



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Regular Board Meeting

April 15, 2024

Board of Trustees

Jared Garewal, President

Ben Abatti Jr., Clerk

Julie Duarte, Member

Matt Hester, Member

Kevin Grizzle, Member

Superintendent

Celso Ruiz

Assistant Superintendent

John Paul Wells

Holtville

where tradition meets vision



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

Monday, April 15, 2024

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

Holtville Unified School District, Board Room, 621 East 6th Street., Holtville, CA. 92250

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

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

1. PRELIMINARY

Call to Order

Flag Salute

Roll Call

Present Absent

Jared Garewal, President

Ben Abatti Jr., Clerk

Julie Duarte, Member

Matt Hester, Member

Kevin Grizzle, Member

Jasmine Garewal, Student Rep

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

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

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

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

4. CLOSED SESSION

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

5. REPORTABLE CLOSED SESSION ACTIONS:

6. RECOGNITIONS

Finley Students

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
REGULAR MEETING – April 15, 2024
AGENDA PAGE 2**

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

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

8. COMMUNICATIONS FROM THE SCHOOL DISTRICT

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

9. CONSENT AGENDA

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

A. GENERAL FUNCTION

- 1) *Adoption of Minutes: March 11 & March 21, 2024* Pgs. 3-8
(Supplemental Information)

B. FINANCE AND BUSINESS

- 1) *Warrant Orders week beginning 3/14/24 to week ending 3/28/24* Pgs. 10-21
(Supplemental Information)

C. PERSONNEL SERVICES

- 1) *Extra Duty Certificated Resignation* Pg. 23
2) *Certificated Maternity Leave* Pg. 24
3) *Classified Resignation/Retirement* Pg. 25

D. GENERAL BUSINESS

The Board is asked to approve the following items:

- 1) *Grant award notification for After School Education and Safety Program in the amount of \$210,629.18* Pg. 27
2) *Automated Vending Solutions, Inc. agreement with HHS* Pg. 28
3) *Annual Statement of Need 30-Day Substitute and Designated Subjects Career Technical Education 30-Day Substitute Teaching Permits* Pgs. 29-30
4) *Out of State end-of-year field trip for Finley 4th grade classes to Waylon's Water Park in Yuma, AZ 5/24/24 & 5/31/24* Pg. 31
5) *Quarterly Report on Williams Uniform Complaints for April 2024* Pg. 32
6) *Remind Hub renewal agreement* Pgs.33-35

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
REGULAR MEETING – April 15, 2024
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GENERAL BUSINESS continued

- 7) *MOU between Imperial County Behavioral Health Services & Holtville Unified School District with the goal to strengthen students' career options to building the workforce in county-operated Behavioral Health service settings through participating in the Behavioral Health Workforce Development Mentored Internship Program* Pgs. 36-44
- 8) *HUSD hourly rates for Summer Principal, Yard Aides, Crossing Guards, AVID Tutors, Classified Substitutes, Student Workers, ASES/ELOP Tutors, and ASES Hourly Classified Office* Pg. 45
- 9) *Agreement for Guaranteed Admission MOU between HUSD & California State University San Marcos* Pgs. 46-50
- 10) *Wilkinson Hadley King & Co. LLP agreement with HUSD to perform the 2023-24 audit* Pgs. 51-60
- 11) *MOU between IVROP & HUSD for CGE support services* Pgs. 61-67

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

10. INFORMATION ITEMS

*Construction update – Greg Cox
Community School Program Plan Update – Eric Velazquez*

11. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

- A) Approve the Declaration of Need for Fully Qualified Educators**

(Mr. Ruiz) Pgs.70-73

Motion: _____ Second: _____
Preferential Student Vote - Aye: ___ Nay: ___
Ayes: _____ Nays: _____ Vote: ___ - ___

- B) Approve Board Resolution 2023/24-007 Classified School Employees Week May 20 – 24, 2024**
(Mr. Ruiz) Pgs. 74

Motion: _____ Second: _____
Ayes: _____ Nays: _____ Vote: ___ - ___
Roll Call Vote: Garewal: ___ Abatti: ___ Duarte: ___ Hester: ___ Grizzle: ___

- C) Approve Board Resolution 2023/24-008 Day of the Teacher May 8, 2024**

(Mr. Ruiz) Pg.75

Motion: _____ Second: _____
Ayes: _____ Nays: _____ Vote: ___ - ___
Roll Call Vote: Garewal: ___ Abatti: ___ Duarte: ___ Hester: ___ Grizzle: ___

12. FUTURE BOARD MEETING DATE

Monday, May 20, 2024, is the next Regular Board Meeting

13. ADJOURNMENT

***** A copy is available at the District Office and online www.husd.net**

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

CONSENT AGENDA

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

MINUTES

**Holtville Unified School District
Regular Board Meeting
Minutes – March 11, 2024**

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The Board of Trustees of the Holtville Unified School District met in a Regular Session on March 11, 2024, at the Holtville Unified School District Board Room 621 E 6th Street, Holtville, California. The meeting was called to order at 5:00 p.m. by the Presiding Chairman.

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

MEMBERS ABSENT: Jasmine Garewal, Student Rep

MODIFICATION OF THE AGENDA: Moved by Trustee Abatti, Seconded by Trustee Grizzle to change item 10 A to Approve the 2022-23 Measure G Bond Audit Report. Ayes: 5, Nays: 0. Vote: 5-0.

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

CLOSED SESSION

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

REPORT OF CLOSED SESSION In: 5:05 p.m. **Out:** 6:07 p.m.
Nothing to report.

RECOGNITIONS

The following HHS students were recognized for perfect attendance for the 2022-23 school year: Finley: Noelea Frem (4th); Estrella Perez (4th) Pine: Selah Marin (6th); Jocelyn Wells (3rd) HMS: Lia Aragon (8th); Calila Avila (6th) HHS: Julian Avila (10th); Natalie Garfio (9th); Zuhey Luna (12th).

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

COMMUNICATIONS FROM THE SCHOOL DISTRICT

HTA President, Crystal Arias congratulated HHS on the California Distinguished School award. Board members thanked the teachers for being present. Holtville School District did well at the parade. The HHS wrestling team will be heading to CIF Masters soon. Mr. Ruiz reported that they had a school bus in the parade to promote enrollment. They will also have a booth at the Holtville Farmer’s Market as well as the California Mid-Winter Fair.

**CONSENT AGENDA
GENERAL FUNCTIONS**

Moved by Trustee Abatti, Seconded by Trustee Duarte to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: February 20, 2024. FINANCE AND BUSINESS – Warrant orders week beginning 2/15/24 to week ending 3/7/24. PERSONNEL SERVICES – Classified Resignation of Pedro Estrada, Bus Aide. Certificated Resignation/Retirement of Anthony DePaoli, Teacher (Finley) 6/6/24 & Richard McClure, Teacher (HHS) 6/3/24. Coaching Employment of Melissa Snyder, Head Varsity Softball ; Riley Merten, Volunteer Assistant Softball; Alex Wells, Volunteer Assistant Softball; Aimee Walker, Volunteer Assistant Softball; Emily Zarate, Volunteer Assistant Softball; Luis Gonzalez, Assistant Softball; Jon Ayon, Head Varsity Baseball; Tim De Leon, Assistant Baseball; Rafael Lopez, Volunteer Assistant Baseball; Marcos Peralta, Volunteer Assistant Baseball; Raymond Ayon, Assistant Baseball; Ross Bolin, Volunteer Assistant Baseball; Jacob Sapp, Volunteer Assistant Baseball; Jonathan Ruiz, Volunteer Assistant Baseball; John Reschert, Head Boys Golf; Chad VanAcker, Volunteer Assistant Boys Golf; Ilario Castro, Volunteer Assistant Boys Golf; Richard McClure, Head Swim; George McClure, Head Boys Tennis; Jesue Cuevas, Volunteer Boys Tennis; Devron Gray, Head Track & Field; Tyler Bennett, Assistant Track & Field; Christine Quesada, Assistant Track & Field; Tony Ramos, Head Boys Volleyball; Gerardo Casarez, Assistant Boys Volleyball. Classified Employment of Bianca Gomez de Orozco, Sub Bus Aide; Maria Martinez Soto, Migrant Work Study; Ruben Jimenez, Migrant Work Study; Jacqueline Montejano, Migrant Work Study. GENERAL BUSINESS – Donation of various items from Busy Bee Floral in the amount of \$4330 to the HHS Floral Program. IID 2024-25 Special Project Grant Application. CSBA’s Practi-Cal Medi-Cal Administrative Activities Program (MAA) Random Moment Time Survey (RTMS) Service Agreement. Overnight/Out of State HHS Sports. 2023-24 HHS Spring Athletic Schedules. All approved by unanimous votes, Ayes: 5, Nays: 0. Vote: 5-0.

ACTION/DISCUSSION ITEMS

Moved by Trustee Abatti, Seconded by Trustee Duarte to approve the 2022-23 Measure G Bond Audit report. Mr. Wells explained that the bond audit takes place in order to ensure that the bond monies are used for listed construction projects. The audit determines if the expenditures are appropriate. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Grizzle, Seconded by Trustee Hester to approve the 2023-24 Second Interim Report. Mr. Wells presented a PowerPoint on the 23-24 Second Interim report. He explained that the General Fund Unactual Revenues went up \$43,776 since September report due largely to increase in projected interest earnings, one-time receipts, offset by increased contributions to Title 1 and CTEIG. The General Fund restricted revenues are up \$435,719 since prior report due to new categorical grants such as, LCFF Equity Multiplier, bus grants and Medi-Cal funds. General Fund Expenditures are up \$105,000 since the last report due largely to increased projections on materials, attorney fees, conference fees and additional capital expenditures. The General Fund Restricted Expenditures are up \$292,000 since prior report due to additional revenues received in new grants. The 2023-24 General Projected End Balance at 6/30/24 shows a total reserve of \$7,725,488.01. The

**Holtville Unified School District
Regular Board Meeting
Minutes – March 11, 2024**

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District will continue to monitor the 2023-24 projections and make updates as necessary. The upcoming reports are the 2023-24 Estimated Actuals, 2024-25 July 1 Budget Adoption and the 2023-24 Unaudited Actuals. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Duarte to approve the Notice to the Governing Board of Recommendation to Authorize Layoff of Classified Positions Due to Expiration of Specially Funded Program Implementing Education Code Section 45117. Mr. Wells explained that during Covid there were one-time funds that were given for more help and resources. Due to limited funds a few of the classified positions are on a temporary basis. Mr. Ruiz also explained that 6 paraprofessionals will be given layoff notices effective 6/30/24. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Grizzle, Seconded by Trustee Hester to approve Board Resolution 2023/24-006 Authorizing Layoff of Classified Positions Due to Expiration of Specially Funded Program Implementing Education Code Section 45117. Mr. Ruiz explained that the Board Resolution is necessary in order to send the layoff notices. Roll Call Vote Garewal: Aye; Abatti; Aye; Duarte: Aye; Hester: Aye; Grizzle: Aye. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Hester, Seconded by Trustee Abatti to approve the Holtville Unified School District 2024-25 Home-to-School Transportation Plan. Mr. Velazquez explained that the change to the plan was an estimate on the numbers. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Grizzle, Seconded by Trustee Duarte to approve the Holtville Unified School District LCAP Federal Addendum Update. Mr. Velazquez explained that the LCAP was approved in 2018 but needs to be updated annually. There was a change made to Title 3 that includes the reclassification of EL's. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Hester to approve Administrative Regulation AR 5144.1 Suspension and Expulsion/Due Process. Mr. Velazquez explained that the board policy and administrative regulation needed to be updated for the FPM coming in May. The additions included notifying foster youth, guardians, social workers, etc. of disciplinary action. Passed by unanimous votes Ayes: 5, Nays: 0.

FUTURE BOARD MEETING DATE

Regular Board Meeting: Monday, April 15, 2024

ADJOURNMENT

The meeting adjourned at 6:07 p.m.

CLOSED SESSION

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

**Holtville Unified School District
Regular Board Meeting
Minutes – March 11, 2024**

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REPORT OF CLOSED SESSION In: 6:42 p.m. Out: 7:35 p.m.

The Governing Board in closed session by unanimous vote took action to send non-reelection notice to the following certificated employee #2324223.

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

**Holtville Unified School District
Special Board Meeting
Minutes – March 21, 2024**

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The Board of Trustees of the Holtville Unified School District met in a Special Session on March 21, 2024, at the Holtville Unified School District Board Room 621 E 6th Street, Holtville, California. The meeting was called to order at 2:03 p.m. by the Presiding Chairman.

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

MEMBERS ABSENT: Jasmine Garewal, Student Rep

MODIFICATION OF THE AGENDA: None

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

CLOSED SESSION

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

REPORT OF CLOSED SESSION In: 2:05 p.m. **Out:** 3:06 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 Hester, Seconded by Trustee Duarte to approve the following consent agenda items as follows: **GENERAL BUSINESS** – Overnight trip for HHS FFA State Leadership Conference to Sacramento, CA 3/19/24-3/24/24. Wilkinson Hadley King & Co. LLP audit scope & objectives agreement for 2023-24 SY. All approved by unanimous votes, Ayes: 5, Nays: 0.
Vote: 5-0.

ACTION/DISCUSSION ITEMS

Moved by Trustee Abatti, Seconded by Trustee Grizzle to approve Board Policy BP 6142.7 and Administrative Regulation AR 6142.7 Physical Education and Activity. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Grizzle, Seconded by Trustee Hester to approve Board Policy BP 6174 and Administrative Regulation AR 6174 Education for English Learners. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Hester, Seconded by Trustee Abatti to approve the updated Holtville Unified School District LCAP Federal Addendum. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Grizzle, Seconded by Trustee Duarte to approve the updated Holtville Unified School District Parent and Family Engagement Policy. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Hester to approve Board Policy BP 5113 and Administrative Regulation AR 5513 Absences and Excuses. Passed by unanimous votes Ayes: 5, Nays: 0.

FUTURE BOARD MEETING DATE

Regular Board Meeting: Monday, April 15, 2024

ADJOURNMENT

The meeting adjourned at 3:29 p.m.

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

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

WARRANTS

Register 000287 - 03/14/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000287, Dated 03/14/2024

24265245	186.04	Printed	010		A T & T (000008/2)
24265246	200.00	Printed	010		AGUIRRE, LILLIAN (000503/1)
24265247	1,994.81	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24265248	4,022.46	Printed	010		C R and R INCORPORATED (000070/2)
24265249	700.00	Printed	010		CALIFORNIA DEDICATED TO ED (001229/1)
24265250	31.97	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24265251	15,265.98	Printed	010		CARDMEMBER SERVICES (000322/2)
24265252	2,913.56	Printed	010		CITY OF HOLTVILLE (000102/1)
24265253	194.45	Printed	010		COSTCO (000110/1)
24265254	425.00	Printed	010		CURRIER and HUDSON (000117/2)
24265255	871.75	Printed	010		D LUPITAS RESTAURANT (000119/1)
24265256	36.00	Printed	010		David West (000758/1)
24265257	1,164.00	Printed	010		DAVID WEST INSURANCE (000121/1)
24265258	273.00	Printed	010		Department of Justice Accounting Office (000130/1)
24265259	1,605.89	Printed	130		DOMINOS PIZZA (000142/2)
24265260	4,442.29	Printed	010		ENTERPRISE FM TRUST (000767/1)
24265261	287.00	Printed	130		FBC OF HENDERSON LLC (000154/2)
24265262	606.34	Printed	010		Follet Higher Ed IVC BK StoreNo.654 MA6549935769 (000161/2)
24265263	89.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
24265264	145.01	Printed	010		GEORGES PIZZA (000177/1)
24265265	3,868.82	Printed	130		GOLD STAR FOODS, INC (001163/1)
24265266	1,610.52	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24265267	1,167.67	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
24265268	140.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
24265269	4,918.38	Printed	010		KIDDER MEDIA (001251/1)
24265270	228.44	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
24265271	185.40	Printed	130		LUZ CHABOLLA (000495/1)
24265272	581.68	Printed	010		ORTIZ, XOCHITL (000528/1)
24265273	30.78	Printed	010		PIZANO, NADIA (000993/1)
24265274	45.25	Printed	130		R S D (000320/1)
24265275	193.68	Printed	010		RingCentral Inc (000930/2)
24265276	200.13	Printed	010		SALAZAR, MARTHA (000750/1)
24265277	200.00	Printed	010		SchoolsFirst Plan Admin (000842/1)
24265278	583.74	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
24265279	1,940.00	Printed	010		SISC II Life Ins (000474/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/14/2024, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

Register 000287 - 03/14/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000287, Dated 03/14/2024 (continued)					
24265280	6,508.58	Printed	010		SISC III (000473/1)
24265281	203,856.42	Printed	010		SISC III- INS (000361/1)
24265282	94.44	Printed	130		SMART and FINAL (000362/1)
24265283	108.41	Printed	130		SMART and FINAL (000362/1)
24265284	41.11	Printed	130		SMART and FINAL (000362/1)
24265285	40.43	Printed	130		SMART and FINAL (000362/1)
24265286	207.78	Printed	010		SPARKLETT'S WATERS (000370/1)
24265287	31.95	Printed	010		STIFF, LOVETTE (000590/1)
24265288	6,212.25	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24265289	155.22	Printed	010		The Lion Electric Co, USA (000835/2)
24265290	24.77	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
24265291	272.72	Printed	010		UNFIRST CORPORATION (000727/2)
24265292	589.21	Printed	130		VICS AIR CONDITIONING and ELE (000423/1)
24265293	2,346.65	Printed	010		VISTA HIGHER LEARNING INC (000425/2)
24265294	855.00	Printed	010		WATER TREATMENT SERVICES (000483/1)
	272,693.98		50	Totals for Register 000287	

Org Summary

Holtville Unified School District				
Check #	24265245	through	24265294	Total Count
				50
				\$272,693.98

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000288, Dated 03/21/2024

24266231	466.62	Printed	010		A T & T (000008/2)
24266232	1,360.32	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24266233	40.00	Printed	010		ANTUNEZ AUTO BODY PARTS (000033/1)
24266234	91.56	Printed	010		AUTO ZONE (000049/1)
24266235	3,725.00	Printed	010		BOOMERANG PROJECT (000064/1)
24266236	1,165.85	Printed	010		CALIBER SCREENING (000075/1)
24266237	100.00	Printed	010		CALIFORNIA INTERSCHOLASTIC FED (000080/4)
24266238	87.94	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24266239	3,116.28	Printed	010		CARDMEMBER SERVICES (000322/2)
24266240	7,500.00	Printed	010		COLBI TECHNOLOGIES, INC (000949/1)
24266241	2,668.17	Printed	010		COSTCO (000110/1)
24266242	696.98	Printed	010		COX LINDSAY (000522/1)
24266243	408.67	Printed	010		D LUPITAS RESTAURANT (000119/1)
24266244	1,267.50	Printed	130		D STELLA HEALTH BAKERY & MORE (001219/1)
24266245	372.00	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000151/1)
24266246	358.75	Printed	130		FBC OF HENDERSON LLC (000154/2)
24266247	528.97	Printed	010		GAS COMPANY (000172/1)
24266248	110.06	Printed	010		GEORGES PIZZA (000177/1)
24266249	1,946.89	Printed	130		GOLD STAR FOODS, INC (001163/1)
24266250	2,519.78	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24266251	705.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
24266252	331.65	Printed	010		HOLTVILLE USD- TRANSPORTATION DEPARTMENT (000661/1)
24266253	51,580.00	Printed	010		ICOE (000210/1)
24266254	22,705.50	Printed	010		IMPERIAL COUNTY OFFICE OF ED (000218/1)
24266255	45,103.52	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
24266256	469.00	Printed	010		JIM REITERS LOCKSMITH AND SAFE (000246/1)
24266257	26.47	Printed	010		JOSE CHABOYA (000497/1)
24266258	168.84	Printed	130		LUZ CHABOLLA (000495/1)
24266259	1,210.00	Printed	010		MEDIC FIRST (000700/3)
24266260	111.92	Printed	010		PALACIOS, MELISSA (001066/1)
24266261	2,163.38	Printed	010		Pixabytes Solutions, Inc (000884/1)
24266262	1,383.21	Printed	010		RESCHERT, JOHN (000715/1)
24266263	618.70	Printed	010		REXEL ESD (000329/1)
24266264	7,052.84	Printed	010		RIDDELL ALL AMERICAN SPORTS (000019/2)
24266265	776.90	Printed	010		RIGOBERTO PONCE (001249/1)

Register 000288 - 03/21/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000288, Dated 03/21/2024 (continued)					
24266266	135.12	Printed	010		RUBEN MACIAS (001255/1)
24266267	240.98	Printed	010		SALAZAR, MARTHA (000750/1)
24266268	9,464.60	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
24266269	350.00	Printed	010		SPEARS HAWAIIAN SHAVED ICE (000782/1)
24266270	614.52	Printed	010		STIFF, LOVETTE (000590/1)
24266271	5,068.71	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24266272	134.35	Printed	010		T-Mobile USA, Inc. (001153/1)
24266273	1,260.00	Printed	010		TinyEYE Technology Corp (001090/1)
24266274	860.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
24266275	921.21	Printed	010		Tommys Screen Printing (000395/1)
24266276	24.18	Printed	010		TURF TANK (001157/2)
24266277	312.56	Printed	010		UNFIRST CORPORATION (000727/2)
24266278	588.74	Printed	010		Velazquez, Gerardo (000795/1)

182,913.24

Number of Items

48 Totals for Register 000288

Org Summary

Holtville Unified School District

Check #	24266231 through	24266278	Total Count	48	\$182,913.24
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Register 000289 - 03/28/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000289, Dated 03/28/2024

24267443	2,751.52	Printed	010		A T & T (000008/2)
24267444	518.83	Printed	010		ALCALA, GABRIELA (001214/1)
24267445	4,873.00	Printed	010		ALL SPORTS UNIFORMS (001262/1)
24267446	786.97	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24267447	294.85	Printed	010		ANTUNEZ AUTO BODY PARTS (000033/1)
24267448	6,553.00	Printed	010		AREVALO, ANTHONY (000508/1)
24267449	500.00	Printed	010		AUTOMATED VENDING SOLUTIONS (001268/1)
24267450	15.13	Printed	010		Baja Desert Tire Co (000052/2)
24267451	861.36	Printed	010		BAKER DISTRIBUTING COMPANY (000053/1)
24267452	201.40	Printed	130		Brady Industries of California (001176/1)
24267453	726.46	Printed	010		CALIBER SCREENING (000075/1)
24267454	110.01	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24267455	7,374.79	Printed	010		CARDMEMBER SERVICES (000322/2)
24267456	1,405.95	Printed	130		CDE CASHIERS OFFICE (000095/1)
24267457	3,721.00	Printed	010		CURRIER and HUDSON (000117/2)
24267458	638.79	Printed	010		D LUPITAS RESTAURANT (000119/1)
24267459	1,267.50	Printed	130		D STELLA HEALTH BAKERY & MORE (001219/1)
24267460	103.71	Printed	010		DEL SOL MARKET (000125/1)
24267461	200.90	Printed	130		FBC OF HENDERSON LLC (000154/2)
24267462	256.08	Printed	010		GEORGES PIZZA (000177/1)
24267463	852.71	Printed	130		GOLD STAR FOODS, INC (001163/1)
24267464	9.00	Printed	010		GONZALES, HECTOR (000780/2)
24267465	692.17	Printed	010		GRAD AWARDS LLC (001267/1)
24267466	1,704.23	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24267467	170.27	Printed	010		JOHN DEERE FINANCIAL (000324/1)
24267468	3,001.72	Printed	010		JOHNSTON, CARL J (000533/1)
24267469	1,346.27	Printed	010		Jonathan Ayon (001121/1)
24267470	35.00	Printed	010		LORI'S SANITATION, LLC (000710/1)
24267471	1,170.51	Printed	010		MOXIEBOX ART INC (001264/1)
24267472	19.56	Printed	010		RAMIREZ, RAQUEL (000779/1)
24267473	362.35	Printed	010		REXEL ESD (000329/1)
24267474	42.02	Printed	010		ROMANS WATER (000331/1)
24267475	598.00	Printed	110		SCANTRON (000340/2)
24267476	1,760.00	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
24267477	5,543.58	Printed	130		SHAMROCK FOODS COMPANY (000356/2)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/28/2024, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

Register 000289 - 03/28/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000289, Dated 03/28/2024 (continued)					
24267478	2,012.90	Printed	010		SHI SOFTWARE (000358/1)
24267479	576.62	Printed	010		SPARKLETTS WATERS (000370/1)
24267480	5,082.23	Printed	130		SYSKO FOOD SERVICES OF SAN DIE (000384/1)
24267481	273.47	Printed	010		UNFIRST CORPORATION (000727/2)
24267482	802.45	Printed	010		US AWARDS (000412/1)
	59,216.31	Number of Items	40	Totals for Register 000289	

Org Summary

Holtville Unified School District

Check #	24267443	through	24267482	Total Count	40	\$59,216.31
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Register 000290 - 04/11/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000290, Dated 04/11/2024

24269055	5,000.00	Printed	010		A M DESERT STORM CONCRETE (000007/1)
24269056	141.81	Printed	010		A T & T (000008/2)
24269057	80.00	Printed	010		ACCREDITING COMMISSION FOR SCHOOL -WESTERN ASSOC (000014/1)
24269058	395.29	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24269059	557.38	Printed	010		AUTO ZONE (000049/1)
24269060	13,979.48	Printed	010		AZTEC CONTAINER (001230/1)
24269061	66.71	Printed	010		Baja Desert Tire Co (000052/2)
24269062	5,844.58	Printed	010		BDJTech (000925/3)
24269063	223.32	Printed	130		Brady Industries of California (001176/1)
24269064	2,400.00	Printed	010		BRAVOSOL TOURS (001134/1)
24269065	4,022.46	Printed	010		C R and R INCORPORATED (000070/2)
24269066	9.26	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24269067	356.66	Printed	010		CDE CASHIERS OFFICE (000095/1)
24269068	156.05	Printed	010		D LUPITAS RESTAURANT (000119/1)
24269069	1,267.50	Printed	130		D STELLA HEALTH BAKERY & MORE (001219/1)
24269070	440.93	Printed	010		DEL SOL MARKET (000125/1)
24269071	12,892.35	Printed	010		DELL MARKETING LP (000126/1)
24269072	98.00	Printed	010		Department of Justice Accounting Office (000130/1)
24269073	1,466.25	Printed	130		DOMINOS PIZZA (000142/2)
24269074	339.65	Printed	010		EAN SERVICES, LLC (000688/3)
24269075	750.00	Printed	010		EWELL EDUCATIONAL SERVICES (001186/1)
24269076	363.72	Printed	130		FBC OF HENDERSON LLC (000154/2)
24269077	330.60	Printed	010		FERGUSON ENTERPRISES INC (000156/2)
24269078	287.90	Printed	010		FORENSIC DRUG TESTING (000162/1)
24269079	935.26	Printed	010		GEORGES PIZZA (000177/1)
24269080	1,456.28	Printed	130		GOLD STAR FOODS, INC (001163/1)
24269081	1,161.73	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24269082	2,626.18	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
24269083	792.00	Printed	010		JR ACHIEVEMENT OF S.D. COUNTY (001019/1)
24269084	3,579.80	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
24269085	8,171.54	Printed	010		LAKESHORE LEARNING MATERIALS (001105/2)
24269086	82.50	Printed	010		Law Offices Arthur Palkowitz (001116/1)
24269087	125.00	Printed	010		LORI'S SANITATION, LLC (000710/1)
24269088	750.00	Printed	010		MEDIC FIRST (000700/3)
24269089	340.48	Printed	010		QUILL CORP (000318/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 04/11/2024, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

Register 000290 - 04/11/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000290, Dated 04/11/2024 (continued)					
24269090	13.77	Printed	010		QUILL CORP (000318/1)
24269091	34.52	Printed	010		REXEL ESD (000329/1)
24269092	145.38	Printed	010		RingCentral Inc (000930/2)
24269093	85.75	Printed	010		ROMANS WATER (000331/1)
24269094	385.80	Printed	010		RUBEN MACIAS (001255/1)
24269095	129.75	Printed	010		SAN JOAQUIN COUNTY OF ED (000776/2)
24269096	3,134.72	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
24269097	323.19	Printed	010		SPARKLETT'S WATERS (000370/1)
24269098	2,672.97	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24269099	749.17	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
24269100	2,514.85	Printed	010		Verizon Wireless Services LLC (000422/1)

81,680.54 Number of Items 46 Totals for Register 000290

Org Summary

Holtville Unified School District

Check #	24269055 through	24269100 Total Count	46	\$81,680.54
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HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: EXTRA DUTY/STIPEND RESIGNATION
DATE: APRIL 15, 2024

The Board is requested to accept the following Extra Duty/Stipend Resignation:

1. Alfredo Guzman Year book Advisor at HHS 6/7/24

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED MATERNITY LEAVE
DATE: APRIL 15, 2024

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

1) Samantha Chimits	Counselor at Pine	3/11/24-7/1/24
2) Alicia Arevalo	Teacher at HHS	4/17/24-8/14/24

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED RESIGNATION/RETIREMENT
DATE: APRIL 15, 2024

The Board is requested to accept the following Classified Resignation/Retirement:

- | | | |
|---------------------|---------------------------------------|---------|
| 1. Lilia Madriaga | Pine School Secretary Retirement | 6/15/24 |
| 2. Nazarie Robinson | Paraprofessional (Finley) Resignation | 4/12/24 |

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

GENERAL BUSINESS

Grant Award Notification

GRANTEE NAME AND ADDRESS Celso Ruiz, Superintendent Holtville Unified 621 East Sixth Street Holtville, CA 92250-1450			CDE GRANT NUMBER			
			FY 23	PCA 23939	Vendor Number 63149	Suffix EZ
Attention Expanded Learning Programs Coordinator			STANDARDIZED ACCOUNT CODE STRUCTURE			COUNTY 13
Program Office Expanded Learning Office			Resource Code 6010	Revenue Object Code 8590	INDEX 0150	
Telephone (760) 356-2974						
Name of Grant Program After School Education and Safety Grant						
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amend. No.	Award Starting Date	Award Ending Date
	\$210,629.18		\$210,629.18		07/01/2023	09/30/2024
CFDA Number	Federal Grant Number	Federal Grant Name			Federal Agency	
<p>I am pleased to inform you that you have been funded for the After School Education and Safety Grant Program.</p> <p>This award is made contingent upon the availability of funds. If the Legislature takes an action to reduce or defer the funding upon which this award is based, this award will be amended accordingly.</p> <p>By e-signing this document, your organization is voluntarily agreeing to conduct business with the California Department of Education (CDE) electronically. If you do not wish to do so, please contact the CDE staff member listed below immediately to discuss other signing options.</p> <p>Please email the signed Grant Award Notification (AO-400) to Paul Simpson-Jones at PJones@cde.ca.gov.</p>						
California Department of Education Contact Paul Simpson-Jones				Job Title Associate Governmental Program Analyst		
E-mail Address PJones@cde.ca.gov				Telephone 916-327-5928		
Signature of the State Superintendent of Public Instruction or Designee <i>Tony Thurmond</i>				Date February 9, 2024		
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS						
<p><i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both, and I agree to comply with all requirements as a condition of funding. On behalf of the grantee named above, I certify that the organization intends that this and future transactions be completed by electronic means, and any electronic signature is intended to be as binding as a physical signature.</i></p>						
Printed Name of Authorized Agent Celso Ruiz				Title Superintendent		
E-mail Address celso@husd.net				Telephone 760-356-2974		
Signature <i>Celso R.</i>				Date 3/18/24		

VENDING MACHINE AGREEMENT

AUTOMATED VENDING SOLUTIONS, INC
1402 W. PICO AVE. UNIT A31, EL CENTRO CA 92243
562-665-6861

DATE: FEBRUARY 28, 2024
BUSINESS NAME: HOLTVILLE HIGH SCHOOL
ADDRESS: 755 OLIVE AVE.
CITY: HOLTVILLE CA
ZIP CODE: 92250
PHONE NUMBER: 760-356-2926
CONTACT: ANTHONY AREVALO, PRINCIPAL
EQUIPMENT: 3 BEVERAGE MACHINES, 3 SNACK MACHINES

ASSET NUMBER	BEGINNING METER NUMBER
Beverage Vendo 721: 120792	8844.00
Beverage Vendo 721: 113407	32161.75
Beverage Vendo 721: 113407	37033.25
Snack <u>N/A</u>	<u>N/A</u>
Snack _____	_____
Snack _____	_____

SERVICE AGREEMENT:

This is a one-year agreement (12) months between Automated Vending Solutions and Holtville High School. The school may cancel the vending service agreement at any time if the school notifies Automated Vending Solutions with a thirty (30) day written notice requesting to cancel or terminate our vending services. The agreement will automatically renew for an additional twelve (12) months unless notice is received.

COMMISSION AS FOLLOWS:

A commission of 12% based on gross sales from our vending equipment, will be paid every two months with a detailed vending sales report.

VENDOR SIGNATURE: _____

DATE: _____

Click or tap here to enter text.

SCHOOL REPRESENTATIVE:

PRINT NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____



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

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

ANNUAL STATEMENT OF NEED 30-DAY SUBSTITUTE and DESIGNATED SUBJECTS CAREER TECHNICAL EDUCATION 30-DAY SUBSTITUTE TEACHING PERMITS

INSTRUCTIONS TO THE EMPLOYER

This statement of need must be filed at the school district office each school year when employing holders of Emergency 30-Day Substitute Permits. The employing agency will complete a single statement of need form (below) and retain the form at the school district office.

The form must be completed annually, indicating that either no credentialed person is available or that those available are not deemed qualified for substitute teaching and details of the circumstances that necessitate the use of emergency permit holders rather than fully credentialed teachers.

This statement of need form does not require listing specific employees or their positions. The form must be signed by the superintendent of the employing school district. It does not need to be co-signed by the county superintendent of schools.

A copy of the form does not need to be submitted to the county or the Commission with each Emergency 30-Day Substitute Teaching Permit application; however, the county superintendent of schools, whose responsibilities include areas such as district payroll or district substitute placement, may request a copy of the district's statement of need form to accurately fulfill these duties.

County superintendent of schools offices employing holders of the Emergency 30-Day Substitute Teaching Permit are also required to annually file, at their office, this completed statement of need form. The county superintendent of schools will sign the form.

The Commission does not require that the school board approve the statement of need. The individual school district may establish its own policy regarding this matter.

References: California Education Code, Sections 44225 and 44300 and California Code of Regulations, Title 5, Sections 80023, 80025 and 80026

This form must be signed by either:

The district superintendent of schools and filed at the school district office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a public school operated by a school district.

OR

The county superintendent of schools and filed at the county superintendent of schools' office if the holder of any Emergency 30-Day Substitute Teaching Permit will be employed as a substitute in a county-operated school.

Certification and Authorized Signature

The district superintendent of schools or the county superintendent of schools has reviewed the information contained in this statement of need and certifies one the following:

Either a credentialed person is not available or one or more credentialed persons are available, but are not deemed qualified by the district or county, as applicable, to serve as a day-to-day substitute teacher.

OR

The situation or circumstances that necessitate the use of an emergency permit holder are as follows:
(Attach additional sheets, if necessary.)

I hereby certify that all of the information contained in this statement of need is true and correct.

Signature of the District Superintendent *District* *Date*

Signature of the County Superintendent of Schools *County* *Date*

It is not necessary to submit this form to the Commission on Teacher Credentialing.

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: OUT OF STATE AND/OR OVERNIGHT TRIPS
DATE: APRIL 15, 2024

The Board is requested to approve the following Out of State and/or Overnight Trips:

1. Out of State field trip for Finley School 4th graders to Waylon's Water World in Yuma, AZ 5/24/24 & 5/31/24.

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

District: Holtville Unified School District

Person completing this form: Ann Heraz Title: Administrative Assistant

Quarterly Report Submission Date: *(check one)*

- | | |
|--|-------------------------------|
| <input type="checkbox"/> October 2023 | Quarter Ending Sept. 30, 2023 |
| <input type="checkbox"/> January 2024 | Quarter Ending Dec. 31, 2023 |
| <input checked="" type="checkbox"/> April 2024 | Quarter Ending Mar. 31, 2024 |
| <input type="checkbox"/> July 2024 | Quarter Ending June 30, 2024 |

Date for information to be reported publicly at governing board meeting: April 15, 2024
 Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Celso Ruiz

 Print Name of District Superintendent

 Signature of District Superintendent

 Date



RENEWAL ORDER FORM

P.O. Box 1077
 San Ramon, CA 94583
 United States

Quote Number: Q-139905
Valid Until: 4/25/2024

Customer Information:

SOLD TO:

Customer Name Holtville Unified
 Contact Name John Paul Wells
 Address 621 E 6Th St
 Holtville, CA 92250-1450
 United States
 Email jpwells@husd.net
 Phone (760) 356-2974

BILL TO:

Contact Name Adrienne Lawson
 Address 621 E 6Th St
 Holtville, CA 92250-1450
 United States
 Email alawson@husd.net
 Phone

Renewal Order Form Summary:

Renewal Start Date	7/1/2024	Renewed Contract #	00020015
Renewal End Date	6/30/2025	Payment Terms	Net 30
Auto Renew	Yes	Currency	USD

Product	Quantity	Unit Amount*	Line Item Amount
Remind Hub: Premium Plan	1,562	\$6.52	\$10,187.57
Add-On: Included Enhanced Data Dashboard	1	\$0.00	\$0.00
Renewal Term Charge:			\$10,187.57

*The Unit Amount shown above has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. The totals for this order were calculated using the actual price, rather than the Unit Amount displayed above, and are the true and binding totals for this order

Terms and Conditions:

- PARTIES:** This Order Form (the "Order Form") is entered into by and between Remind101, Inc. ("**Remind**") and Holtville Unified (the "**District**" or "**Customer**") as of the District's date of signature below (the "**Order Form Effective Date**").
- AGREEMENT:** This Order Form hereby includes, incorporates and shall be governed by the terms and conditions of the Remind District Plan Standard Agreement located at <https://www.remind.com/district-agreement> (together with the Order Form, the "**Agreement**"). Unless otherwise stated in this Order Form, all terms defined in the Agreement shall have the same meaning in this Order Form. If there is an inconsistency or conflict between the terms and conditions of this Order Form and the Agreement, the terms of this Order Form shall control with respect to the subject matter of this Order Form.

- 3 **SERVICES, FEES & PAYMENT:** Unless noted otherwise above, Customer will be invoiced at the start of the service period for the Initial Term Charge, plus any additional applicable taxes.
- 4 **AUTO-RENEWAL:** This Order Form shall remain in full force and effect from the Order Form Effective Date through the Renewal End Date. This Order Form will thereafter automatically renew for additional **12-month terms** (each, a '**Renewal Term**' and collectively with the Initial Services Term, the 'Order Form Term'), unless: (i) either party gives the other party written notice of its intent not to renew this Order Form at least **60 days** prior to the end of the then-current term, (ii) this Order Form is specifically superseded by a new Order Form; or (iii) Remind and the District agree in writing to subsequent Services Terms that are longer in duration than 12 months. Unless specified otherwise above in the Order Form Summary, for the next Services Term, each Product shall renew at a Price that is **10.0%** above the Unit Price in effect immediately prior to the start of such subsequent Services Term. Additionally, upon renewal, Customer will be invoiced at the start of the renewed Service Term.

Other Notes:

Schools Included:

Emmett S. Finley Elementary, Freedom Academy Of Imperial Valley, Holtville High, Holtville Junior High, Pine Elementary, Sam Webb Continuation

Additional Terms:



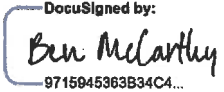

RENEWAL ORDER FORM

P.O. Box 1077
San Ramon, CA 94583
United States

Quote Number: Q-139905
Valid Until: 4/25/2024

Remind101, Inc.

Holtville Unified

Signature: 	Signature: 
Name: Ben McCarthy	Name: John Paul wells
Title: VP, Accounting	Title: Assistant Superintendent
Date: 4/8/2024 7:36:22 PM PDT	Date: 4/8/2024 6:38:41 PM PDT



IN WITNESS WHEREOF, by signature below of duly authorized representatives, the parties have caused this Order Form to be executed as of the Order Form Effective Date.

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (“MOU”) is entered into this ___ day of _____, 2024, between the COUNTY OF IMPERIAL a political subdivision of the State of California, through its **IMPERIAL COUNTY BEHAVIORAL HEALTH SERVICES (“ICBHS”)**, hereinafter referred to as (“COUNTY”) and **HOLTVILLE UNIFIED SCHOOL DISTRICT**, hereinafter referred to as “EDUCATIONAL PARTNER”. The purpose of this MOU is to collaborate with Holtville Unified School District with the goal of strengthening students’ career options to building the workforce in county-operated Behavioral Health service settings through participating in the Behavioral Health Workforce Development Mentored Internship Program (“BHWD MIP”).

RECITALS

WHEREAS, COUNTY desires to expand and support efforts to attract the interest of local students to pursue their careers in the behavioral health field; and

WHEREAS, COUNTY desires to set the infrastructure to implement internship programs in conjunction with local educational partners that will be sustained beyond this grant-funded period; and

WHEREAS, local EDUCATIONAL PARTNER intends to support COUNTY in their efforts to implement an internship program and to develop ongoing connections with COUNTY to develop a qualified workforce within our community and to benefit the community; and

NOW, THEREFORE, and in consideration of the covenants and conditions contained herein, it is agreed between the Parties as follows:

1. TERM

This MOU shall become effective on March 1, 2024 through December 31, 2024.

2. RESPONSIBILITIES OF IMPERIAL COUNTY BEHAVIORAL HEALTH SERVICES

Imperial County Behavioral Health Services, Holtville Unified School District’s partner agency, is committed to develop and implement the mentorship program that will benefit the community by providing learning opportunities for local students. This partnership will provide and enhance opportunities for students to explore their educational and career options in the behavioral health field with the goal of building the workforce in county-operated behavioral health services settings. Specifically, ICBHS agrees to the following:

- a. Comply with all appropriate federal, state and local employment regulations.
- b. Provide County operated premises for use as a learning site for the learning experiences of the students during the term of this agreement.
- c. Provide premises that are safe, appropriate and meet the EDUCATIONAL PARTNER standards for the program learning experience.

- d. Provide a safe working environment for interns adhering to all prevalent safety COVID guidelines as stipulated by the Imperial County Public Health Department.
- e. Provide coverage by the COUNTY's Workers' Compensation Insurance to all paid interns under the BHWD MIP
- f. Provide learning sites that operate within all applicable laws and regulations of the State of California and/or County of Imperial. The following sites have been identified under this partnership agreement: 621 E. Sixth St. Holtville, CA 92250.
- g. Collaborate/partner with EDUCATIONAL PARTNER to identify interested student applicants and support them through the internship application process.
- h. Develop ongoing connections for interested students to develop their talent related to careers in Behavioral Health in their local communities and statewide.
- i. Identify an internship coordinator to assist in matching interns to mentors, handling any conduct issues, working with EDUCATIONAL PARTNER to advertise for applicants, and ensuring that interns receive their needed supervision.
- j. Identify and train mentors to effectively provide professional shadowing and strength-based guidance while assessing individual intern's capacity and enabling support for them to engage in tasks that are appropriate to the intern's skill level and experience.
- k. Participate by sending at least two representatives to quarterly Learning Collaboratives/Learning Communities, as well as monthly training webinars and monthly coaching calls related to the development and improvement of a Mentored Internship partnership with EDUCATIONAL PARTNER and improvement of the internship experience at the organization.

3. RESPONSIBILITIES OF EDUCATIONAL PARTNER

The EDUCATIONAL PARTNER is committed to develop the educational and career interest of students served under their district. This partnership will provide and enhance opportunities for students interested in entering the behavioral health field. The EDUCATIONAL PARTNER agrees to the following:

- a. Collaborate/partner with COUNTY to identify interested student applicants and support them through the internship application process.
- b. Develop ongoing connections for interested students to develop their talent related to careers in Behavioral Health in their local communities and statewide.
- c. Assist COUNTY staff (such as an internship coordinator) in handling any conduct issues.
- d. Participate as needed by sending at least one representative to quarterly Learning Collaboratives/Learning Communities, as well as training webinars and coaching calls related to the development and improvement of a Mentored Internship Program partnership with COUNTY.
- e. Seek training and technical assistance as appropriate to support the development of future staff for the behavioral health organization.

4. PAYMENT

- a. The EDUCATIONAL PARTNER will receive a one-time amount of \$5,000.
- b. Students who participate in the paid mentorship program will receive a stipend of \$16 per hour spent at the learning site as outlined in the Student Agreement Form.

5. FAIR EMPLOYMENT PRACTICES FAIR EMPLOYMENT PRACTICES

During the performance of this MOU, Parties shall not deny benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, or sex. Parties shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

6. ASSIGNMENT

Neither Party shall assign or transfer any rights or obligations covered by this MOU. Any unauthorized assignment or transfer shall constitute grounds for termination by the other Party.

7. SCOPE OF MOU

This MOU only applies to the program described herein and does not set forth any additional current or future obligations or agreements between the Parties, except that the Parties may by written amendment amend the scope of this MOU.

8. AMENDMENTS

No modification, waiver, amendment, discharge, or change of this MOU shall be valid unless the same is in writing and signed by both Parties.

9. WAIVER

No waiver of any breach or of any of the covenants or conditions of this MOU shall be construed to be a waiver of any other breach or to be consent to any further or succeeding breach of the same or any other covenant or condition.

10. TERMINATION OF MOU

Either of the Parties may terminate this MOU without cause by giving the other Party written notice at least thirty (30) days prior to the date of termination.

11. NOTICES AND COMMUNICATIONS

Any notice by either Party to the others shall be personally delivered to the Party or sent by certified mail, return receipt requested, to the addresses set forth below, or to such other addresses as any Party may from time to time notify the others in writing.

FOR COUNTY:

FOR HOLTVILLE UNIFIED SCHOOL DISTRICT:

Att: Director

Att: Superintendent

202 N. Eighth Street, Suite 314

621 E. Sixth St.

El Centro, CA 92243

Holtville, CA 92250

12. CHOICE OF LAW

This MOU shall be governed by the laws of the State of California. This MOU is made and entered into in Imperial County, California. Any action brought by any Party with respect to this MOU shall be brought in a court of competent jurisdiction within said County.

13. INDEMNITY

Except with respect to claims arising from a Party's separate negligence or willful acts, which shall remain that Party's personal obligation, each Party agrees to defend, indemnify and hold harmless the other Party and its directors, officers, and employees with respect to a claim arising from the Party's actual or alleged act, failure to act, error, or omission in the performance of their obligations under this Agreement or any governing law or regulation.

14. CONFIDENTIALITY

The EDUCATIONAL PARTNER must comply with the regulations set forth in 42 CFR Part 2, to ensure maintenance of the appropriate data protocols as part of infrastructure development and staff training, including the responsibility for assuring the security and confidentiality of all electronically transmitted patient material. Applicants should review the 42 CFR Part 2 privacy and the Substance Abuse and Mental Health Administration (SAMHSA) confidentiality rules.

The EDUCATIONAL PARTNER will comply with the additional terms as stated in the attached Business Agreement (Exhibit A).

15. PARTIAL INVALIDITY

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

16. AUTHORITY

Each individual executing this MOU on behalf of COUNTY and EDUCATIONAL PARTNER represent and warrant that:

16.1 He/She is duly authorized to execute and deliver this MOU on behalf of the COUNTY or EDUCATIONAL PARTNER, as applicable; and

16.2 Such execution and delivery is in accordance with the statutory authorities, rules, regulations, by-laws, and/or resolutions of each department, as applicable; and

16.3 This MOU is binding upon the respective Parties in accordance with its terms.

17. ENTIRE MOU

This MOU constitutes the sole and complete MOU between the PARTIES.

18. THIRD PARTY BENEFICIARIES EXCLUDED

This MOU is intended solely for the benefit of COUNTY and EDUCATIONAL PARTNER. Any benefit to any third party is incidental and does not confer on any third party to this MOU any rights whatsoever regarding the performance of this MOU. Any attempt to enforce provisions of this MOU by third Parties is specifically prohibited.

19. COUNTERPARTS

This MOU may be executed in counterparts.

20. EXECUTION OF MOU

Executed in Imperial County, California, on the day and year first above written.

COUNTY:

EDUCATIONAL PARTNER:

By: _____

By: _____

Leticia Plancarte-Garcia, Director

Celso Ruiz, Superintendent

Imperial County Behavioral Health Services

Holtville Unified School District

Imperial County Behavioral Health Services Mentored Internship Program (MIP) Student Application

Identifying Information

(Please type or print neatly in ink.)

Name

Date of Application

Social Security #

Cell Phone Number

Current Street Address

Home Phone Number

City

State

Zip Code

E-mail Address

Placement Information Profile

1. Will you be 18 years or older by 06/01/24? Yes No

2. Will you be graduating from Holtville High School in June 2024? (**Required:** Attach a copy of high school transcripts with anticipated graduation date)
 Yes No

3. How did you hear about this opportunity? (i.e. school counselor, club and club name, class presentation, friend, teacher, etc.)

-
4. **Driver's License:** Do you possess a valid California driver's license? Yes No

License #: _____ Class: _____

If you answered no to the question above, do you possess a valid California identification card?

Yes No

5. **Languages:** Other than English what language(s) do you fluntly speak, read and/or write?

Speak: _____ Read: _____ Write: _____

6. **Placement Ranking:** Please rank the population you would like to be placed in from (1) thru (5) with (1) being the most interested and (5) being the least interested. Please note that we cannot guarantee placement with a specific population.

_____ Adults & Older Adults Services
_____ Children & Adolescent Services
_____ Mental Health Triage & Engagement Services
_____ Substance Use Disorder Services
_____ Youth & Young Adults Services

7. Please describe why you are interested in the Behavioral Health field and why you are interested in being placed with the population you ranked (1) in question 6.

8. The Mentored Internship Program requires interning for 10 hours per week. Are you available for 10 hours per week during the hours of Monday – Friday from 8:00a.m. – 5:00p.m. from mid-June 2024 – December 2024?

Yes No

If you answered yes to the question above, please list your weekly availability during the hours of Monday – Friday from 8:00a.m. – 5:00p.m. for the Mentored Internship Program below.
(Example: available Mondays/Wednesdays: 8:00a.m. – 3:00p.m.)

9. What do you know about the Behavioral Health field?

10. What are your academic and professional interests?

11. What are your expectations for the Mentored Internship Program?

12. **Professional Experience:** Please list any prior professional experience, paid or voluntary starting with the most recent. If you do not have any prior paid or voluntary professional experience then please list any experience you have in either leadership roles or working in teams (i.e. sport teams, club experience).

Name of Organization:	
Title of Position:	
From (Mo. Yr.):	To (Mo. Yr.):
Hours per Week:	
Describe Responsibilities:	

Name of Organization:	
Title of Position:	
From (Mo. Yr.):	To (Mo. Yr.):
Hours per Week:	
Describe Responsibilities:	

MIP Student Agreement – Holtville High School

MIP Student Duties

1. Consistently attend a minimum of 10 hours per week interning with the department.
2. Arrive to worksite on time and ready to learn.
3. Complete trainings, shadow ICBHS staff and perform other duties as assigned.
4. Receive a stipend of \$16 per hour spent at the learning site.

Applicant Consent and Release

Please read the following statements carefully as they pertain to important notices and pre-internship screening. Please sign at the bottom of the page:

- At time of start date, MIP interns must meet the documentation requirements of the Immigration Reform and Control Act of 1986.
- Students will be required to complete a W-9 upon hire in order to receive stipends.
- MIP interning with the County of Imperial does not occur until **successful completion of all pre-MIP interning procedures**, including the following:
 - **Department of Justice Live Scan**
 - **Screening for drugs and alcohol may be required.**
 - **The County of Imperial will require vaccination against Coronavirus (Covid-19), prior to first day of internship. Applicants may be eligible for medical or religious exemptions only upon submitting the required exemption request form, which can be requested upon offer for a student position.**
- Any information obtained after a conditional MIP intern offer is made but before the MIP intern start date may also constitute grounds for withdrawal of the conditional internship offer.
- I hereby certify that all statements made in this application are true, and I agree and understand that any misstatement of material facts herein will cause forfeiture on my part of any MIP internship in the service of the County of Imperial.
- I further agree upon start of MIP internship, to furnish such proof or identification and legal right to work in the United States as may be required.
- All statements made in this application may be verified, including checks of police records.
- I understand that this application is not a contract, and it is not an offer of MIP internship. If I am offered MIP internship placement, I understand that such offer is subject to the conditions listed above.
- I understand that I shall adhere to ICBHS Code of Ethics and that violation could terminate my internship.
- I shall fulfill the responsibilities of the Mentored Internship Program student role, and be in compliance with all ICBHS policies and procedures as outlined in the ICBHS Policy and Procedure Manuals.
- If the situation arises and I need to terminate my position before fulfilling my time commitment, I shall terminate in an appropriate, professional manner as designated by ICBHS, and provide written and verbal notice as required by ICBHS.
- I understand that ICBHS will maintain records and keep confidential files of my internship and I have to comply with submission of required forms.
- Submission of application does not guarantee placement.

Name (Print) _____ **Date** _____

Signature _____

HOLTVILLE UNIFIED SCHOOL DISTRICT

2023-2024

Hourly Rates for the following positions

Salary Rate	Description
• \$65.00	Summer Principal
• \$16.00	Yard Aides Crossing Guards AVID Tutors Classified Substitutes Student Workers
• \$19.00	ASES/ELOP Hourly Classified Tutors
• \$21.00	ASES Hourly Classified Office



AN AGREEMENT FOR GUARANTEED ADMISSION
MEMORANDUM OF UNDERSTANDING BETWEEN

Holtville Unified School District

AND

California State University San Marcos

The Holtville Unified School District (also herein referred to as “The District”) is responsible for preparing students annually for college entrance and/or work placement, with many students going on to attend California State University San Marcos.

California State University San Marcos (also herein referred to as “CSUSM”) is a major public university enrolling over 17,000 students in 43 undergraduate programs, 24 master’s programs, 11 teaching credentials, and 1 joint doctoral program.

Both institutions have a commitment to the community of Holtville and to enhancing student success. Together the two partners are entering into a partnership to expand and enhance the educational opportunities for students who reside in the District’s attendance area.

The District and CSUSM have agreed that a college preparation and guaranteed admission program subsumed under a support alliance would provide a valuable mechanism for increasing the number and percentage of the District graduates qualifying for admission into California State University San Marcos. Toward that end, the institutions have developed the compact described herein to serve students beginning with the graduating class of 2023-24.

As a material term to this Agreement, the Institutions agree to comply with all applicable federal, state and local laws and regulations, including but not limited to laws that prohibit discrimination, harassment, sexual misconduct, and retaliation. The Institutions agree that participation in the Program shall be administered without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, sexual orientation, age, veteran, or other applicable legally protected status. District agrees to comply with CSUSM policies governing discrimination, harassment, sexual misconduct, and retaliation, which are set forth in CSU Executive Orders 1095-1097, as revised from time to time. Any violation of applicable law or CSU policy is grounds for the immediate termination of the Agreement.

HOLTVILLE UNIFIED SCHOOL DISTRICT'S COMMITMENT

As part of the compact described herein, the District agrees to provide all incoming ninth grade students, beginning with the 2022-2023 school year, with a rigorous program of studies and support that will provide them with an opportunity to meet the requirements for entrance to CSUSM upon graduation from high school without the need for remedial college courses.

Working with CSUSM, the following benchmarks will be used by the District:

1. Students must be continually enrolled in the District since 10th grade with exception for homeless, foster youth, and military dependents.
2. Students must complete all A-G coursework required by CSU admission policies.
3. Students must have a cumulative GPA of 2.5 upon graduation.
4. Students must participate in and successfully pass the Early Assessment Program in their junior year (11th grade) with Standard Met or Standard Exceeded in mathematics and English or successfully complete additional coursework designed to build the appropriate skills and knowledge.
5. Students must submit the Free Application for Federal Student Aid (FAFSA)/Opt Out Form or The California Dream Act Application/Opt Out Form.

The Holtville Unified School District will support the attainment of these benchmarks with an enhanced secondary program including the following:

Academic Support:

- A Common Core State Standards aligned mathematics curriculum for grades 9-12.
- Summer school opportunities for basic skill preparation
- Additional high school mathematics electives that prepare students with skills to pass college entrance examinations or to meet college course requirements.
- Clear criteria for identifying and supporting incoming ninth grade at-risk students.
- Development of opportunities for 9th-12th grade students to experience university level academic work at Holtville High School.
- Assess CSU English and Mathematics proficiency through participation in the CSU Early Assessment Program (EAP).
- Submission of the required Cal Grant GPA Verification for students by March 2nd of the senior year (twelfth grade).
- Intervention and credit recovery opportunities are in place during the school year for students.

Parent/Family Communication & Education:

- A clear statement of expectations to staff, parents, community, and students for seventh grade and each year thereafter.
- A systematic program of parent communication and education.

- Opportunities for students and parents to visit CSUSM when organized and planned as part of the District program including transportation to CSUSM for visits and orientations:
- Frequent notification to students and parents of academic progress.

Professional Development Opportunities:

- Training for high school teachers in Advancement Via Individual Determination (AVID) program strategies.

Data Management & Applied Analysis:

- Annual reports on the progress of each participating class provided to the University to support engagement and enrollment opportunities.
- District student data will be shared with the University in accordance with the terms outlined in the agreed upon Data Sharing MOU
- District and CSUSM acknowledge the privacy rights of individuals to their personal information that are expressed in the Information Practices Act (California Civil Code Section 1798 et seq.) and in California Constitution Article 1, Section 1. District and CSUSM shall maintain the privacy of personal information and protected data as confidential information. District and CSUSM shall not use, disclose, or release confidential information contained in CSUSM or District records without full compliance with applicable state and federal privacy laws, and this Agreement. CSUSM and District further acknowledge and agrees to comply with Federal privacy laws, such as the Gramm-Leach-Bliley Act (Title 15, United States Code, Sections 6801(b) and 6805(b)(2)) applicable to financial transactions, and the Family Educational Rights and Privacy Act (Title 20, United States Code, Section 1232g) applicable to student education records and information from student education records.

CALIFORNIA STATE UNIVERSITY SAN MARCOS' COMMITMENT

1. Successfully meet minimum CSU eligibility requirements.
2. Students are no longer required to take the SAT Reasoning or ACT Exam but the exam could be used for placement into college math and English courses.
3. Students must submit the Free Application for Federal Student Aid (FAFSA) or The California Dream Act Application.

CSUSM and the District are committed to an inclusionary/supportive model that allows students who fall behind in meeting benchmarks to accelerate back on target to qualify. Toward that end, CSUSM will:

Recruitment:

- As a campus partner the Office of Recruitment & Outreach will develop an Educational Partnership, which includes services and support to promote College Awareness, College Preparation and College Access to CSU San Marcos. In addition, the office will assign a Recruitment & Outreach Officer to the schools within the district as a point of contact.

Academic Support:

- Provide academic advising, guidance, and support for incoming district program students to promote timely graduation. Advising support also will be supplemented with education planning tools such as the degree planner and Academic Requirement Report (ARR) designed to track and facilitate student degree completion.
- Assist and support District program graduates at CSUSM with structured programs designed to support college success.
- Assist with placement of qualifying students in internships, summer placements, or senior project assignments within local community businesses.
- Assist in the recruitment of college students as tutors to the Districts' high schools and middle schools through campus organizations and programs.
- Encourage CSUSM alumni to volunteer as speakers or mentors to the District schools.
- Work with University Outreach and other Departments to extend opportunities for the District program students to experience university level academic work. Some examples include college fairs, pre-college advising, pre-college orientation, Family Empowerment Network, Roadshows, campus tours, and Discover CSUSM day.

Professional Development:

- Participate with the District staff in researching, designing, and implementing literacy and mathematics training models or other relevant professional development.
- Encourage CSUSM and the District faculty to dialogue regarding academic performance expectations at the University.
- Support dialogue and information sharing with the District teachers, counselors and administrators about freshman course expectations.

Data Management & Applied Analysis:

- Monitor student achievement and continue to implement practices that encourage learning by all students.
- Provide feedback to the District staff on level of achievement of the District program students at CSUSM.
- Data on students who enter the University from the District will be shared with the District in accordance to the terms outlined in the agreed upon Data Sharing MOU. Currently, a yearly "Alliance Score Card" is provided to the Alliance Advisory Council Site Representative and school Superintendent.

JOINT COMMITMENT OF PARTNERS

The District and CSUSM will collaboratively work to obtain additional public and private funds to support and enhance the activities outlined in the agreement.

TERMS OF MEMORANDUM OF UNDERSTANDING

It is the intent of the partners to include the graduating class of 2023-24. This Memorandum of Understanding has a set term of five (5) years by mutual agreement of the partners and signed on _____.

Ellen Neufeldt, Ed.D.
President
California State University San Marcos

Celso Ruiz
Superintendent
Holtville Unified School District

Kevin Grizzle
President Governing Board
Holtville Unified School District

February 12, 2024

To: Board of Education and Management

Holtville Unified School District
621 East 6th Street
Holtville, CA 92250

We are pleased to confirm our understanding of the services we are to provide for Holtville Unified School District (the District) for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

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

We have also been engaged to report on the supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements. The following supplementary information is required by the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*:

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

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

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.
- An opinion (or disclaimer of opinion) on compliance with state statutes, regulations, and the terms and conditions of state awards that could have a direct and material effect on each identified program in accordance with the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting prescribed in Title 5, California Code of Regulations, Section 19810*.

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

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the requirements identified in the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting prescribed in Title 5, California Code of Regulations, Section 19810*, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. AS part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

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

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

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

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

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

1. Improper Revenue Recognition
2. Management Override of Controls

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

Audit Procedures – Internal Control

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

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

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

Audit Procedures – Compliance

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

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

The *2023-24 Guide for Annual Audits of California Local Education Agencies and State Compliance Reporting* (the Audit Guide) requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes, regulations, and the terms and conditions of state awards identified in the Audit Guide which are applicable to the District based on materiality levels identified in the Audit Guide. For the programs applicable to the District, we will perform the procedures identified in the Audit Guide and report noncompliance in accordance with direction provided in the Audit Guide. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to these programs in our report on state compliance.

Other Services

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Engagement Administration, Fees, and Other

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

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

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

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

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

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

Our fee for these services are expected to be \$13,940. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. Upon completion of the audit report and submission to the California State Controller's Office progress billings will be brought to 90% of the contracted amount. The final 10% of the contracted amount will be billed, and is due, upon receipt of the California State Controller's Office certification letter. In accordance with firm policies, work may be suspended if your account becomes 30 days past due and may not be resumed until your account is paid in full. Additionally, an audit report will not be issued for the year ended June 30, 2024 if 100% of prior audit fees have not been paid in full inclusive of the final 10% billed upon receipt of the California State Controller's Office certification letter for the prior period. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended at our standard hourly rates and to reimburse us for all out-of-pocket costs through the date of termination.

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

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

Reporting

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

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

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

Very truly yours,



Wilkinson Hadley King & Co. LLP

Response:

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

Management Signature: _____

Title: _____

Date: _____

Approved by Governance at a Public Meeting on: _____

ADDENDUM #1 TO MEMORANDUM OF AGREEMENT (MOA)
 Between Imperial Valley ROP and Holtville Unified School District

This document constitutes an Addendum to the agreement between Imperial Valley Regional Occupational Program (IVROP) and Holtville Unified School District signed on _____, 2024.

1. **Objective** - The objective of this Addendum is to describe the separate and supplemental, customized services specific to the DISTRICT’S needs.
2. **Effective Date** – Services will be effective July 1, 2024, upon signing of this agreement, for the 24-25 school year.
3. **Scope of Services** – Imperial Valley Regional Occupational Program will:
 - a) Employ a full-time CTE Instructor (Public Services) for 7 instructional hours per day for **180** instructional days and **5** in-service days
4. **Cost** – The costs for these services are detailed as follows:

Service Cost		Supervision Costs		Total
Salaries	\$ 52,473	Salaries	\$ 1,100	\$ 53,573
Benefits	\$ 21,832	Benefits	\$ 453	\$ 22,285
Other	\$	Other	\$ -	\$
Sub Total	\$ 74,305	Sub Total	\$ 1,553	\$ 75,859
Indirect Costs	\$ 6,034	Indirect Costs	\$ 126	\$ 6,160
Total Cost	\$ 80,339	Total Cost	\$ 1,679	\$ 82,018

Total cost to the DISTRICT: **\$ 82,018**

All terms and provisions from the original MOA also apply to this Addendum.

In Witness Whereof, the parties have executed this Addendum on the agreement as of the date hereof.

For IVROP

For HUSD

By: _____
 Edwin P. Obergfell
 Superintendent

By: _____
 Celso Ruiz
 HUSD Superintendent

Date: _____

Date: _____



MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) establishes a partnership between Imperial Valley Regional Occupational Program (IVROP) and the Holtville Unified School District (DISTRICT) for the delivery of core Career Technical Education (CTE) supportive services effective July 1, 2024.

This new MOA will cover the 2024-2025 academic school year. The necessity for the MOA comes as the result of the prior MOA that will expire at the end of June 2024. The previous 2023-2024 and subsequent prior MOAs were developed because of the change to the funding formula for school districts in California, as established by the Local Control Funding Formula (LCFF). The LCFF and the changes to the funding of CTE necessitate the development of an MOA for the purposes of explicitly detailing services and annually updating the partners that entered into an agreement with IVROP.

IVROP agrees to provide the following:

IVROP will provide the DISTRICT with career and workforce readiness support as listed in the Scope of Services section of this MOA. IVROP will ensure that its proposed services to the district are aligned with, and incorporate existing and emerging federal, state, and local CTE legislation, and accountability measures by reviewing these various resources and documents and informing the school and district administration of any changes or provisions that may impact CTE. IVROP will also support DISTRICT efforts to develop, enhance, and sustain educational programs that promote the essential elements of high-quality college and career pathways (CTE). These elements/services include continuous improvement and accountability efforts across all levels of CTE programs; support of sequenced student career readiness activities at each grade level, guidance, and exploration, and facilitation of transportable skills; support of teacher professional development; employer and industry connections, and labor market and workforce data; development of work-based learning opportunities; and promotion, outreach, and communication of CTE programs.

As part of IVROP's effort to provide additional support to students, families, and the DISTRICT, IVROP has identified additional **Value-Added Services** that will be provided at no extra charge to the DISTRICT. These specific services are listed in the *Value-Added Services section* of this MOA.

The DISTRICT agrees to provide the following:

The DISTRICT will designate a site principal(s) or district designee to meet monthly or quarterly, as needed, with the IVROP Educational Services Coordinator or Program Manager. The scheduled meetings will provide all parties the opportunity to collaborate and contribute to the discussion and provide agenda topics with a focus on (but not limited to) prioritize IVROP services, develop work plans, develop department goals, continuous improvement efforts, and ensuring school sites maximize IVROP's support and services. Meetings may include reviewing the MOA, and status updates from IVROP in meeting MOA or work plans. Specific program updates from IVROP may be requested during meetings but will be provided via email on a monthly basis, unless requested otherwise.

All CTE services are detailed under *Scope of Services*.

The terms of this agreement are as follows:

1. **Funding** – The Local Control Funding Formula provides for ongoing grade 9-12 augmentation to address the extra costs inherent in continuing CTE programs and services. For each partner DISTRICT, the site-specific costs for core CTE services each school year will be calculated as 25% of the 9-12 Grade Span

Augmentation (GSA) and pupil count.

Payment for services will be made monthly at the end of each month through Transfer of Funds based on State apportionment levels and schedules.

The cost of the first school year of this MOA is calculated and estimated as follows:

9-12 Pupil Enrollment (estimated using 21/22 Advanced Apportionment)	518
9-12 GSA funding (estimated using 21/22 Advanced Apportionment)	\$314
Percentage	25%
Estimated annual cost school year 2024/25	\$40,663

2. **Effective Date** – Services will be effective on July 1, 2024, upon signing of this agreement, for the 2024-2025 school year.
3. **Termination**– This MOA may be terminated by a written request to terminate received by IVROP January 31st for termination of services effective July 1st of the upcoming school year.
4. **Addendums** – Addendums to this document may be added as separate and supplemental, customizable services specific to the DISTRICT’s needs. Addendums will constitute a separate signed document that details services and costs beyond those listed in this MOA. The addendum will reference this existing MOA. The following are several examples of customizable services that districts have typically requested in the past:
 - An additional day of Career Specialist (CS) support
 - Career exploration, awareness and/or preparation related services for elementary school level students or parents
 - The hiring of an instructor on a part-time basis

5. **Scope of Services**

IVROP will provide the following services:

A. **Continuous improvement and accountability efforts across all levels of CTE programs**

The CTE Coordinator and/or Program Manager will:

- 1) Support DISTRICT in the implementation and monitoring of selected priority activities within the federal, state, and local frameworks of Career Technical Education and/or activities listed within the MOA or other critical needs as determined by the DISTRICT via needs assessments and data analysis.

The District will work with IVROP on the development of a “Work Plan,” with stated focus areas, that prioritizes needs and in turn, services for the year. The Work Plan will be monitored and evaluated during meetings with school and district leadership throughout the course of the academic year and throughout the MOA term. Effectiveness will be reported via narrative

reports or presentations at the end of each semester to the DISTRICT Superintendent, school site administrators, and Board.

The federal, state, and local frameworks of Career Technical Education include but is not limited to Carl D. Perkins funds, the Essential Elements of High-Quality College and Career Pathways, part of the eight (8) State Priorities (LCAP), College and Career Readiness Indicators, Common Core, accreditation process/outcomes, and grant funding opportunities that emerge for CTE (CTE Facility Grant funding, or any other CTE related funding opportunities that emerge).

- 2) Meet with site principal or designated school or district representative on a monthly, quarterly, or as needed basis. The scheduled meetings will allow all parties the opportunity to collaborate and contribute to the discussion and provide agenda topics aligned to Work Plan items. Discussions may include, but are not limited to, the following actionable items:
 - a. Work with school sites and teachers to obtain feedback and input to develop needs assessments, work plans, department goals, and priorities for services
 - b. Support continuous improvement efforts to enhance, develop, or expand CTE pathways and developing work plans to support these efforts
 - c. Student support and leadership development: Career Technical Student Organizations (CTSOs), equity and non-traditional CTE offerings, support of special populations, and other emerging student issues
 - d. Student career exploration/assessment and planning
 - e. Reviewing the MOA to ensure the school sites are maximizing the services and support offered by IVROP
 - f. Reporting IVROP progress in meeting deliverables or measures outlined in the MOA and Work Plan
 - g. Ensure CTE courses and pathways are aligned to industry/workforce needs
 - h. Ensure CTE courses and pathways lead to industry recognized credentials or certifications
 - i. Available funding, collaborations or other CTE related school community focused growth opportunities; and providing local, state, and federal workforce data to inform the practices of current CTE programs, and establish the need for CTE programs
 - j. Program updates will be provided monthly in the following (but not limited to): Career Specialists activities and student service activities, work-based learning results, placements, instructor support, credentialing, and any other current or emerging issues that may impact district CTE pathways and programs.

- 3) Meet with site Principal and/or the designated representative at the end of each school year to submit proposed work plans for IVROP assistance with staff development and/or curriculum development efforts for the upcoming year. Plans will include reasonable discussion of dates/times for IVROP staff to be utilized and plans ready to begin next administrator/teacher work year.

B. Support and consultation of curriculum, instruction, and pathway development

Support CTE instructors in sustaining high-quality CTE curriculum and instruction (align to State/Federal accountability measures) through the following, but not limited to: aligning career pathways, work-based learning and CTSOs (or student leadership) support, maintain industry

partnerships (employer connections, advisory meetings, and other stakeholder support), along with addressing any other critical issues and emerging accountability measures that may impact the CTE programs. IVROP will accomplish this by attending trainings, conferences, and workshops related to these items that may impact CTE and inform the DISTRICT via district/school meetings of any changes and develop a plan of action to address any of these requirements. Specific activities include, but are not limited to:

- 1) Meetings with school and district leadership
- 2) Organize regional and/or school site skill development/mentoring/summit events in select industry sector/pathways
- 3) Direct student, teacher, and classroom support with the integration of student leadership or CTSOs in CTE curriculum. This includes, but is not limited to, in-class and after school support from the Career Specialist in supporting the teacher in all aspects and activities related to student leadership and CTSO, such as in the planning and attendance of activities, preparing students for competitions, and attending and assisting teachers to plan related field trips.
- 4) Provide one teacher training or workshop if needed (with training topics guided by meetings)
- 5) Assist with the application process for the UC "A-G" course designation, articulation agreements, and dual enrollment in collaboration with community colleges
- 6) Issue IVROP certificate of competency attainment to CTE students, as requested

Support of CTE pathway development and alignment to postsecondary and industry opportunities:

- 1) Assist teachers with the University of California "A-G" course designation application submission process. Assist teachers with gathering and editing all course materials, along with helping teachers to research or find existing A-G approved courses for additional support. Help teachers to prepare and submit their materials, follow up with the resubmission process if the course is not approved, and follow up with the University of California and the district to ensure course material is accurate and has been received.

C. Support of student career readiness, guidance, and exploration

IVROP will provide **one (1) Career Specialist (CS) one and a half (1.5) days per week** to the DISTRICT. Career Specialist will provide services, as requested, at the high school site:

- 1) Administer and coordinate an interest assessment to all 9th grade students and utilize a tracking system to report the results to school counselors.
- 2) Provide career awareness follow-up for CTE students in 10th-11th grades.
- 3) Assist with recruitment, outreach, communication, and community relations of CTE courses (parent nights, etc.).
- 4) Provide employment preparation workshop sessions to all CTE or requested classes on employability/job search such as job application, resumes, interviews, etc.
- 5) Provide career awareness at school site events, parent nights, back-to-school nights, open house, Western Association of Schools and Colleges (WASC) accreditation site meetings, parent events, etc.
- 6) Coordinate student work-based learning experiences with employers, maintain records and results and conduct necessary follow-up and monitoring of placements.
- 7) Organize/coordinate speakers or assist with career related events for CTE classrooms, career fairs/days, industry site tours, and skills events.
- 8) Assist with CTE related college scholarship applications and essays.

- 9) Organize and implement the IVROP/CTE Showcase and Awards Ceremony and the Outstanding Student recognition process.
- 10) Coordinate student worksite learning experiences with employers (work-based learning), focusing on 11th and 12th grade, and any specific pathways or capstone classes as recommended by CTE teachers and school administration. Facilitate agreements and necessary follow-up/monitoring of employer worksite relationships for students of related CTE courses including student liability and work-related injury insurance coverage for off-campus work-based learning experiences:
 - a. Internships
 - b. Worksite experiences
 - c. Job shadowing
 - d. Industry site tours
 - e. Mentoring
 - f. Classroom presentations

Support student leadership development (CTSOs):

- 1) Support state approved CTOSs at each comprehensive school site.
- 2) Career Specialists will support instructors with in-class and afterschool CTSO and
- 3) student leadership activities.
- 4) Provide local student leadership summit for CTOSs
- 5) Provide Local Youth Ag. Summit for FFA

D. Employer and industry connections, and labor market and workforce data

- 1) Serve as liaison with targeted business/industry on behalf of DISTRICT career technical education needs: advisory support, work-site placement, etc.
- 2) Coordinate and assist with CTE Advisory Committee (CTEAC), and annual employer advisory meetings, and other employer forums; disseminate information/results and document notes and recommendations.
- 3) Serve as a liaison between the DISTRICT and federal, state and local workforce development and employment agencies such as the Employment Development Department, Workforce Development Board/Office, America's Job Center, and the Department of Labor.
- 4) Keep the DISTRICT informed on labor and workforce data, trends, funding, and legislation concerning the Workforce Innovation and Opportunities Act, and any implications for CTE and in-school (and out-of-school) populations.

E. Promotion, outreach, and communication of CTE programs

- 1) Ensure ongoing communication between IVROP Superintendent and the District Superintendent.
- 2) Report CTE activities at IVROP Board Meetings.
- 3) Organize annual IVROP/CTE Showcase and Recognition ceremony for CTE Outstanding students and promote CTE pathways and services.
- 4) Organize regional skill development events in select industry sector/pathways.
- 5) Develop student leadership opportunities that promote campus based CTE activities.
- 6) Support regular and social media communications that promote district CTE efforts and activities.
- 7) Promote district CTE activities, efforts, and events on the IVROP website.

6. Added Value Services (at no cost to DISTRICT)

- A. Encourage parent participation in CTEAC and employer advisory meetings, serve as speakers, etc.

- B. Pursue ongoing funding opportunities and continue to provide supplemental grant funded family development and stabilization services where available targeting eligible students and/or families in variety of areas such as student achievement and parental involvement (i.e., workshops for parenting, relationships, marriage, financial literacy, economic workshops, counseling, support group, parent engagement, parent education, and life skills).
- C. Provide information on IVROPCF scholarship opportunities for individual students and CTE student leadership groups/associations.
- D. Presentation to DISTRICT administration and board once per year.
- E. Annual IVROP meeting of JPA Superintendents.
- F. Provide Developmental Assets/Social Emotional Learning (SEL) related workshops and support.
- G. Support the District with CTE Teacher credentialing and follow up.

The Parties' Representatives shall be:

**Imperial Valley Regional
Occupational Program**

Edwin P. Obergfell
Superintendent
687 State Street
El Centro, CA 92243
Phone: (760) 482-2600
Email: eobergfell@ivrop.org

**Holtville Unified
School District**

Celso Ruiz
Superintendent
621 E. Sixth Street
Holtville, CA 92250
Phone: (760) 356-2974
Email: celso@holtville.k12.ca.us

In Witness Whereof, the parties have executed this agreement as of the date hereof.

For IVROP
By: _____
Edwin P. Obergfell
IVROP Superintendent

For DISTRICT
By: _____
Celso Ruiz
HUSD Superintendent

Date: _____

Date: _____

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

INFORMATION ITEMS

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

ACTION/DISCUSSION



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

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2024

Revised Declaration of Need for year: _____

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

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

Name of County: Imperial County CDS Code: 13

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

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

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 4 / 15 / 2024 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2025.

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

Celso Ruiz Superintendent

Name *Signature* *Title*

760-356-4936 760-356-2974 _____

Fax Number *Telephone Number* *Date*

621 East 6th Street Holtville, CA 92250

Mailing Address

celso@husd.net

E-Mail Address

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

The declaration shall remain in force until June 30, _____.

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

Submitted by Superintendent, Director, or Designee:

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

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

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

LIMITED ASSIGNMENT PERMITS

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

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

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

Authorizations for Single Subject Limited Assignment Permits

SUBJECT	ESTIMATED NUMBER NEEDED	SUBJECT	ESTIMATED NUMBER NEEDED
Agriculture	1	Mathematics	1
Art		Music	
Business		Physical Education	
Dance		Science: Biological Sciences	
English		Science: Chemistry	
Foundational-Level Math		Science: Geoscience	
Foundational-Level Science		Science: Physics	
Health	1	Social Science	
Home Economics		Theater	
Industrial & Technology Education		World Languages (specify)	

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. Intern programs provided by Universities

Does your agency participate in a Commission-approved college or university internship program? Yes No

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

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

San Diego State University

National University

University of Phoenix

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



Holtville Unified School District

Resolution #2023/24-007

CLASSIFIED SCHOOL EMPLOYEES WEEK

May 20 - 24, 2024

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

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

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

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

THEFORE, BE IT RESOLVED, that the Holtville Unified School District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the State of California and in the Holtville Unified School District and declares the week of May 20 - 24, 2024, as Classified School Employees Week in the Holtville Unified School District.

Jared Garewal, President of the Governing Board

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

Board of Trustees

Jared Garewal Ben Abatti Jr. Julie Duarte Matt Hester Kevin Grizzle



*Holtville Unified School District
Resolution #2023/24-008*

DAY OF THE TEACHER
May 8, 2024

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

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

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

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

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

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

RESOLVED that the Holtville Unified School District Board of Trustees does hereby proclaim May 8, 2024 as the Day of the Teacher in the Holtville Unified School District, and encourages everyone to join in this very special observance and show their sincere appreciation for our teachers.

Jared Garewal, President of the Governing Board

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

Board of Trustees

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