



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Special Board Meeting

August 4, 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

Holtville

where tradition meets vision



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

Thursday, August 4, 2022

CLOSED SESSION 5:00 P.M., OPEN SESSION IMMEDIATELY FOLLOWING

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

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

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

1. PRELIMINARY

Call to Order

Flag Salute

Roll Call

Present Absent

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

B) Superintendent's Evaluation – Government Code section 54957

5. REPORTABLE CLOSED SESSION ACTIONS:

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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 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. PERSONNEL SERVICES**
- 1) *Certificated Employment* Pg. 2
 - 2) *Certificated Management Employment* Pg. 3
- B. GENERAL BUSINESS**
The Board is asked to approve the following items:
- 1) *Classified job description for Computer Lab/Technology Support – Range 31* Pgs. 5-8
- Motion: _____ Second: _____ Ayes: ____ Nays: ____ Vote: __-__*
8. **ACTION/DISCUSSION ITEMS**
The Board is asked to approve the following items:
- A) *School Site presentation on Goals and Objectives for school year 2022-2023 (Discussion only)*
9. **FUTURE BOARD MEETING DATE**
Monday, August 15, 2022 is the next Regular Board Meeting
10. **CLOSED SESSION**
- A) *Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release*
 - B) *Superintendent's Evaluation – Government Code section 54957*
11. **ADJOURNMENT**

MISSION STATEMENT

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

HOLTVILLE UNIFIED SCHOOL DISTRICT
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PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED EMPLOYMENT
DATE: AUGUST 4, 2022

The Board is requested to approve the following Certificated Employment for the 2022/23 SY:

| | | |
|---------------------|-----------------|------------|
| 1. Arturo Bojorquez | Math Teacher | HHS |
| 2. Hector Estrada | Science Teacher | HMS/HHS |
| 3. Carlos Moreno | PE Teacher | Finley/HMS |
| 4. Claudia Espinoza | Teacher | Finley |

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED MANAGEMENT EMPLOYMENT
DATE: AUGUST 4, 2022

The Board is requested to approve the following Certificated Management Employment for the 2022/23 SY:

| | | |
|-----------------|-----------|-----|
| 1. Mario Garcia | Principal | HMS |
|-----------------|-----------|-----|

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GENERAL BUSINESS

HOLTVILLE UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

JOB TITLE: Technician 1: Computer Lab and Technology Support

SALARY: Range 31

REPORTS TO: Principal and/or Designee

JOB GOAL: Under the direction of School Site Principal and/or Designee, the Computer Lab and Technology Support Technician will provide a well-organized, smoothly functioning class/lab environment (mobile or static) in which students can take full advantage of the instructional program and available resource materials, serve as a technical resource to school site personnel, log all service requests received over the phone or through email into the District's help desk service and tracking system, assist end users with troubleshooting and resolution of software, user accounts, and hardware problems over the phone and in person, and provide assistance to walk-in end users at primary location.

ESSENTIAL FUNCTIONS:

Computer Lab/Classroom Responsibilities:

- Under supervision of the school site principal or designee maintains the computer lab facility and the equipment as needed. Works closely with teachers to ensure full student use of the computer lab.
- Works with small groups of students to reinforce material initially introduced by the teacher.
- Assist individual students in areas of special interest.
- Performs technician duties and sets up needed equipment.
- Guides independent study, enrichment work, and remedial work for students as prescribed by the teachers.
- Assists in the preparation of instructional materials.
- Participates in in-service training programs.
- Catalogues and files instructional materials and maintains an inventory of supplies and equipment and prepares orders or requisitions for needed materials.
- Other duties as directed.

End-User Support Responsibilities:

- Serve as a technical resource to school site personnel and students.
- Distribute, install, maintain, troubleshoot, repair, upgrade and replace hardware and software. Contact District Technology support when appropriate.
- Perform basic analysis of network related issues such as VLAN, wired, wireless, VoIP, printing, email, etc.

- Setup and manage user accounts in Microsoft, Google, Renaissance Place, or any other learning platform for school site.
- Utilize District Help Desk system to track the resolution and completion of technical support events.
- Inventory and track site technology related equipment such as computers, laptops, iPads, Chromebooks, mobile devices, printers, document cameras, projectors, etc. on District's inventory software.
- Maintain list of school site obsolete technology.
- Work with District Technology to facilitate ordering software and hardware supplies.
- Download and/or install software assigned by the District, Principal or Principal's designee.
- Use of remote software to diagnose software or hardware issues.
- Participate in technology staff meetings and trainings, attend workshops, conferences, and classes to increase professional knowledge; stay up to date with emerging technology.
- Work with various vendors in troubleshooting software, hardware, and scheduling of on-site support if necessary.
- Troubleshoot interactive classroom technology issues.
- Participate in technology projects and deployments.
- Follow written Help Desk procedures.
- Monitor procedures and processes initiated by senior technical staff.
- Assist in the update and maintenance of school site webpages.
- OTHER DUTIES: Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Various software and their installation, maintenance, and management.
- Various hardware and their installation, maintenance, and management.
- Microsoft M365 (any of the A-level licensing models)
- Microsoft Windows, Apple OSX, Android and iOS operating systems.
- Basic understanding of Mobile Device Management platforms such as Jamf, Mosyle, Intune, etc.
- Google for Education
- Computer hardware systems, peripheral equipment, software applications and languages utilized by the school site.
- Materials, methods, and tools used in the installation, operation and repair of computer systems and applications.

- Basic record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office practices, procedures, and equipment.
- Proper lifting techniques.

Ability to:

- Act as the first point of resolution for work order tickets for school site.
- Serve as a technical resource to school site personnel.
- Distribute, install, troubleshoot, and perform repairs on equipment as appropriate.
- Provide training to personnel in operating hardware and software.
- Learn School Site organization, operations, policies, and objectives.
- Learn policies and objectives of assigned program and activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records.
- Understand and follow oral and written instructions.
- Meet schedules and timelines.
- Maintain current knowledge of technological advances in the field.
- Maintain consistent, punctual, and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information.
- See to view computer monitor and read a variety of materials.
- Sit for extended periods of time.
- Bend at the waist, kneel and crouch to perform repairs.
- Use proper lifting methods.

QUALIFICATIONS:

- One year experience working with computers and related equipment and language.
- Must take and pass test demonstrating competency in reading, writing, spelling, composition and the use of computers and related equipment.
- Must maintain the same high level of ethical behavior and confidentiality of information about students as is expected of all employees.
- Must be eligible for employment as per the Immigration Control and Reform Act of 1986.

- Must take and pass fingerprints and skin-test or x-ray examinations.
- Must take and pass doctors health examination if required.
- Obeys all rules, regulations and policies of the Board of Education and all laws in the performance of all duties.

EDUCATION AND EXPERIENCE REQUIRED:

High School Diploma and an Associate's degree in a related field; and/or 2 or more years of experience in a technology support position.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

WORKING CONDITIONS:

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, occasionally travel to other offices or locations to attend meetings or pick up and/or deliver materials, use hands and fingers to operate an electronic keyboard or other office machines, speak clearly and distinctly with others; see to read fine print and operate computer; hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 40 pounds.

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ACTION/DISCUSSION