding the foregoing, in the event that the Parties are both
4 held to be responsible for the negligent acts and omissions or willful
5 misconduct of its own officers, employees, representatives, elected officials,
6 designees, or agents, the Parties will bear their proportionate share of
7 liability as determined in any such proceeding. Each Party to bear its own costs
8 and attorneys' fees.
9

10 **7. TERMINATION.**

11 Either Party may terminate this Agreement at any time, with or without cause,
12 by notifying the other Party of its intent to terminate the Agreement and
13 specifying the effective date thereof, at least thirty (30) days before the
14 effective date of such termination.
15

16 **8. NO AGENCY.**

17 Nothing herein contained shall be construed to create, and the Parties hereto
18 expressly disclaim any intent to create, any form of agency relationship, joint
19 venture or partnership.

20 **9. SEVERABILITY.**

21 If any provision of this Agreement is held by a court of competent jurisdiction
22 to be void, invalid, or unenforceable, the remaining provisions shall continue
23 in full force and effect.
24

25 **10. JURISDICTION AND VENUE.**

26 This Agreement is made and entered into in Imperial County, California. This
27 Agreement shall be construed and enforced in accordance with the laws of the
28

State of California, and the Parties agree that any action brought by either Party regarding this Agreement shall be brought in a court of competent jurisdiction in Imperial County or, if appropriate, in the Federal District Court serving Imperial County.

11. GOOD FAITH PERFORMANCE.

The Parties hereto agree to act in good faith and deal fairly with the other Party in the performance of this Agreement.

12. NOTICES.

Any notice to be given pursuant to this Agreement shall be in writing and personally delivered or sent by certified mail, postage prepaid, return receipt requested or by overnight carrier, priority overnight delivery, postage and delivery charges prepaid, addressed to each Party at the following address:

COUNTY
 Raymond Loera, Sheriff
 Imperial County Sheriff's Office
 328 Applestill Road
 El Centro, CA 92243

DISTRICT
 Celso Ruiz, Superintendent
 Holtville Unified School District
 621 East Sixth Street
 Holtville, CA 92250-1450

Copies of notices to Sheriff shall also be sent to:
 Imperial County Executive Office
 Attn: County Executive Officer
 940 West Main Street, Suite 208
 El Centro, CA 92243

Notice shall be deemed to have been delivered only upon receipt by the Party, seventy-two (72) hours after deposit in the United States mail or twenty-four (24) hours after deposit with an overnight carrier. The addressees and addresses for purposes of this Paragraph may be changed to any other addressee and address by giving written notice of such change in the manner provided in this Paragraph. Unless and until written notice of change of addressee and/or address is delivered in the manner provided in this paragraph, the addressee and address set forth in this Agreement shall continue in effect for all purposes hereunder.

1 **13. ASSIGNMENT.**

2 Neither this Agreement nor any duties or obligations under this Agreement may
3 be assigned by District without prior written consent of County.

4 **14. ENTIRE AGREEMENT.**

5 This Agreement constitutes the full and complete agreement between the Parties.
6 All prior agreements and understandings with respect to the subject matter of
7 this Agreement are merged herein. This Agreement may be executed in
8 counterparts, each of which when executed and delivered shall constitute a
9 duplicate original, but all counterparts together shall constitute a single
10 agreement. No modification, waiver, amendment, discharge, or change of this
11 Agreement shall be valid unless the same is in writing and signed by the Party
12 against whom the enforcement of such modification, waiver, amendment, discharge,
13 or change is or may be sought.
14

15 **15. WAIVER.**

16 Any waiver by County of any breach of any one or more of the terms of this
17 Agreement shall not be construed to be a waiver of any subsequent or other breach
18 of the same or of any other term thereof. Failure on the part of County to
19 require exact, full, and complete compliance with any term of this
20 Agreement shall not be construed in any manner as changing the terms hereof, or
21 estopping County from enforcement hereof.
22

23 **16. REVIEW OF AGREEMENT TERMS.**

24 16.1 Each Party has had the opportunity to receive independent legal advice
25 from its attorney(s) with respect to the advisability of making the
26 representations, warranties, covenants and agreements provided for herein, and
27 with respect to the advisability of executing this Agreement.
28


1 16.2 No presumption or rule that ambiguities shall be construed against the
2 drafting party shall apply to the interpretation or enforcement of the same or
3 any subsequent amendments thereto.

4 IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and
5 year first above written.

6 COUNTY OF IMPERIAL

HOLTVILLE VALLEY UNIFIED
SCHOOL DISTRICT

7
8 By: _____
9 Eduardo Escobar, Chairman
Imperial County Board of Supervisors

By:  _____
Celso Ruiz, Superintendent

10 ATTEST

APPROVED AS TO FORM

Adam Crook
County Counsel

11
12 By: _____
13 Blanca Acosta
Clerk of the Board of Supervisors

By: _____
Eric Havens
Assistant County Counsel

EXHIBIT "H"

**County of Imperial
Fully Allocated Hourly Rate
Position Detail
FY 2021-22**

POSITION TITLE: DEPUTY SHERIFF
POSITION CODE: 2375
SUBORG UNIT:
SUBORG UNIT CODE: 1000-1024-10241
NO. OF FTE'S: 8.000
POSITION STATUS: FULL
FRINGE GROUP: 8

	<u>Total Avail-Wk-Hrs</u>	<u>% of Salary</u>	<u>Hourly Rate</u>
DIRECT COSTS:			
Avail. Work Hours/Salary	12,816		\$41.29
Fringe Benefits		83.00%	\$34.27
Maintenance & Operation Costs		56.83%	\$23.47
Building Occupancy Costs		7.03%	\$2.90
Debt Service Costs		0.00%	\$0.00
INDIRECT COSTS:			
Overhead Costs		10.61%	\$4.38
Fixed Asset Replacement Costs		3.70%	\$1.53
TOTAL - All Costs			\$107.84

February 16, 2022

Expanded Learning Opportunities Program Plan Guide

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Prepared by: Expanded Learning Division

California Department of Education 1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923



This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)

Note: This cover page is an example, programs are free to use their own logos and the name of their program.

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Name of Local Educational Agency or Equivalent:

Holtville Unified School District

Contact Name: Eric Velazquez

Contact Email: evelazquez@husd.net

Contact Phone: 760-356-2974

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Finley Elementary

2. Pine Elementary

3. Holtville Middle School

Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be

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intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

The safety of all HUSD children is important to our program. The HUSD ELO-P staff will ensure the safety of all children during ELO-P hours. At least one staff member that is CPR, First-aid, & AED certified will be on site during program hours. Additionally, all staff members will complete district-mandated safety training at the beginning of the year, including blood-borne pathogens training.

At the beginning of each school year, the school administrator will review the school's safety procedures plan with the ELO-P Site Supervisor. In addition, the school administrator and Site Supervisor will discuss specific health plans for students with special needs participating in the ELO-P program. The ELO-P Site Supervisor is expected to communicate all school safety procedures and student health plans to their program staff members. During the school year, all ELO-P staff is to adhere to any safe school announcements (i.e. air quality) that may take place and to limit outdoor instruction, if necessary, due to weather conditions.

Low student to staff ratios keep all students and staff safe and engaged in program activities. Workshops will be lead by certificated staff members and classified staff members. Students will be monitored at all times by staff members. Additionally, all school sites are closed-campuses. Students must be checked out by a parent or legal guardian if leaving early.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

HUSD ELO-P program provides academic support and enrichment activities designed to support the CCSS (Common Core State Standards) through an intentionally designed curriculum of academic intervention, tutoring/mentoring, sign language, computer lab, STEM & MESA, cooking & baking, sports, dance, art, and music/band. These activities encompass the CCSS by providing authentic opportunities for students to plan, create, debate, and support opinions with evidence. The program seeks to give students a voice and encourage them to reflect, debate, and write. The activities from which students choose, broaden their horizons, provide enrichment, and supports their academic growth.

HUSD ELO-P program is designed to ensure support for participating students in developing 21st century skills necessary to compete in today's world. Students have the ability to practice the skills they will need to compete globally. To bridge the technology divide, all ELO-P Program participants have access to computers and 3-D printers. All curriculum is tailored to define the knowledge and skills students should have within their TK-12 education careers so they are able to graduate from high school and be able to succeed in entry-level, credit-bearing academic college courses, and in workforce training programs. HUSD ELO-P Programs are dedicated to active implementation of research-based program design, instructional strategies, and best practices for multiple dynamics or our population (i.e. special needs, EL, poverty and other socio-economic impacts, learning styles, etc.).

The after school program ensures alignment with the regular school day by employing some school-day staff in the after school program, both teachers and paraprofessionals. There is constant communication amongst program staff, coordinator, and teachers regarding student progress, homework completion, and student behavior. The ELO-P coordinator attends weekly teacher meetings and also holds monthly ELO-P staff meetings. Program staff is also required to participate in staff development provided by the ELO-P program. Staff development in the ELO-P program

is linked to the staff development provided to the regular school-day teachers. ELO-P staff works closely with school staff to use a similar explicit direct instruction (EDI) model that has been adopted for the regular school curriculum. The EDI model focuses on all students successfully taught grade-level content every day, using the following components: Learning Objective, Activating Prior Knowledge, Concept Development, Skill Development, Importance, Guided Practice, Closure and Independent Practice. The district uses online assessment programs to disaggregate and analyze student data. Once assessment data is disaggregated, the data is analyzed by the teacher and after-school staff in an effort to make academic decisions for students. Through this process, ELO-P staff concentrates on supporting the core curriculum of the regular school day and therefore the California State Standards. This same procedure will be implemented as California Common Core Content Standards data is made available to the school site.

The ELO-P program has also adopted the regular school-day discipline procedures in an effort to create a seamless transition from the regular instructional day to the after-school program. The ELO-P staff uses positive discipline, defined as managing group behavior to reduce disruptions and to increase student cooperation and responsible behavior. These are the same regular school-day discipline practices and expectations that are observed and practiced in the after school program. Student data, teacher lesson plans, and discipline procedures are reviewed by both regular school- day and ELO-P staff to keep these practices cohesive throughout the regular school-day and the ELO-P program.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

Academic Content:

All academic and enrichment components of the ELO-P Program are based on the essential California Common Core Content Standards, following the pacing guides of the district when possible.

Academic Reading/Math Academies are provided to students in TK - 6. These groups are teacher-directed and run for one hour, three days a week. Students are selected to each grade level group by either the counselor, classroom teacher and/or principal. Students are taught through the same Explicit Direct Instruction model (Learning Objective, Activating Prior Knowledge, Concept Development, Skill Development, Importance, Guided Practice, Closure and Independent Practice) that they experience during the regular school day.

Tutoring groups are available to all students in grades TK - 6. Tutoring groups are led by grade-level teachers or tutors. These group sessions run for one hour, 5 days a week. The teachers/tutors help students complete their homework and practice what is taught in the regular school day. Students that are having difficulty with a concept or skill are pulled aside by tutor and works with those students more individually.

STEM Courses are offered to students in TK - 6. MESA (Math Engineering Science Enrichment) is used as the main tool to provide these STEM activities. MESA runs throughout the year and students participate in Imperial Valley MESA activities and competitions. Saturday workshops are planned throughout the year to give students additional time to complete MESA projects. Other STEM activities are also provided throughout the year and during ELO-P summer program. These STEM activities are teacher-directed and run for an hour, three days a week. Science, technology, engineering, and math (STEM) skills are increasingly necessary to navigate an ever-more complex world and a globalized economy. These courses are intended to provide engaging, hands-on STEM learning programs that are not only getting students excited about these topics, but also helping them build real-life skills and proficiencies. Recent analysis of evaluation studies of several after-school STEM programs showed that high-quality programs can lead to increased interest and improved attitudes toward STEM fields and careers, increased STEM knowledge and skills, and increased likelihood of pursuing STEM majors.

Literacy/Homework Center is open to students in grades TK - 6 who have the opportunity to be engaged in literacy activities (Literature Circles, read-aloud, fluency, etc.) in addition to receiving help with their homework. Once homework has been completed, students can engage in independent reading and tests using Accelerated Reader.

The Computer Lab primarily provides opportunities for students to use the computer-assisted software, Accelerated Reader, to help them progress towards grade-level Common Core standards and expectations in reading. Students also work on essays that are assigned throughout the year using MyAccess.com. This is a web based program in which students type their essays in order to obtain a rubric score. Essays are assigned in two week intervals. Program staff runs weekly reports to ensure student progress. Students use the lab to learn keyboarding and to do research for regular school day writing projects. Students also use Khan Academy and Reading Plus programs to ensure that computer time also has an academic component.

Fine Arts and Music Enrichment are planned to include the five strands of the California Visual and Performing Arts Standards (artistic perception, creative expression, historical and cultural context, aesthetic valuing, and connections, relationships, applications) to students in grades TK - 6 with a focus on the key standards at each grade level for each strand. Fine arts and arts and crafts enrichment run for one hour five days a week.

Life Skills enrichment activities are available to all students in grades TK - 6 on a weekly basis. They include a hands-on approach to skills such as healthy diet planning, sewing, and cooking and baking.

Sports/Recreation activities and sports are open to students in grades TK - 6. Soccer, volleyball, basketball, and flag football are available for ELO-P participants to participate in. Dance classes, shields, cheer and flags are provided throughout the year during ELO-P hours. Web surfing and game consoles in the classrooms and in the computer lab are available for student use. ELO-P participants will be allowed to surf the web, practice code, and or any authorized computer activity. Printers will be available for student use. A "Game Room" will be designated where ELO-P participants can use Xbox and Wii game consoles. Board games will also be made available to ELO-P participants. The game inventory will be updated regularly to keep participants engaged.

Academic field trips will be planned throughout the year. These field trips will be academic and are intended to provide exposure and enrichment to ELO-P participants. Field trips related to STEM will be given priority throughout the year. These trips will also take place during the summer program. Trips to local state parks are also planned throughout the year with the help of ICOE.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The HUSD ELO-P Program authentically partners with students to build their leadership skills. HUSD ELO-P participants are involved in meaningful opportunities to plan, implement, and evaluate program activities.

- Staff value and encourage student voice and expression. Students have the opportunity to make significant choices about activities in the program.
- Students serve as leaders and mentors to each other.
- Staff support student's leadership development through appropriate skill-building opportunities (e.g. goal-setting and time management).
- Students input, and contributions are encouraged in activity planning, implementation and evaluation. As young people gain experience, their input and contributions become increasingly sophisticated.
- Staff provide opportunities for reflection and for students to showcase their work.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programming.

Life Skills enrichment activities are available to all students in grades TK - 6 on a weekly basis. They include a hands-on approach to skills such as healthy diet planning, sewing, and cooking and baking. Students are encouraged to share their newly acquired skills with family members. Sports/Recreation activities, skills building and sports are open to students in grades TK - 6. Soccer, volleyball, basketball, and flag football are available to all ELO-P participants. Dance classes, shields, cheer and flags are provided throughout the year during ELO-P hours.

The ELO-P coordinators and staff members meet regularly with HUSD Food Services personnel to ensure that ELO-P students are receiving healthy food snacks as determined by state guidelines. HUSD Food Services provide daily snack/dinner meals that is given out to ELO-P students. HUSD Food Services provides ELO-P staff yearly training to ensure that ELO-P staff correctly distributes and takes care of the food provided by HUSD Food Services. The nutritious snacks/dinners are provided by HUSD Food Services. After school snacks/dinners provide children with nutrition during after school care and enhance their learning abilities by contribution to their physical and mental well-being. Pizza (low fat cheese) is given to students on Wednesdays. Regular school day classes conclude at 1:30 PM on Wednesdays and extends the time students are in the after-school program. Studies have shown that children whose nutritional needs are met have fewer attendance and discipline problems and are more attentive to learning. A reimbursable snack/dinner must contain full servings of any two of the following four food components: 1) Fluid milk; 2) Meat or meat alternate; 3) Fruit, vegetable, or 100% juice; and 4) Grain or bread product.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

- HUSD ELO-P Program creates a safe and adaptive environment which recognizes that culture, family and personal history is core to a student's identity formation.
- HUSD ELO-P Program provides students with opportunities to explore their identity within the context of their own culture and increase their openness and understanding toward all people.
- HUSD ELO-P Program cultivates an inclusive environment where all youth and families are welcome and respected.
- HUSD ELO-P students are encouraged to be their whole selves, honoring their culture, sense of self and life experiences.
- HUSD ELO-P Staff respond to students' unique interests, needs, and abilities.
- HUSD ELO-P student's cultures are recognized and understood.
- HUSD ELO-P will be accessible to all HUSD students, including students with disabilities. Special education staff will be available to accommodate the needs of students.

HUSD invites parents and the community to be involved and participate in providing input in the ELO-P program.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

Holtville Unified School District mandates that all instructional staff have 48 college/university units and have a high school graduation degree or equivalent. All ELO-P employees must meet the same education requirement.

Staff recruitment is accomplished by use of the HUSD Human Resources job posting service, Ed-Join. ELO-P positions are posted through this online application process.

Staff retention is accomplished by an effective and timely evaluation process, ongoing staff development which includes in-service in the areas of classroom management, effective teaching strategies, enrichment delivery models, anti-bullying strategies, communication styles, and annual sexual harassment training. Staff development activities are developed by ongoing communication with program administration and Site Facilitators who determine areas of need jointly based on the identified needs of students, site observations, and input from instructional day staff. A Professional Development Calendar is published annually and updated as needed to reflect the needs of staff. All staff are paid or provided time to attend professional development training.

Pay range is also a retention strategy. HUSD offers a competitive pay range which allows for quality entry pay and opportunities for pay increase based on years of experience and field related trainings.

Work environment is conducive to staff retention. Facilities are coordinated closely with the regular school-day facility and the ELO-P staff. The ELO-P program is considered a continuation of the regular school-day and work locations provide a familiar and welcoming place for both students and staff to be on a daily and ongoing basis.

Materials are provided to encourage students and staff to attend and administer a well-staffed and supplied school. Staffing ratios are adhered at a 20:1 student/classroom staff ratio.

Volunteers from community and county agencies, parents and instructional day staff enhance the ELO-P program as guest speakers, tutors, and liaisons.

8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

HUSD Mission: Our mission is to create a safe academic environment, which ensures learning to the highest standards, instills responsibility, self-worth, respect, and a strong work ethic in all students.

HUSD Vision: Our vision is to have every student be a responsible citizen, an independent thinker, an effective communicator, and a life-long learner capable of success.

HUSD ELO-P goals are aligned to HUSD LCAP goals:

1. To increase the proficiency of all students in Math and English Language Arts (HUSD LCAP Goal 1).
2. To increase English and Math proficiency of English Language Learners (HUSD LCAP Goal 1).
3. To provide enrichment activities for all students (HUSD LCAP Goal 1).
4. To provide a safe environment that fosters healthy life choices (HUSD LCAP Goal 3).
5. To provide opportunities for youth voice and leadership (HUSD LCAP Goal 2).
6. To assist in the implementation of California Common Core Content Standards (HUSD LCAP Goal 1).

HUSD ELO-P Program Purpose:

The intent of the HUSD ELO-P Program is to provide safe and educationally enriching alternatives for students during non-school hours. The HUSD ELO-P Program is created through partnerships between schools and local community resources to provide literacy, academic enrichment, and safe, constructive alternatives for students in grades TK - 6. One of the goals of the program is to support local efforts to improve assistance to students and broaden the base of support for education in a safe, constructive environment. The HUSD ELO-P Program provides students with academic and enrichment activities and keeps students engaged. The program also provides a wide variety of benefits to participating students including: improved school attendance, English fluency, academic success, crime prevention, and social-emotional skill development.

9—Collaborative Partnerships

Describe the program's collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

Collaboration with community, county, and state agencies is selected based on the identified program needs. Being a program that is implemented in a rural area that is far from any major city, the collaboration between Holtville Unified School District personnel and the after school program is vital. Also, Imperial County Office of Education is key in making connections with agencies and groups that will help meet both academic and enrichment needs of our ELO-P program.

Current Collaborative Partners and Roles

Site Custodial: In-kind services that provides assistance in the daily maintenance of ELO-P classrooms. Helps in creating a clean and healthy environment.

Resource Teacher: In-kind services that provides professional development to ELO-P staff and feedback to help ELO-P staff meet the needs of ELO-P students.

Instructional Day Teacher: Provides feedback/requests on behalf of ELO-P students. Helps in linking the after school program to the regular school day.

Imperial County Office of Education: Provides low cost professional development, free administrative training, resources and site monitoring, reporting and evaluations for staff. Provides bullying prevention presentations for students and staff.

City of Holtville: In-kind leadership, recognition, evaluation and planning through the school and community. Provides facilities for sport activities.

Site Principal: Provides and facilitates effective communication between after-school and instructional day staff, arranges for custodial and facilities including computer lab, materials, printing use as in-kind for the after-school program. Provides administrative guidance as needed.

District Administration: In-kind services are provided by the district. District administration provides technical assistance for use of data analysis to assist in analyzing the needs of students in the after-school program, Nutritional Services provides nutritional snacks and guest speakers on healthy eating habits. The Technology Department provides training and technical assistance for accurate attendance and achievement tracking. The Business Department prepares monthly financial expenditure reports and completes the annual and end of year financial report to the State. The district after school coordinator provides oversight, conducts staff evaluations, plans, presents and evaluates effective professional development for all after-school staff; and garners resources and additional funding to provide on-going program improvement opportunities.

Imperial Valley College/San Diego State University: In-kind provides guest speakers, lectures, and mentors.

School Site Council: Provides resources for parent volunteers in the after-school program, allocates GATE and discretionary funds to support additional enrichment activities for the after-school program.

Holtville Boys and Girls Club: Provides additional enrichment courses to ELO-P participants.

Holtville Fire Department: Provides education on fire safety and community service opportunities.

Imperial County Sheriffs Department, Holtville Substation: Provides education on public safety, crime prevention presentations, anti-bullying presentations, presentations on harmful effects of vaping, and community service opportunities.

10—Continuous Quality Improvement

Describe the program's Continuous Quality Improvement plan.

Assess Program Quality: Collect data on the program using multiple strategies. Data comes from sources including self-assessments, review of program policies and manuals, interviews and surveys conducted with staff, youth, and other stakeholders, and observation of program activities.

Program effectiveness will be monitored by ELO-P administrator, ELO-P staff, ELO-P participants, ELO-P parents and district administrators based on data collection, student surveys, parent surveys and feedback from regular school day teachers and administration.

Pursuant to EC 8484(1)(2), formal data for semi-annual and annual reporting will include attendance in the ELO-P Program and instructional day, proficiency on any assessment or reporting requirement established by the CDE and identification of English Learner status. Data collection will also include ELPAC testing, the California Healthy Kids Survey, rates of homework completion, and instances of behavior incidents for monitoring on-program effectiveness.

Plan: Reflect on program data and use data to generate and implement an action plan for program improvement. Action plans can be used to revise and refine organizational strategies and goals, to direct organizational resources towards areas that need improvement, and to guide professional development for staff.

HUSD ELO-P Program staff will meet three times a year to review data and survey findings. First meeting will take place one week before the beginning of the regular school year. The second meeting will take place at the end of 1st semester. The third and final meeting will take place at end of 2nd semester, where planning for ELO-P Summer intersession will also take place. ELO-P administrator will give feedback obtained from site principal and school day teachers. It is the responsibility of ELO-P site coordinator to administer student and staff survey at least twice a year, end of 1st semester, and end of 2nd semester.

Improve Program Quality: Implement the action plan, taking time to reflect on progress along the way. Once key goals are met, re-assess and update the action plan accordingly.

The purpose of the three meetings is to set goals for our ELO-P program, our students, and our staff. CDE Expanded Learning Division has developed a Quality Improvement Tool template and users guide as a compliment to the Department's Guidance for Developing and Implementing a Quality Improvement Process. HUSD ELO-P Program will use this document as a resource to create and document site level continuous quality improvement (CQI) plans. The document is a resource for programs and sites to summarize assessment data and outline site level goals, objectives, and activities included in their site level CQI plan.

Quality Program Improvement Plan (Example)

Program Site: Holtville Middle School

Aligning Quality Standard: Skill Building

Quality Program Improvement Goal #1: Provide meaningful and purposeful activities that assist ELO-P students in building 21st Century Skills.

Objective 1:

Activities: Hour of Coding

Individual(s) Responsible: ELO-P Staff

Date(s): Mon & Tues

Support/Technical Assistance Needed: Khan Academy/Coding basics

HUSD ELO-P Program will be focusing on measuring ELO-P program success by looking at regular school day attendance, CAASPP results, and student surveys.

A description of the selected outcome measures will be provided. Selected outcome measures include:

CAASPP ELA & Math scores by grade level in grades 3 - 6.

STAR Math & Reading (grade equivalent) levels in grades 1 - 6.

STAR Early Literacy scores in Kindergarten.

Quarterly benchmarks in TK.

11—Program Management

Describe the plan for program management.

Fiscal accounting and reporting requirements are accomplished by developing a fiscally prudent program budget. This budget is developed for the design, implementation and maintenance of the program. A fiscal technician meets regularly with program administrators to monitor and adjust the budget to meet program needs.

HUSD utilizes the Escape Financial program to format and track expenditures, and the ELO-P funding is included in this process. The HUSD ELO-P Program will track attendance on a regular basis. Attendance is collected on a daily basis using scanning software provided by CitySpan. CitySpan is powerful and user-friendly software that meets the service tracking needs of ELO-P Programs and program administrators. The software enables users to manage information with greater efficiency and to automatically generate required ELO-P attendance reports. CitySpan's software guides you through the process of registering students and tracking their participation in program activities. Users record key information on each participant including name, address, school, emergency contacts, demographics and EARLY RELEASE information on each student. Once registered, participants are enrolled in program activities and their attendance is tracked. Several tools support data collection, including pre-printed attendance forms and options that integrate wireless and PDA technologies.

Early release procedures are established at school sites, which accounts for all students needing to leave prior to the conclusion of the full program and parent signatures or releases are closely monitored and maintained by site level leads. CitySpan software does not allow for a student to be scanned out if their scanning out time does not coincide with their Early Release Policy on file.

The program plan is reviewed with site supervisors, school day Leadership team and site administrator on a semiannual basis to ensure progress and adjustments needed to meet plan goals. All collaborators and partners are invited to participate in this process.

Results of CAASPP testing, English Language Proficiency Assessment for California (ELPAC) scores, Benchmark assessment scores, and any assessment or reporting requirement established by the CDE are reviewed in the Fall of each year to inform any needed modifications in the school plan.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

HUSD currently has an ASES program, serving grades K-8 at Finley Elementary and Holtville Middle School. HUSD ASES is in Year 1 of its current program plan. ASES provides tutoring, healthy snacks, and engaging activities after school, until 6:00 PM every school day. Implementation of the HUSD ELO-P will expand these services to students in TK at Finley Elementary and to all students at Pine Elementary School. The ELO-P will also expand services to additional students in grades K-6 at Finley Elementary and Holtville Middle School.

Implementation of the HUSD ELO-P will model the current HUSD ASES plan in its curriculum, schedule, staff, and services. ELO-P will expand food services and provide dinner/snack meals to participants. The program will expand services to additional students by hiring additional staff and expanding facilities. The ELO-P will also seek collaboration with outside agencies, such as the Boys and Girls Club in Holtville.

During implementation, ELO-P funding will expand services to additional students. However, from the parents' perspective, services will be coordinated in collaboration with ASES. After implementation, services will be refined and merged to one ELO-P/ASES program.

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Staff recruitment is accomplished by use of the HUSD EdJoin account. ELO-P positions have been posted through this online application process. All staff hired by HUSD must have at least a high school diploma or equivalent. All paraprofessional positions will meet the minimum requirement for college units. Positions for additional staff will continue to be flown as needed in Fall 2022. A 10:1 pupil-to-staff ratio will be maintained by hiring adequate staff members to keep the lower ratio.

Staff preparation is accomplished by effective and timely evaluation process, ongoing staff development which includes in-service in the areas of classroom management, effective teaching strategies, enrichment delivery models, anti-bullying strategies, communication styles, and annual sexual harassment training. Staff development activities are developed by ongoing communication with program administration and Site Facilitators who determine areas of need jointly based on the identified needs of students, site observations and input from instructional day staff. Professional development plans are established annually and updated as needed to reflect the needs of staff. All staff are compensated or provided time to attend professional development training.

The current curriculum adoption will be utilized for the ELO-P after school and intersession programs. The current curriculum adoptions include:

ELA: Benchmark Advance in grades TK - 5 and My Perspectives in grades 6 - 8.

Math: GreatMinds/Eureka Math in grades TK - 8.

Science: Harcourt 2007 for grades K - 5 and Prentice Hall for grades 6 - 8.

History/Social Science: Pearson 2006 for grades K - 5 and Holt 2006 for grades 6 - 8.

Additional supplemental curriculum will be reviewed to provide developmentally-appropriate Science and History/Social Science curriculum in TK. Supplemental materials will also be used in all grades to facilitate engagement and to expand upon the lesson plans in the regular school day.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

TK/Kinder

Instructional Day: 8:00 AM - 2:20 PM (including 30 minute lunch)

Recess (Snack): 2:20 - 2:35 PM

Reading/Literacy: 2:35 - 3:05 PM

Math Club: 3:05 PM- 3:45 PM

Recess (w/ certificated staff supervision): 3:45 - 4:15 PM

Snack/Dinner: 4:15 - 4:30 PM

Technology Time: 4:30 - 5:00 PM

PE/Sports: 5:00 - 5:45 PM

1st - 5th Grades

Instructional Day: 8:00 AM - 2:30 PM (including 30 minute lunch)

Snack: 2:30 - 2:45 PM

Tutoring: 2:45 - 3:45 PM

Homework Center/ Clubs: 3:45 - 4:45 PM

Snack/Dinner: 4:45 - 5:00 PM

Sports & Clubs: 5:00 - 6:00 PM

6th Grade

Instructional Day: 8:00 AM - 3:15 PM (including 30 minute lunch)

Tutoring 3:15 - 4:30 PM

Snack: 4:30 - 4:45 PM

Homework Center/Clubs: 4:45 - 6:00 PM

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

2022-23 Contributing Actions Table

1. Projected LCFF Base Grant	2. Projected LCFF Supplemental and/or Concentration Grants	3. Projected Percentage to Increase or Improve Services for the Coming School Year (2 divided by 1)	LCFF Carryover — Percentage (Percentage from Prior Year)	Total Percentage to Increase or Improve Services for the Coming School Year (3 + Carryover %)	4. Total Planned Contributing Expenditures (LCFF Funds)	5. Total Planned Percentage of Improved Services (%)	Planned Percentage to Increase or Improve Services for the Coming School Year (4 divided by 1, plus 5)	Totals by Type	Total LCFF Funds
15,090,804	5,002,754.00	33.15%	0.00%	33.15%	\$7,126,207.70	0.00%	47.22 %	Total:	\$7,126,207.70
								LEA-wide Total:	\$6,940,195.34
								Limited Total:	\$186,012.36
								Schoolwide Total:	\$0.00

Goal	Action #	Action Title	Contributing to Increased or Improved Services?	Scope	Unduplicated Student Group(s)	Location	Planned Expenditures for Contributing Actions (LCFF Funds)	Planned Percentage of Improved Services (%)
1	1.1	Supplemental standards-aligned instruction	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$15,150.00	
1	1.2	Teacher and Paraprofessionals effectiveness	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$38,305.00	
1	1.3	Promote and monitor academic proficiency	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$609,763.45	
1	1.4	Further Reduce Class size	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$671,747.43	
1	1.5	Intensive Academic Support	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$8,354.00	
1	1.6	Extended learning opportunities	Yes	LEA-wide	English Learners Foster Youth Low Income	All Schools	\$105,390.07	

HOLTVILLE UNIFIED SCHOOL DISTRICT'S
INITIAL PROPOSAL
FOR A
SIDE LETTER OF AGREEMENT

BETWEEN THE HOLTVILLE UNIFIED SCHOOL DISTRICT
AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION ("CSEA")
AND ITS CHAPTER NO. 338

June 22, 2022

This Side Letter of Agreement (hereinafter "Agreement") is entered into by and between the Holtville Unified School District (hereinafter "District") and the California School Employees Association and its Chapter No. 338 (hereinafter "CSEA") regarding the changes to District schools as a result of the novel coronavirus (COVID-19) public health emergency, including AB 130.

The District and CSEA agree as follows:

Safety

1. The District shall provide a safe working environment and shall implement operative State and County Health Officer order(s). The District shall also monitor and consider school specific guidance issued by the California Department of Public Health and safety guidelines published by the California Department of Education.
2. When unit members are required to physically report to work, the District and unit members will follow the operative laws and health order(s) as applicable to public schools and staff, including required testing and screening measures, face covering requirements, vaccination requirements, and contract tracing protocols.
3. The District will not collect or record any medical data or health-related information from unit members except when it is required to do so in order to demonstrate compliance with the law and public health orders. Any information or data that the District collects from unit members will be treated as confidential medical information that is protected under state privacy laws.
4. As soon as practicably possible, unit members shall report to their supervisor in writing any concern regarding an unsafe condition, serious injury, or illness in connection with their employment. The District shall investigate said reported unsafe condition and as appropriate, advise the employee of any finding(s) and corrective action(s).

Compensation

5. The District will issue a one-time, only stipend in the amount of one thousand dollars (\$1,000) to each 1.0 Full Time Equivalent (FTE) employee. The parties understand and agree that 1.0 FTE employees work forty hours per week, such that eligible employees who work less than 1.0 FTE/40 hours per week shall be paid the stipend on a pro rata basis. To be eligible for this one-time, only stipend, employees must have been hired before December 31, 2021, must have been regularly performing their duties for more than seventy-five percent (75%) of their assigned workdays during the 2021-2022 school year, and must be employed as of the date this Agreement is ratified by the District's Governing Board.

Leaves

6. The District will not discharge, discipline, or discriminate against employees who lawfully take paid sick leave.
7. In the event a CSEA bargaining-unit employee is exposed to COVID-19, tests positive for COVID-19, or presents with symptoms of COVID-19 (fever, cough, or difficulty breathing) such unit member shall not report to work and shall use the appropriate, available leave for time off work relating to such symptoms.
8. Unit members shall have the ability to use leave consistent with the law. The District shall provide supplemental paid sick leave to unit members consistent with its obligations pursuant to Government Code section 248.6 COVID-19 2022 supplemental paid sick leave (2022 SPSL). Government Code section 248.6 provides that the 2022 SPSL is available from January 1, 2022 through September 30, 2022.

Miscellaneous

9. All components of the operative Collective Bargaining Agreement between the District and CSEA not addressed by the terms of this Agreement shall remain in full effect.
10. The District and CSEA 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 precedent or practice of the parties, 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.
11. The District and CSEA agree that the Grievance Procedure set forth in the CBA shall apply to this Agreement.

12. The terms of this Agreement shall expire June 30, 2022, or when the public health emergency due to COVID-19 ends, whichever occurs first.
13. The contents of this Agreement represent the sole and only agreement of the Parties as to all issues related to its contents, and neither Party has relied upon any representations by the other which are not set forth in this Agreement.
14. This Agreement is non-precedent setting. This Agreement resolves any and all negotiable impacts and effects of the changes to schools due to the COVID-19 public health emergency, including AB 130, through the term of this Agreement.
15. This Agreement is subject to ratification by the District's Governing Board.

Dated: 6/24/2022

By: 
For CSEA

Dated: 6/28/2022

By: 
For CSEA

Dated: 6/28/2022

By: 
For Holtville Unified School District

Date Ratified by the Holtville Unified School District's Governing Board: _____