

# Holtville

where tradition meets vision



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

Monday, March 11, 2024

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

Holtville Unified School District, Board Room, 621 East 6<sup>th</sup> 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:**

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – March 11, 2024  
AGENDA PAGE 2**

**6. RECOGNITIONS**

*2022-23 Perfect Attendance*

**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: February 20, 2024 Pgs.3-5  
(Supplemental Information)*

**B. FINANCE AND BUSINESS**

*1) Warrant Orders week beginning 2/15/24 to week ending 3/7/24 Pgs.7-18  
(Supplemental Information)*

**C. PERSONNEL SERVICES**

*1) Classified Resignation Pg. 20  
2) Certificated Resignation/Retirement Pg. 21  
3) Coaching Employment Pg. 22  
4) Classified Employment Pg. 23*

**D. GENERAL BUSINESS**

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

- 1) Donation of various items from Busy Bee Floral in the amount of \$4330 to the HHS Floral Program Pg. 25*
- 2) IID 2024-25 Special Project Grant Application Pgs. 26-27*
- 3) CSBA’s Practi-Cal Medi-Cal Administrative Activities Program (MAA) Random Moment Time Survey (RMTS) Service Agreement Pgs. 28-31*
- 4) Overnight/Out of State HHS Sports Pg. 32*
- 5) 2023-24 HHS Spring Athletic Schedules Pgs. 33-39*

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

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – March 11, 2024  
AGENDA PAGE 3**

**10. ACTION/DISCUSSION ITEMS**

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

**A) Approve the 2022-23 Audit Report**

*(Mr. Wells) Pgs. \*\*\**

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Preferential Student Vote - Aye: \_\_\_ Nay: \_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_*

**B) Approve the 2023-24 Second Interim Report**

*(Mr. Wells) Pgs. \*\*\**

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Preferential Student Vote - Aye: \_\_\_ Nay: \_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_*

**C) 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. Ruiz) Pg. 41*

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

**D) 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) Pg.42*

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

**E) Approve the Holtville Unified School District 2024-25 Home-to-School Transportation Plan**

*(Mr. Velazquez) Pg. 43*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Preferential Student Vote - Aye: \_\_\_ Nay: \_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_*

**F) Approve the Holtville Unified School District LCAP Federal Addendum Update**

*(Mr. Velazquez) Pgs. \*\*\**

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Preferential Student Vote - Aye: \_\_\_ Nay: \_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_*

**G) Approve Administrative Regulation AR 5144.1 Suspension and Expulsion/Due Process**

*(Mr. Ruiz & Mr. Velazquez)  
Pgs. 44-56*

*Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Preferential Student Vote - Aye: \_\_\_ Nay: \_\_\_  
Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_*

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – March 11, 2024  
AGENDA PAGE 4**

**11. FUTURE BOARD MEETING DATE**

*Monday, April 15, 2024 is the next Regular Board Meeting*

**12. ADJOURNMENT**

**13. CLOSED SESSION if needed**

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

**\*\*\* A copy is available at the District Office and online [www.husd.net](http://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 – February 20, 2024**

**{Page 1 of 3}**

The Board of Trustees of the Holtville Unified School District met in a Regular Session on February 20, 2024, at the Holtville Unified School District Board Room 621 E 6<sup>th</sup> Street, Holtville, California. The meeting was called to order at 5:04 p.m. by the Presiding Chairman.

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

**MEMBERS ABSENT:** Matt Hester, Member; Kevin Grizzle, Member

**MODIFICATION OF THE AGENDA:** None

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

**CLOSED SESSION**

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

**REPORT OF CLOSED SESSION In:** 5:06 p.m. **Out:** 6:14 p.m.

The Governing Board in closed session by unanimous vote took action to send non-reelection notice to the following certificated employees: 2324255, 2324258, 2324248, 2324260, 2324250, 2324251, 2324254, 2324202, 2324111, 2324256, 2324259, 2324246, 3903237166, 4701669714, 8412564356, 4024967020, 8652321517.

**RECOGNITIONS**

The following HMS students were recognized as Student of the Month:

**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**

Student Rep reported that this week is FFA week. The boys and girls soccer teams are in the CIF semifinals. The ASB had a booth for the Holtville Carrot festival.

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 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: January 16, 2024 & January 30, 2024. FINANCE AND BUSINESS – Warrant orders week beginning 1/18/24 to week ending 2/8/24. PERSONNEL SERVICES – Classified Employment of Ashley Sarabia, Yard Aide (Finley). Certificated Employment of Edward Velasquez, School Psychologist (District). Certificated Resignation of Jennifer Sutter, Ag. Teacher (HHS). GENERAL BUSINESS – 2023-24 Holtville Unified School District Calendar. Grant Award Notification for 2023-24 Ag. Career Technical Education Incentive Grant in the amount of \$33,815. Donation of a pre-lit Christmas tree & decorations to HMS by Mary Hernandez & Fernando Romero in the amount of \$450. Border Region Talent Pipeline Collaborative Participation Agreement. 2023-24 School Accountability report Card (SARC) for all school sites. All approved by unanimous votes, Ayes: 3, Nays: 0. Vote: 3-0.

**INFORMATION ITEMS**

A) Greg Cox gave an update on construction. The new fire alarm replacement is 100% complete at Pine School. HMS is about 75% complete, and they plan on starting at Finley within the next 3 weeks. They were waiting on DSA approval for HHS, so that will begin in June when there are no students. They are negotiating on how to get the old bathrooms up to code. The Finley HUB building is almost complete, the technology department is working on the technology side of it. The carpet should be installed next week, and the completion of the fence will begin. DSA requires the yellow bumps to be installed on the side of the building. The fence along the back of HMS will be installed soon as well as the lighting on the soccer field. It has been difficult to find people to work and this has stalled the completion of the projects.

**ACTION/DISCUSSION ITEMS**

Moved by Trustee Duarte, Seconded by Trustee Abatti to approve the 2023-24 Comprehensive School Safety Plan. Mr. Velazquez explained that the plan was reviewed by the Fire Chief, School Site Council groups, County Sheriff and administrators. Included in the plan is an evacuation map for the District office as well as a protocol for Opioid overdose. The plan also includes a plan for disasters for SpEd students. Passed by unanimous votes Ayes: 3, Nays: 0. Preferential Student Vote: Aye. Moved by Trustee Abatti, Seconded by Trustee Duarte to approve the HUSD Parent and Family Engagement Policy. Passed by unanimous votes Ayes: 3, Nays: 0. Preferential Student Vote: Aye. Moved by Trustee Duarte, Seconded by Trustee Abatti to approve 2023-24 Holtville Unified School District Home-to-School Transportation Plan. Mr. Velazquez explained that the plan was revised to include the reimbursement from last year's expenditures. Passed by unanimous votes Ayes: 3, Nays: 0. Preferential Student Vote: Aye.



**Holtville Unified School District  
Regular Board Meeting  
Minutes – February 20, 2024**

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**FUTURE BOARD MEETING DATE**

Regular Board Meeting: Monday, March 11, 2024

**ADJOURNMENT**

The meeting adjourned at 6:40 p.m.

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

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

***WARRANTS***

Register 000283 - 02/15/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000283, Dated 02/15/2024					
24261185	374.38	Printed	010		A T & T (000008/2)
24261186	3,530.00	Printed	010		AHUMADA'S GARAGE DOORS (001137/1)
24261187	502.88	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24261188	107.61	Printed	010		AUTO ZONE (000049/1)
24261189	1,171.84	Printed	010		AVILA, DAVID (000510/1)
24261190	111.66	Printed	010		BAKER DISTRIBUTING COMPANY (000053/1)
24261191	4,022.46	Printed	010		C R and R INCORPORATED (000070/2)
24261192	10,550.00	Printed	010		CABE (000072/2)
24261193	15,151.91	Printed	010		CARDMEMBER SERVICES (000322/2)
24261194	2,592.88	Printed	010		CITY OF HOLTVILLE (000102/1)
24261195	91.05	Printed	010		COX.LINDSAY (000522/1)
24261196	806.04	Printed	010		D.LUPITAS RESTAURANT (000119/1)
24261197	103.34	Printed	010		DAVID and SONS TRUCK REPAIR IN (000120/1)
24261198	333.44	Printed	010		DEL SOL MARKET (000125/1)
24261199	3,092.14	Printed	130		DOMINOS PIZZA (000142/2)
24261200	780.00	Printed	010		Eleuterio Lopez (000675/1)
24261201	1,113.60	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000151/1)
24261202	4,707.41	Printed	010		ENTERPRISE FM TRUST (000767/1)
24261203	96.35	Printed	010		FEDERAL EXPRESS CORP (000155/1)
24261204	89.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
24261205	337.65	Printed	010		GEORGES PIZZA (000177/1)
24261206	600.70	Printed	130		GOLD STAR FOODS, INC (001163/1)
24261207	267.68	Printed	010		GUZMAN,LILIAN (000525/2)
24261208	634.64	Printed	010		HARBOR FREIGHT (000190/1)
24261209	778.99	Printed	010		HARRISON, PATRICA (000523/1)
24261210	2,192.66	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24261211	695.73	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)

54,836.04

Number of Items

27 Totals for Register 000283

Org Summary

Holtville Unified School District

Check #	24261185	through	24261211	Total Count	27	\$54,836.04
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Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000284, Dated 02/22/2024

24261951	978.39	Printed	010		AGUIRRE, LILLIAN (000503/1)
24261952	65.00	Printed	010		AKESO OCCUPATIONAL HEALTH (001026/3)
24261953	255.05	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24261954	114.93	Printed	010		AUTO ZONE (000049/1)
24261955	409.18	Printed	130		Brady Industries of California (001176/1)
24261956	6,636.13	Printed	010		CALIFORNIA ASSOCIATION FFA (000077/1)
24261957	760.00	Printed	010		California Mid Winter Fair (001259/1)
24261958	1,656.29	Printed	010		CALIFORNIA SCHOOLS VEBA (000083/1)
24261959	205.02	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24261960	52.75	Printed	010		CARDMEMBER SERVICES (000322/2)
24261961	382.74	Printed	010		COSTCO (000110/1)
24261962	478.96	Printed	010		COX,LINDSAY (000522/1)
24261963	685.46	Printed	010		Cronkright, Carson (000916/3)
24261964	166.28	Printed	010		D LUPITAS RESTAURANT (000119/1)
24261965	1,267.50	Printed	130		D STELLA HEALTH BAKERY & MORE (001219/1)
24261966	1,243.71	Printed	010		DAVID and SONS TRUCK REPAIR IN (000120/1)
24261967	1,200.00	Printed	010		DAVID WEST INSURANCE (000121/1)
24261968	380.87	Printed	130		FBC OF HENDERSON LLC (000154/2)
24261969	721.20	Printed	010		FIDELITY SECURITY LIFE INSURANCE CO (000276/1)
24261970	89.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
24261971	1,035.15	Printed	010		FS.COM INC (001004/1)
24261972	262.18	Printed	010		GEORGES PIZZA (000177/1)
24261973	4,429.17	Printed	130		GOLD STAR FOODS, INC (001163/1)
24261974	1,211.93	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24261975	1,380.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
24261976	192.63	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
24261977	408.05	Printed	010		HONORS GRADUATION LLC (000745/1)
24261978	1,000.00	Printed	010		IMPERIAL COUNTY OFFICE OF ED (000218/1)
24261979	41,040.99	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
24261980	56.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
24261981	2,690.72	Printed	010		JIM REITERS LOCKSMITH AND SAFE (000246/1)
24261982	916.34	Printed	010		JOHN DEERE FINANCIAL (000324/1)
24261983	162.38	Printed	010		JOHNSTON, CARL J (000533/1)
24261984	348.74	Printed	010		JONES BROS GLASS (000248/1)
24261985	17.15	Printed	010		JS FLOOR COVERING (000250/1)

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000284, Dated 02/22/2024 (continued)

24261986	2,299.45	Printed	010		K12 MANAGEMENT/FUEL EDUCATION (000167/1)
24261987	274.87	Printed	010		KC AUTO SERVICE LLC (001091/1)
24261988	109.54	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
24261989	1,072.50	Printed	010		Law Offices Arthur Palkowitz (001116/1)
24261990	497.73	Printed	010		Learning Plus Associates (001129/1)
24261991	292.23	Printed	130		LUZ CHABOLLA (000495/1)
24261992	411.86	Printed	010		MANGE, KACI (001094/1)
24261993	2,096.82	Printed	010		MCCLURE, RICHARD (000799/1)
24261994	500.00	Printed	010		MIGUEL MATA (000496/1)
24261995	627.66	Printed	010		MORENO, YVONNE (000547/1)
24261996	250.00	Printed	010		PHILLIPS, BRIAN (000562/1)
24261997	67.92	Printed	010		PITNEY BOWES BANK INC PURCHASE POWER (000308/2)
24261998	30.78	Printed	010		PIZANO, NADIA (000993/1)
24261999	7,040.00	Printed	210		PRECISION INSPECTIONS INC (001147/1)
24262000	77.95	Printed	010		QUILL CORP (000318/1)
24262001	44.55	Printed	010		QUILL CORP (000318/1)
24262002	1,330.00	Printed	010		R and M SPORTS (000319/1)
24262003	161.44	Printed	130		R S D (000320/1)
24262004	664.32	Printed	010		RAMOS, PATRICIA (000578/1)
24262005	653.18	Printed	010		RingCentral Inc (000930/2)
24262006	171.52	Printed	010		ROMANS WATER (000331/1)
24262007	267.68	Printed	010		RUIZ, JOANNA (001194/1)
24262008	213.10	Printed	010		RUIZ, CELSO (000576/1)
24262009	229.67	Printed	010		SALAZAR, MARTHA (000750/1)
24262010	11,447.00	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
24262011	1,940.00	Printed	010		SISC II Life Ins (000474/1)
24262012	7,325.01	Printed	010		SISC III (000473/1)
24262013	204,255.99	Printed	010		SISC III- INS (000361/1)
24262014	301.71	Printed	010		SPARKLETTS WATERS (000370/1)
24262015	107.09	Printed	010		STIFF, LOVETTE (000590/1)
24262016	17,341.98	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24262017	134.35	Printed	010		T-Mobile USA, Inc. (001153/1)
24262018	308.56	Printed	010		TK ELEVATOR CORP (000706/2)
24262019	430.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
24262020	690.33	Printed	010		UNFIRST CORPORATION (000727/2)



Register 000284 - 02/22/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000284, Dated 02/22/2024 (continued)

24262021	180.00	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)
24262022	4,999.92	Printed	010		VISION SERVICE PLAN (000424/1)
24262023	12,274.61	Printed	010		VOL. EMPLOYEES' BENEFITS ASSOC (000480/1)
24262024	855.00	Printed	010		WATER TREATMENT SERVICES (000483/1)

354,876.21

Number of Items

74 Totals for Register 000284

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Org Summary

Holtville Unified School District

Check #	24261951 through	24262024	Total Count	74	\$354,876.21
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12



Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000285, Dated 02/29/2024

24263081	1,558.54	Printed	010		A T & T (000008/2)
24263082	4,000.00	Printed	010		ACQUIA, INC (001261/1)
24263083	6,828.75	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24263084	64.64	Printed	010		AUTO ZONE (000049/1)
24263085	679.46	Printed	010		AVILA, DAVID (000510/1)
24263086	2,331.00	Printed	010		BUREAU OF EDUCATION & RESEARCH (000905/2)
24263087	1,808.05	Printed	010		CALCULATORI.COM (001191/1)
24263088	1,696.27	Printed	010		CALIBER SCREENING (000075/1)
24263089	109.53	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24263090	12,815.33	Printed	010		CARDMEMBER SERVICES (000322/2)
24263091	1,777.98	Printed	010		CURRICULUM ASSOCIATES (000116/2)
24263092	32.85	Printed	010		D LUPITAS RESTAURANT (000119/1)
24263093	1,267.50	Printed	130		D STELLA HEALTH BAKERY & MORE (001219/1)
24263094	536.42	Printed	010		DEL SOL MARKET (000125/1)
24263095	286.78	Printed	010		GAS COMPANY (000172/1)
24263096	383.52	Printed	010		GEORGES PIZZA (000177/1)
24263097	1,293.00	Printed	130		GOLD STAR FOODS, INC (001163/1)
24263098	11.34	Printed	010		GONZALES, HECTOR (000780/2)
24263099	597.16	Printed	010		HARRISON, PATRICA (000523/1)
24263100	889.23	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24263101	50.00	Printed	010		HOLTVILLE MIDDLE SCHOOL (000714/1)
24263102	49.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
24263103	408.06	Printed	010		HONORS GRADUATION LLC (000745/1)
24263104	1,925.00	Printed	010		IMAGINE LEARNING LOCKBOX 880670 (000213/5)
24263105	1,073.25	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
24263106	11,500.00	Printed	010		IMPERIAL VALLEY COLLEGE (000665/1)
24263107	1,222.04	Printed	010		JOHN DEERE FINANCIAL (000324/1)
24263108	19.34	Printed	010		JOSE CHABOYA (000497/1)
24263109	10,871.40	Printed	010		JS FLOOR COVERING (000250/1)
24263110	78.76	Printed	010		KC AUTO SERVICE LLC (001091/1)
24263111	3,579.80	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
24263112	405.28	Printed	010		LANSMAN, AMY (000545/1)
24263113	195.58	Printed	130		LUZ CHABOLLA (000495/1)
24263114	904.31	Printed	010		MIGUEL MATA (000496/1)
24263115	255.14	Printed	130		R S D (000320/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/29/2024, 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 000285 - 02/29/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000285, Dated 02/29/2024 (continued)					
24263116	670.47	Printed	010		REXEL ESD (000329/1)
24263117	4,699.07	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
24263118	626.11	Printed	010		SPARKLETTS WATERS (000370/1)
24263119	7,045.46	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24263120	1,775.30	Printed	010		Tommys Screen Printing (000395/1)
24263121	2,160.60	Printed	010		TURF TANK (001157/2)
24263122	220.38	Printed	010		UNFIRST CORPORATION (000727/2)
24263123	420.05	Printed	010		Velazquez, Gerardo (000795/1)
24263124	7,103.00	Printed	010		WILKINSON HADLEY KING and CO L (000436/1)

96,224.75      Number of Items      44      Totals for Register 000285

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Org Summary

Holtville Unified School District

Check #	24263081	through	24263124	Total Count	44	\$96,224.75
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Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000286, Dated 03/07/2024					
24264215	1,242.60	Printed	010		A T & T (000008/2)
24264216	3,959.91	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24264217	80.00	Printed	010		ANTUNEZ AUTO BODY PARTS (000033/1)
24264218	74.43	Printed	010		AUTO ZONE (000049/1)
24264219	1,541.77	Printed	010		AVILA, DAVID (000510/1)
24264220	425.86	Printed	010		Burgos, Reyna (001199/1)
24264221	1,656.29	Printed	010		CALIFORNIA SCHOOLS VEBA (000083/1)
24264222	113.46	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24264223	2,941.55	Printed	010		CARDMEMBER SERVICES (000322/2)
24264224	6,017.92	Printed	010		CREATING BRAND LEGACY (000616/2)
24264225	45,422.29	Printed	010		CURRIER and HUDSON (000117/2)
24264226	1,003.58	Printed	010		D LUPITAS RESTAURANT (000119/1)
24264227	1,267.50	Printed	130		D STELLA HEALTH BAKERY & MORE (001219/1)
24264228	619.88	Printed	010		DEL SOL MARKET (000125/1)
24264229	5,860.69	Printed	010		DELL MARKETING LP (000126/1)
24264230	1,629.16	Printed	130		DOMINOS PIZZA (000142/2)
24264231	307.84	Printed	010		EAN SERVICES, LLC (000688/3)
24264232	169.40	Printed	130		FBC OF HENDERSON LLC (000154/2)
24264233	38.00	Printed	010		FEDERAL EXPRESS CORP (000155/1)
24264234	760.80	Printed	010		FIDELITY SECURITY LIFE INSURANCE CO (000276/1)
24264235	89.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
24264236	1,112.05	Printed	010		GEORGES PIZZA (000177/1)
24264237	2,549.98	Printed	130		GOLD STAR FOODS, INC (001163/1)
24264238	782.63	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24264239	105.00	Printed	010		HOLTVILLE UNIFIED FOOD SERVICE (000201/1)
24264240	389.90	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
24264241	92.50	Printed	010		Jack Schreder & Associates (000824/2)
24264242	593.82	Printed	010		JOHN DEERE FINANCIAL (000324/1)
24264243	577.50	Printed	010		Law Offices - Arthur Palkowitz (001116/1)
24264244	673.44	Printed	010		MAD GRAPHIX INC (000268/1)
24264245	750.00	Printed	010		MEDIC FIRST (000700/3)
24264246	623.81	Printed	010		ORTIZ,XOCHITL (000528/1)
24264247	270.16	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/3)
24264248	2,871.62	Printed	010		Pixabytes Solutions, Inc (000884/1)
24264249	119.93	Printed	010		PIZANO, NADIA (000993/1)

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Register 000286 - 03/07/2024

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000286, Dated 03/07/2024 (continued)

24264250	14,080.00	Printed	210		PRECISION INSPECTIONS INC (001147/1)
24264251	38.77	Printed	010		QUILL CORP (000318/1)
24264252	38.00	Printed	010		RAMIREZ, RAQUEL (000779/1)
24264253	300.00	Printed	010		SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS (001231/1)
24264254	25,402.70	Printed	010		SAN DIEGO CO OFFICE OF EDUCATI (000334/1)
24264255	680.49	Printed	010		SEQUOIA FLORAL INTERNATIONAL (001184/1)
24264256	7,767.30	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
24264257	90.43	Printed	130		SPARKLETTS WATERS (000370/1)
24264258	1,924.39	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24264259	275.16	Printed	010		TIMOTEA BOJORQUEZ-CASTRO (001263/1)
24264260	220.04	Printed	010		UNFIRST CORPORATION (000727/2)
24264261	2,595.53	Printed	010		Verizon Wireless Services LLC (000422/1)
24264262	5,060.16	Printed	010		VISION SERVICE PLAN (000424/1)
24264263	12,400.93	Printed	010		VOL. EMPLOYEES' BENEFITS ASSOC (000480/1)

157,608.17      Number of Items      49      Totals for Register 000286

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**Org Summary**

<b>Holtville Unified School District</b>				
Check #	24264215	through	24264263	Total Count
				49
				\$157,608.17

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

***PERSONNEL***

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CLASSIFIED RESIGNATION  
**DATE:** MARCH 11, 2024

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The Board is requested to accept the following Classified Resignation:

- |                  |          |        |
|------------------|----------|--------|
| 1. Pedro Estrada | Bus Aide | 3/1/24 |
|------------------|----------|--------|



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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CERTIFICATED RESIGNATION/RETIREMENT  
**DATE:** MARCH 11, 2024

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

- |                    |                |        |
|--------------------|----------------|--------|
| 1) Anthony DePaoli | Finley Teacher | 6/6/24 |
| 2) Richard McClure | HHS Teacher    | 6/6/24 |

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** COACHES FOR 2023-24 SCHOOL YEAR  
**DATE:** MARCH 11, 2024

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The Board is asked to approve the following 23-24 Spring Sports Coaches:

1. Melissa Snyder	Head Varsity Softball	\$5,253
2. Riley Merten	Volunteer Assistant Softball	\$1,641
3. Alex Wells	Volunteer Assistant Softball	\$1,641
4. Aimee Walker	Volunteer Assistant Softball	-----
5. Emily Zarate	Volunteer Assistant Softball	-----
6. Luis Gonzalez	Assistant Softball	\$3,283
7. Jon Ayon	Head Varsity Baseball	\$5,253
8. Tim De Leon	Assistant Baseball	\$3,283
9. Rafael Lopez	Volunteer Assistant Baseball	-----
10. Marcos Peralta	Volunteer Assistant Baseball	-----
11. Raymond Ayon	Assistant Baseball	\$3,283
12. Ross Bolin	Volunteer Assistant Baseball	-----
13. Jacob Sapp	Volunteer Assistant Baseball	-----
14. Jonathan Ruiz	Volunteer Assistant Baseball	-----
15. John Reschert	Head Boys Golf Coach	\$5,253
16. Chad Van Acker	Volunteer Assistant Boys Golf	-----
17. Ilario Castro	Volunteer Assistant Boys Golf	-----
18. Richard McClure	Head Swim Coach	\$5,253
19. George McClure	Head Boys Tennis	\$5,253
20. Jesue Cuevas	Volunteer Boys Tennis	-----
21. Devron Gray	Head Track & Field	\$2,626
22. Tyler Bennett	Assistant Track & Field	\$2,626
23. Christine Quesada	Assistant Track & Field	\$3,283
24. Tony Ramos	Head Boys Volleyball	\$5,253
25. Gerardo Casarez	Assistant Boys Volleyball	\$3,283

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CLASSIFIED EMPLOYMENT FOR 2023/24  
**DATE:** MARCH 11, 2024

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The Board is requested to approve the following Classified Employment for 2023-24 SY:

- |                           |                    |          |
|---------------------------|--------------------|----------|
| 1. Bianca Gomez de Orozco | Sub Bus Aide       | District |
| 2. Maria Martinez Soto    | Migrant Work Study | District |
| 3. Ruben Jimenez          | Migrant Work Study | District |
| 4. Jacqueline Montejano   | Migrant Work Study | District |

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

***GENERAL BUSINESS***

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** ACCEPTANCE OF DONATIONS  
**DATE:** MARCH 11, 2024

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The Board is asked to accept the following generous donations to HHS:

Donation of items by Bust Bee Floral to the HHS Floral Program:

1. Baskets various sizes @ \$3.00 ea. x 300	\$900.00
2. Vases various sizes @ \$5.50 ea. x 175	\$962.50
3. Ceramic containers @ \$3.00 ea. x 65	\$195.00
4. Tin, metal containers @ \$2.50 ea. x 75	\$187.50
5. Wood containers @ \$4.00 ea. x 65	\$260.00
6. Funeral containers @ \$5.00 ea. x 25	\$125.00
7. Liners @ \$.75 ea. x 100	\$75.00
8. Buckets @ \$5.00 ea. x 40	\$200.00
9. Ribbons various sizes and colors	\$500.00
10. Tools misc.	\$200.00
11. Wire misc. sizes	\$100.00
12. Hydration chemicals	\$100.00
13. Votive and candle holders	\$75.00
14. Easels	\$200.00
15. Funeral Foam pieces	\$250.00
Total:	\$4330.00



# Special Project Grants for Imperial County School Districts

IN SUPPORT OF SCHOOL EXCELLENCE AND INSTRUCTIONAL WELL BEING, the Imperial Irrigation District Board of Directors has approved funds to be allocated to Imperial County school districts under the *Special Project Grant* program. The purpose of the program is to provide school districts with an additional funding source that can be used to directly benefit students within the district’s service territory. As a major employer in Imperial County, IID supports local educational efforts and wants to provide assistance for the events and programs being implemented by our schools. Special consideration will be given to school districts demonstrating the ability to convey water safety outreach measures to their students.

School districts need only to follow the *Special Project Grant* application procedures. These are:

- A. *Fill out the application form and return it to Gina F. Chaparro, Assistant Director, District Fiscal Advisory Services, c/o Imperial County Office of Education via email at fas.icoe.org*
- B. *Completed applications must be turned in by March 27, 2024. Applications received after this date will not be considered.*
- C. *For assistance in filling out the application and any questions regarding the program, please contact Gina F. Chaparro at 1-760-312-6479.*

A three-member panel will be selected to review the applications. Panel members may contact the applicants through the Imperial County Office of Education if questions arise or follow-up clarification is needed. Grants will be awarded in varying amounts, with a \$1,000 minimum award. Grants funds must be expended within one year of the date of the award.

Grant application packets are available from the Business Services Office at the Imperial County Office of Education.

<b>Imperial Irrigation District Special Project Grant Schedule 2024 - 2025</b>	
<b>March 1, 2024</b>	Program announcement and distribution of applications
<b>March 27, 2024</b>	Grant applications due – submit to Gina Chaparro at ICOE
<b>April 3, 2024</b>	Review of grant applications by panel members
<b>April 5, 2024</b>	Notify all applicants of grant results
<b>May 7, 2024</b>	Acknowledgement of grant recipients at the IID Board meeting



**IID**  
*A century of service.*

# Imperial Irrigation District

## 2024 -2025 Special Project Grant Application

APPLICANT'S NAME John-Paul Wells	PHONE # (760) 356-2974
ADDRESS 621 E. 6th Street, Holtville, CA 92250	
SCHOOL DISTRICT Holtville Unified School District	
SUPERINTENDENT Mr. Celso Ruiz	
SUBJECT AREA AND/OR GRADES TAUGHT TK-12th Grade	
<p>PLEASE DESCRIBE THE PROGRAM OR EVENT YOU INTEND TO USE THE GRANT FUNDS FOR (OBJECTIVE, TIMELINE, MATERIALS, NUMBER OF STUDENTS INVOLVED, METHODS, ETC.) ATTACH ADDITIONAL SHEETS, IF NECESSARY.</p> <p>As all Imperial Valley residents are aware, the issue of water safety is of particular concern for our school children, especially for those in more rural communities such as Holtville. In educating our students at the TK-5 levels for both Finley Elementary School and Pine School, our teachers and school administration take an active role in providing our younger students with water safety lessons. Each year, our elementary students are provided water safety presentations. We seek the funds from this grant in order to offset some of the costs associated with staff time used to incorporate these lessons into our educational program.</p>	
<p>WHAT SPECIFIC NEEDS WILL THESE FUNDS ADDRESS?</p> <p>Funds will help offset costs of teacher instructional time devoted to water safety program, and provide additional materials used by students to further learning process (i.e. paper, poster paper, paints, markers, etc.).</p>	
PROVIDE PROJECT COST INFORMATION USING THE CHART BELOW	
<b>PROPOSED ITEMS TO BE FUNDED THROUGH THE GRANT</b>	<b>ESTIMATED COSTS OF PROPOSED ITEMS</b>
A. Instructional time: 1 hour x 29 teachers x \$47/hour x 1.226563 (payroll benefits)	\$ 1,672.00
B. Materials: \$25/classroom x 29 classrooms	\$ 725.00
C.	\$
D.	\$
E.	\$
<b>TOTAL GRANT BUDGET REQUEST</b>	<b>\$ 2,397.00</b>
SUPERINTENDENT'S SIGNATURE	DATE
APPLICANT'S SIGNATURE	DATE





MEDI-CAL ADMINISTRATIVE ACTIVITIES PROGRAM (MAA)  
RANDOM MOMENT TIME SURVEY (RMTS)

SERVICE AGREEMENT

This Agreement is made and entered into by and between MCF Consulting, Incorporated (hereinafter referred to as MCF) and the **Holtville Unified School District** (hereinafter referred to as "LEA") for services related to claims for reimbursement for Random Moment Time Survey (hereinafter referred to as "RMTS") in accordance with United States and California laws.

RECITALS

1. MCF is a California corporation (Federal tax ID # 26-4355124) which provides services to local education agencies related to reimbursements under the United States Medicaid and California Medi-Cal programs, and various other services and products to local education agencies and other clients.
2. LEA is a California local education agency entitled to claim reimbursements for certain expenses incurred in providing services to California Medi-Cal recipients. LEA desires to use the services of MCF in training its employees and assisting the LEA in filing reimbursement claims.

AGREEMENT

In consideration of the provisions herein, the parties hereto agree as follows:

1. MCF agrees to assume the following responsibilities:
  - A. RMTS/MAA Program Assessment: Review with key staff the MAA related tasks currently being performed. Advise the LEA in the formation of any MAA activities it might decide to begin or expand. Continual review of areas where the California Department of Health Care Services (hereinafter referred to as "DHCS") and the Centers for Medicare and Medicaid Services (hereinafter referred to as "CMS") might make the rules easier to follow or where they might expand the State claiming components.
  - B. Medi-Cal Percentage Calculation: Maintain this information at the school site level to maximize reimbursement.
  - C. Provider Certification Verification: Prepare the certification for LEA signature and deliver it to the appropriate designated government official or its designee.
  - D. RMTS Program Development: Assist the District MAA Coordinator with RMTS system requirements, District I.T. communications, and assist District MAA Coordinator with other RMTS system requirements as necessary.
  - E. Identification of RMTS participants: Present to management, in plain language, who is allowed to bill and for what. Identify the costs and benefits of each component, allowing management to make rational decisions.



- F. RMTS Time Survey Training: “Localize” and convert RMTS/DHCS language into school based terms.
- G. Claims Processing, Submission and Reconciliation: Assist LEA in providing these services.
- H. Quarterly Program Reports: Provide quarterly program reviews, or reviews at whatever intervals are useful to the LEA.
- I. Audit File/Operational Plan: Assist LEA with developing and maintaining an audit file/operational plan.
- J. Fiscal Training: Work with LEA fiscal staff to determine where best to obtain fiscal information, then gather it.
- K. On-Site /Webinar Training and Support: All training will be done via Webinar and/or district office.
- L. Quality Assurance Reviews: Prepare all required DHCS forms, insuring that both format and content are within the DHCS rules.
- M. Other Related RMTS services as requested by the District.

2. LEA agrees to assume the following responsibilities:

- A. Meetings: Meet with MCF representatives at reasonable intervals to implement and review program progress.
- B. Access Records: Make all necessary LEA records available for MCF to review at the LEA offices at intervals necessary for MCF to fulfill its responsibilities.
- C. Timely Execution of Claim Forms: Sign and return to MCF such MAA documents necessary to file claims within five days after receipt from MCF.
- D. Payment for Services: MCF fees shall be paid within 30 days after receipt.
- E. Student Data: Provide an electronic file of student data at least once during each calendar quarter.
- F. Financial Data: Provide financial data for claim preparation within 60 days of each quarter end based upon MCF requests.

TERMS and DURATION

This Agreement shall include the claim period starting July 1, 2024 and shall continue until the filing of the final MAA claim for the quarter ending June 30, 2025. The fee amount will be based upon the number of participants included in the quarterly claim at an amount of \$100 per participant per quarter. *This fee amount is subject to reimbursement in accordance with program guidelines (50%).* This agreement will automatically renew for subsequent one year periods unless either party submits a notification of termination within 60 days of the renewal period.

OTHER PROVISIONS

1. Typewritten and handwritten provisions inserted into this Agreement shall control all printed provisions in conflict therewith, provided that such changes are initialed by both parties.
2. No agreement or representation, unless reduced to writing and signed by both parties, shall be binding on either party.
3. The covenants herein contained shall bind, and the benefits and advantages shall inure to the respective heirs, executors, administrators and successors of the parties hereto.
4. This agreement may only be amended or modified in writing executed by both parties. No oral waivers or extensions shall be binding on the parties.
5. This agreement shall be construed in accordance with the laws of the State of California.
6. Any notice to be given to either party shall be in writing and shall be sent by certified or registered USPS mail, Federal Express overnight service, United Parcel Service overnight service, or hand delivered to the address of the party.

Notices shall be sent:

If to LEA:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If to MCF:

c/o CSBA's Practi-Cal  
 MCF Consulting, Inc.  
 P.O. Box 4408  
 El Dorado Hills, CA 95762

This subparagraph may be amended unilaterally by either party by serving notice on the other party as described in this subparagraph.

7. Time is of the essence in this Agreement.

8. LEA understands and agrees that all forms, related instructional materials, and processes developed by MCF or its agents, shall remain the exclusive property of MCF or its agents and cannot be used without MCF's or agent's express written permission. MCF or its agents shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent all forms, related instructional materials, and processes developed under this Agreement.
  
9. LEA and MCF shall maintain confidentiality of their respective records and information, governing the confidentiality of client student information for Medi-Cal clients served under this Agreement. Applicable laws include, but are not limited to the California Welfare and Institutions Code, California Code of Regulations and all applicable federal and/or state laws and regulations as each may now exist or be hereafter amended. The confidentiality obligations contained in this section shall survive termination of this Agreement.
  
10. LEA understands and agrees to take all reasonable steps to avoid unauthorized disclosure of the MCF's/agents' proprietary data. For purposes of this Agreement defined as data file specifications, related instructions, management reports, training materials, plans, processes, or other information relating to the performance of MCF's/agents' services hereunder, disclosed by MCF to LEA pursuant to this Agreement. LEA shall not during or after the term of this Agreement, permit the copying, duplication, or use of any MCF's proprietary data.
  
11. If any provision of this Agreement is held to be illegal, invalid or unenforceable, the remainder of this Agreement will be enforceable to the maximum extent allowed by law.

THUS EXECUTED by the parties on the date last written below.

For LEA:

John Paul Wells  
 Printed Name

Assistant Superintendent  
 Printed Title

Date Signed  
John Paul Wells  
 Signature

For MCF:

Deborah S. Bickenbach  
 Printed Name

Director  
 Printed Title

2-20-24  
Date Signed  
Deborah Bickenbach  
 Signature

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** OUT OF STATE AND/OR OVERNIGHT TRIPS  
**DATE:** MARCH 11, 2024

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

1. HHS Boys Soccer team to attend LA Galaxy game in Carson, CA on 3/16/24-3/17/24
2. HHS Boys Golf vs. Antelope, AZ at Coyote Wash Golf Course on 4/19/24
3. HHS Baseball Needles tournament in Laughlin, NV on 2/28/24-3/1/24

## Holtville Baseball Schedule

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Level</u>	<u>Location</u>	<u>Time</u>
Monday	2/26	Southwest	JV	Away	4:00 PM
Wednesday	2/28	Mohave	V	Mohave HS	6:00 PM
Thursday	2/29	Needles	V	Needles HS	8:00 AM
Thursday	2/29	Spring Creek	V	Needles HS	10:30 AM
Friday	3/1	Williams	V	Needles HS	10:00 AM
Friday	3/1	Needles	V	Needles HS	1:00 PM
Thursday	3-7	Olympian	V	Away	3:00 PM
Tuesday	3-12	Imperial	JV/V	Home	4/7pm
Friday	3-15	Imperial	JV/V	Away	4/7pm
Tuesday	3-19	El Camino	V	Away	3:30 PM
Thursday	3-21	Ramona	V	Away	3:30 PM
Tuesday	4-9	Sweetwater	V	Away	3:00 PM
Wednesday	4-10	San Pasqual	JV	Home	4:00 PM
Friday	4-12	Calexico	JV/V	Home	4/7pm
Tuesday	4-16	Calexico	JV/V	Away	4/7pm
Friday	4-19	Calexico	JV/V	Home	4/7pm
Tuesday	4-23	Brawley	JV/V	Away	4/7pm
Friday	4-26	Brawley	JV/V	Home	4/7pm
Tuesday	4-30	Brawley	JV/V	Away	4/7pm
Friday	5-3	Southwest	JV/V	Away	4/7pm
Tuesday	5-7	Southwest	JV/V	Home	4/7pm
Thursday	5-9	Southwest	JV/V	Away	4/7pm

## Holtville Softball Schedule

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Level</u>	<u>Location</u>	<u>Time</u>
Friday	2-16	Southwest EC	V	Home	3:30 PM
Monday	2-26	Bayfront Charter	V	Southwest HS	6:00 PM
Thursday	2-22	Grossmont	V	Away	3:30 PM
Friday	2-23	Valley Center	V	Home	3:30 PM
Wednesday	2-28	San Diego	V	Away	3:30 PM
Thursday	2-29	Southwest EC	V	Home	6:30 PM
Tuesday	3-5	Mar Vista	V	Away	3:30 PM
Wednesday	3-6	Point Loma	V	Away	3:30 PM
Saturday	3-9	Christian	V	Away	9:00 AM
Tuesday	3-12	Southwest EC	JV/V	Away	4/6:30 PM
Thursday	3-14	San Marcos	V	Home	3:30 PM
Saturday	3-16	Christian	V	Home	9:45 AM
Tuesday	3-19	Olympian	V	Home	2:00 PM
Thursday	3-21	Steele Canyon	V	Away	3:30 PM
Thursday	3-21	Southwest Tournament	JV	TBD	TBD
Friday	3-22	Southwest Tournament	JV	TBD	TBD
Saturday	3-23	Southwest Tournament	JV	TBD	TBD
Wednesday	4-10	Central	JV/V	Home	4/6:30 PM
Friday	4-12	Brawley	JV/V	Away	4/6:30 PM
Tuesday	4-16	Imperial	JV/V	Home	4/6:30 PM
Friday	4-19	Calexico	JV/V	Away	4/6:30 PM
Tuesday	4-23	Brawley	JV/V	Home	4/6:30 PM
Friday	4-26	Imperial	JV/V	Away	4/6:30 PM
Tuesday	4-30	Calexico	JV/V	Home	4/6:30 PM
Friday	5-3	Brawley	JV/V	Away	4/6:30 PM
Tuesday	5-7	Imperial	JV/V	Home	4/6:30 PM
Thursday	5-9	Calexico	JV/V	Away	4/6:30 PM



## Holtville Boys Golf Schedule

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
Thursday	2-22	Palo Verde	Away	1:00 PM
Monday	2-26	Southwest	<b>BWCC</b>	1:00 PM
Tuesday	3-5	Brawley	<b>BWCC</b>	1:00 PM
Wednesday	3-6	Palo Verde	Away	1:00 PM
Thursday	3-7	Central	<b>BWCC</b>	1:00 PM
Wednesday	3-13	JV Tournament	<b>BWCC</b>	11:00 AM
Thursday	3-14	Imperial	Del Rio	2:00 PM
Tuesday	3-19	Vincent Memorial	<b>BWCC</b>	2:00 PM
Wednesday	3-20	JV Tournament	Desert Trails	12:00 PM
Monday	3-25	Southwest	<b>BWCC</b>	2:30 PM
Wednesday	3-27	Brawley	Del Rio	1:00 PM
Thursday	3-28	JV Tournament	Desert Trails	12:00 PM
Tuesday	4-9	Central	<b>BWCC</b>	2:00 PM
Thursday	4-11	Palo Verde	<b>BWCC</b>	2:00 PM
Tuesday	4-16	Imperial	<b>BWCC</b>	1:00 PM
Thursday	4-18	Vincent Memorial	<b>BWCC</b>	2:00 PM
Friday	4-19	Antelope	Coyote Wash	1:00 PM
Wednesday	4-24	IVL Individual	<b>TBD</b>	TBD

# Holtville Boys Tennis Schedule

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
Tuesday	2-13	Calexico	Away	3:30 PM
Thursday	2-15	Canyon Hills	Away	3:30 PM
Tuesday	2-20	Brawley	Away	3:30 PM
Thursday	2-22	Central	Away	4:00 PM
Saturday	2-24	Valhalla	Away	TBD
Monday	2-26	Central	Away	3:30 PM
Wednesday	2-28	Vincent Memorial	Home	3:30 PM
Monday	3-4	Brawley	Home	3:30 PM
Wednesday	3-6	Calexico	Away	3:30 PM
Monday	3-11	Southwest	Away	3:30 PM
Wednesday	3-15	Central	Home	4:00 PM
Monday	3-18	Vincent Memorial	Home	3:30 PM
Tuesday	3-19	Lincoln	Away	3:00 PM
Wednesday	3-20	Brawley	Away	3:30 PM
Monday	3-25	Calexico	Home	3:30 PM
Wednesday	3-27	Souwhtest	Home	3:30 PM
Tuesday	4-9	IVL Prelims	Southwest	TBD
Wednesday	4-10	IVL Prelims	Southwest	TBD



## Holtville Track & Field Schedule

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
Saturday	3-2	IV Desert Relays	Southwest HS	All Day
Wednesday	3-13	Imperial	Away	3:00 PM
Wednesday	3-20	Palo Verde	Away	3:00 PM
Wednesday	3-27	Brawley	Away	3:00 PM
Saturday	3-30	Arnie Robinson Invite	Mesa College	All Day
Thursday	4-11	Southwest	Away	3:00 PM
Thursday	4-18	Calexico	Away	3:00 PM
Wednesday	4-24	Central	Southwest HS	3:00 PM
Tuesday	4-30	IVL Prelims	Imperial	TBD
Thursday	5-2	IVL Finals	Brawley	TBD

## Holtville Swim Schedule

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
Tuesday	2-13	Southwest/Vincent	ECAC	3:00 PM
Thursday	2-22	Calexico	ECAC	3:00 PM
Monday	3-11	Imperial	ECAC	3:00 PM
Thursday	3-14	Brawley	Calipat	3:00 PM
Tuesday	3-19	Central	ECAC	3:00 PM
Thursday	3-21	Southwest/Vincent	ECAC	3:00 PM
Tuesday	3-26	Brawley	ECAC	3:00 PM
Monday	4-8	Calexico	Calexico	3:00 PM
Thursday	4-11	Central	ECAC	3:00 PM
Monday	4-15	Palo Verde	ECAC	3:00 PM
Thursday	4-25	IVL Finals	<b>ECAC</b>	11:00 AM

# Holtville Boys Volleyball Schedule

<u>Day</u>	<u>Date</u>	<u>Opponent</u>	<u>Level</u>	<u>Location</u>	<u>Time</u>
Thursday	3-7	West Shores	V	Home	5:30 PM
Tuesday	3-12	Southwest	V	Away	6:00 PM
Thursday	3-14	Calexico Mission	V	Home	5:30 PM
Tuesday	3-19	West Shores	V	Away	6:00 PM
Thursday	3-21	Brawley	V	Away	6:00 PM
Thursday	3-28	Imperial Tournament	JV	Imperial	TBD
Friday	3-29	Imperial Tournament	JV	Imperial	TBD
Tuesday	4-9	Calexico Mission	V	Away	6:00 PM
Thursday	4-11	West Shores	V	Home	5:30 PM
Tuesday	4-16	Brawley	V	Away	6:00 PM
Thursday	4-18	Calexico Mission	V	Home	5:30 PM
Tuesday	4-23	West Shores	V	Away	6:00 PM
Wednesday	4-25	Brawley	V	Away	6:00 PM

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

***ACTION/DISCUSSION***

**NOTICE TO THE GOVERNING BOARD OF  
RECOMMENDATION TO AUTHORIZE CLASSIFIED LAYOFF NOTICES  
DUE TO EXPIRATION OF SPECIALLY FUNDED PROGRAM,  
LACK OF WORK AND/OR LACK OF FUNDS,  
EFFECTIVE JUNE 30, 2024  
IMPLEMENTING EDUCATION CODE SECTION 45117(g)**

March 11, 2024

TO: Governing Board of the  
Holtville Unified School District

The undersigned, Celso Ruiz, Superintendent of the Holtville Unified School District, hereby recommends to the Governing Board that classified employees employed by the District be laid off for the ensuing school year, 2024-2025, and that this Governing Board authorize that notices be given as required by Education Code section 45117(g) to classified employees that such services will not be required for the ensuing school year.

The basis of this recommendation is that the following particular kinds of services will be reduced or discontinued as a result of the expiration of specially funded programs effective June 30, 2024:

**Instructional Assistants      5.75 FTE      6 specially funded positions**

For the foregoing reasons, it is necessary to decrease the number of classified employees of the District for the 2024-2025 school year as authorized by Education Code section 45117(g). The services of no permanent employee will be terminated while any probationary employee, or any other employee with less seniority, is retained to render a service which said permanent employee is classified and competent to render.

Respectfully submitted,

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Celso Ruiz  
Superintendent

**HOLTVILLE UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 2023/24-006 AUTHORIZING CLASSIFIED LAYOFF NOTICES  
DUE TO EXPIRATION OF SPECIALLY FUNDED PROGRAM,  
LACK OF WORK AND/OR LACK OF FUNDS  
EFFECTIVE JUNE 30, 2024  
IMPLEMENTING EDUCATION CODE SECTION 45117(g)**

**WHEREAS**, as a result of the expiration of a specially funded program, lack of work and/or lack of funds, the Governing Board hereby finds that it is in the best interests of the District to lay off the following classified employees and positions pursuant to the provisions of Education Code sections 45117(g).

**WHEREAS**, as a result of the expiration of a specially funded program, the Governing Board finds it is in the best interests of the District to reduce or discontinue services to the following extent:

**Instructional Assistants      5.75 FTE      6 specially funded positions**

**NOW, THEREFORE, BE IT RESOLVED**, that as of June 30, 2024, the above-mentioned services in the District shall be reduced or discontinued to the extent herein above described.

**BE IT FURTHER RESOLVED**, that the Governing Board regrets this action, but takes this action pursuant to provisions in the California Education Code.

**BE IT FURTHER RESOLVED**, that the Governing Board takes this action and directs that classified employee(s) shall be laid off pursuant to the procedures set forth in Section 45117(g) of the California Education Code.

**BE IT FURTHER RESOLVED**, that the Superintendent is hereby authorized and directed to give proper layoff notice(s) pursuant to Section 45117(g) of the California Education Code and applicable law.

**PASSED AND ADOPTED**, this 11th day of March, 2024, by the Governing Board of the Holtville Unified School District of Holtville, California, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Jared Garewal  
President, Board of Trustees

**HOLTVILLE UNIFIED SCHOOL DISTRICT**  
**Transportation Plan**  
**2024-25**

**Transportation Services:**

1. Enter description of transportation services offered to pupils, and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive and pupils who are low income. Plan may provide for the LEA to partner with municipally owned transit system to provide services to middle and high school students. An LEA may provide no-cost transit passes to students. Holtville Unified School District offers home-to-school transportation, at no cost, to all HUSD students who reside outside walking-distance from their school site. HUSD offers six main routes in the morning and afternoon with several stops on each route. HUSD offers school transportation to all school events including athletics, parades, field trips, and college visits. During school hours, HUSD provides transportation between schools for students taking Agricultural Science and Band. Furthermore, HUSD offers school transportation to expanded learning activities such as after school tutoring, Saturday school, ASFS, and ELOP sessions.

2. Enter description of LEA's transportation services that would be accessible to pupils with disabilities, and homeless children and youth. In addition to regular bus routes, HUSD offers home-to-school transportation to all students with disabilities, homeless children and youth, and foster youth specific to their individual needs. HUSD transports students with disabilities to and from their school of attendance including IVCEC, schools in El Centro, and schools in Imperial. Special education buses are staffed by a driver and bus aide. Special education buses are equipped with seat belts, a service ramp and lift, and car seats for our preschool students. HUSD makes accommodations for homeless students and foster youth that attend Holtville Unified and reside outside of Holtville who otherwise would have difficulties arriving to school on-time, every day. HUSD transports students who attend Vista Sands, a program through the Imperial County Behavioral Health Services, to and from the program.

3. Enter description of how unduplicated pupils, would be able to access available home-to-school transportation at no-cost to the pupils. HUSD prioritizes home-to-school transportation, at no cost, to unduplicated pupils. HUSD maintains a modern fleet of passenger vehicles including 8 school buses, 7 vans, and 2 cars. Furthermore, HUSD employs and trains bus drivers to safely manage all regular bus routes and special transportation needs of all students. To meet the individual needs of unduplicated pupils, HUSD LCAP goals include additional transportation services to unduplicated pupils. Additionally, HUSD utilizes ELOP funds to transport students to expanded learning activities.

**Consultations:**

Enter description of the required plan consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders. HUSD Transportation holds regular staff meetings and annual trainings including crisis prevention and intervention (CPI) training. HUSD district administration and the transportation manager meet regularly to discuss updates, upcoming events, and school needs. The transportation department conducts annual bus safety drills with school sites. School site administrators regularly meet with parents, teachers, students, and the community to discuss LCAP goals, as they relate to additional transportation services. Furthermore, HUSD is up-to-date with evolving air pollution requirements. HUSD has a partnership with Imperial County Air Pollution Control and we are currently working together to finalize grant funding for a new school bus and a paving project. HUSD has received additional state grants to implement charging stations and alternative diesel and electric buses. The District continues to work on moving to lower-emission buses as our fleet ages out.

**Revenue Calculation**

Total 2022-23 Transportation Expenses (Function 3600)	1,193,493.50
Less Capital Outlay (object 6XXX, Function 3600)	212,477.60
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	-
Estimated 60% Reimbursement	588,609.54
Less 2022-23 Transportation add-on (from LCFF Calculator)	353,701.00
Sub-total	234,908.54

**Total Transp Allowance (Obj 8590, Res 0000) - If negative, allowance = \$0.**

-

**Budgeted Expenditures and Other Financing Uses from Existing Sources + Transp Allowance above (if any)**

2000-2999 - Classified Salaries	414,691.00
3000-3999 - Employee Benefits	204,960.00
4000-4999 - Books and Supplies	77,123.00
5000-5999 - Services and other Operating Expenditures	131,108.00
6000-6999 - Capital Outlay	44,223.00
7000-7999 - Other Outgo	-

**Total Expenditures**

**872,105.00**

**Board Approval Date:**

Monday, March 11, 2024

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.



**Regulation 5144.1: Suspension And Expulsion/Due Process**

Status: DRAFT

Original Adopted Date: 09/16/2004 | Last Reviewed Date: 03/11/2024

**Definitions**

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Board of Education for students of the same grade level
2. Referral to a certificated employee designated by the principal to advise students
3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

**Notice of Regulations**

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, suspension and expulsion. Transfer students and their parents/guardians shall be notified at the time of enrollment. (Education Code 35291.5, 48900.1, 48980)

Notification shall include information about the availability of individual school rules and all district policies and regulations pertaining to student discipline. (Education Code 35291)

**Grounds for Suspension and Expulsion**

A student may be subject to suspension or expulsion when it is determined that he/she:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However a student may be suspended or expelled pursuant to Education Code 48900(a) once he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(q))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))
3. Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

(Education Code 48900(c))

4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented same as controlled substance, alcohol beverage or intoxicant. (Education Code 48900(d))
5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))
7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))
9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))
12. Knowingly received stolen school property or private property. (Education Code 48900(l))
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, ~~287~~, 288, 288a or 289, or ~~former 288a~~, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
16. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A student in grades 4 through 12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

17. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)
18. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)
19. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment (Education Code 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school under the jurisdiction of the Superintendent or principal or within any other school district, including but not limited to the following circumstances: (Education Code 48900)

1. While on school grounds

2. While going to or coming from school
3. During the lunch period, whether on or off the school campus
4. During, going to, or coming from a school-sponsored activity

The Superintendent or principal may use his/her discretion to provide alternatives to suspension or expulsion for a student subject to discipline under this administrative regulation, including, but not limited to, counseling and an anger management program. (Education Code 48900(r))

Alternatives to suspension or expulsion will be used with students who are truant, tardy, or otherwise absent from assigned school activities.

#### **Removal from Class by a Teacher/Parental Attendance**

A teacher may suspend any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

A teacher also may refer a student to the principal or designee for consideration of suspension from school. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal and send the student to the principal for appropriate action. The student shall be appropriately supervised during the class periods from which he/she has been removed.

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist should attend the conference if it is practicable, and a school administrator may attend if either the parent/guardian or teacher so requests.

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Board policy, a teacher may provide that the parent/guardian of a student whom the teacher has removed attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

This notice shall also:

1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
2. Describe the legal protections afforded to the parent/guardian as an employee under Labor Code 230.7
3. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
4. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

#### **Suspension by Superintendent, Principal or Principal's Designee**

The Superintendent, principal or principal's designee may suspend a student from a school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

The Superintendent or designee shall immediately suspend any student found at school or at a school activity to be:

(Education Code 48915)

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
2. Brandishing a knife, as defined in Education Code 48915(g), at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possession of an explosive as defined in 18 USC 921

Suspension also may be imposed upon a first offense if the Superintendent, principal or designee determines the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

A student may be suspended from school for not more than 20 school days in any school year, unless for purposes of adjustment a student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48912)

The Superintendent or designee may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which a student may be suspended in any school year. (Education Code 48903)

#### **Due Process Procedures for Suspension**

Suspensions shall be initiated according to the following procedures:

1. **Informal Conference:** Suspension shall be preceded by an informal conference conducted by the principal, designee or the Superintendent with the student and, whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her; the student shall be given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911(b))

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An emergency situation involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker and, if applicable, county social worker, shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911(c))

2. **Administrative Actions:** All requests for student suspension are to be processed by the principal or designee of the school in which the student is enrolled at the time of the misbehavior. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
3. **Notice to Parents/Guardians:** At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian, or if the student is a foster youth, the foster youth's educational rights holder, attorney, and county social worker, or if the student is an Indian child, the Indian child's tribal social worker, and, if applicable, the county social worker, by email, by telephone, or in person. Whenever a student is suspended, the parent/guardian, or, if applicable, the foster youth's educational rights holder, attorney, and county social worker, or the Indian child's tribal social worker and, if applicable, the county social worker, shall be notified in writing of the suspension. (Education Code 48911)



This notice shall state the specific offense committed by the student. (Education Code 48900.8).

In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the causes and duration of the suspension, the school policy involved and any other pertinent matter. (Education Code 48914)

While the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, is required to respond without delay to a request for a conference about a student's behavior, no penalties may be imposed on the student for the failure of the parent/guardian, a foster youth's educational rights holder, attorney, and county social worker, or an Indian child's tribal social worker, and, if applicable, the county social worker, to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911(g))

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

If the student involved is a foster youth or Indian child, the Superintendent or designee shall notify the district's educational liaison of the need to invite the foster youth's educational rights holder, attorney and county social worker, or the Indian child's tribal social worker or, if applicable, the county social worker, to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

If the student involved is a homeless child or youth, the Superintendent or designee shall notify the district liaison for homeless students. (Education Code 48918.1)

In lieu of or in addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct the behavior and keep the student in school.

#### **Suspension by the Board**

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal or Principal's Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by certified mail. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

### **On-Campus Suspension Program**

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school, ~~students, or staff~~ may be assigned to a separate, supervised suspension classroom for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

1. The supervised suspension classroom shall be staffed in accordance with law.
2. The student shall have access to appropriate counseling services.
3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

### **Authority to Expel**

A student may be expelled only by the Board. The Board shall expel, as required by law, any student found to have committed certain offenses listed below under "Mandatory Recommendation and Mandatory Expulsion."

The Board may also order a student expelled for any of the acts listed above under "Grounds for Suspension and Expulsion" upon recommendation by the principal, Superintendent, hearing officer or administrative panel, based on finding either or both of the following: (Education Code 48915(b) and (e))

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

### **Mandatory Recommendation for Expulsion**

Unless the principal, Superintendent or designee finds that expulsion is inappropriate due to particular circumstances, the principal, Superintendent or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any knife as defined in Education Code 48915(g), explosive or other dangerous object of no reasonable use to the student
3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
4. Robbery or extortion
5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

### **Mandatory Recommendation and Mandatory Expulsion**

The principal, Superintendent or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

1. Possessing, as verified by a district employee, or selling or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence

2. Brandishing a knife as defined in Education Code 48915(g) at another person
3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

### **Student's Right to Expulsion Hearing**

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within 30 school days after the principal or Superintendent or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred. (Education Code 48918(a))

The student is entitled to one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a)).

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

### **Rights of Complaining Witness**

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

1. Receive five days' notice of his/her scheduled testimony at the hearing
2. Have up to two adult support persons of his/her choosing present in the hearing at the time he/she testifies
3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

### **Written Notice of the Expulsion Hearing**

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

1. The date and place of the hearing.
2. A statement of the specific facts, charges and offense upon which the proposed expulsion is based.



3. A copy of district disciplinary rules which relate to the alleged violation.
4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).
5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case, and has been selected by the student or student's parent/guardian to provide assistance at the hearing

6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

#### **Conduct of Expulsion Hearing**

1. **Closed Session:** Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student shall also be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including but not limited to videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
3. **Subpoenas:** Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20 (formerly 11525). (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a

witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(ii))

4. **Presentation of Evidence:** While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel must be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f) and (h))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
  - a. Any complaining witness shall be given five days' notice before being called to testify.
  - b. Any complaining witness shall be entitled to have up to two adult support persons, including but not limited to a parent/guardian or legal counsel, present during his/her testimony.
  - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
  - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
  - e. If one or both support persons are also witnesses, the hearing shall be conducted according to Penal Code 868.5.
  - f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
  - g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
    - i. The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
    - ii. At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
    - iii. The person conducting the hearing may:
      - A. Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
      - B. Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours

**C. Permit one of the support persons to accompany the complaining witness to the witness stand**

6. **Decision Within 10 Days:** The Board's decision on whether to expel a student shall be made within 10 school days after the conclusion of the hearing, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))
7. **Decision Within 40 Days:** If the Board does not meet on a weekly basis, its decision on whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

**Alternative Expulsion Hearing: Hearing Officer or Administrative Panel**

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures as apply to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing."

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers and with the student's parent/guardian. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year.

The Board shall make its decision about the student's expulsion within 40 school days after the date of the student's removal from school unless the student requests in writing that the decision be postponed. (Education Code 48918(a) and (d))

**Final Action by the Board**

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for an act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

1. Periodic review as well as assessment of the student at the time of review for readmission
2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service and other rehabilitative programs

With parental consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code

48916.5)

### **Written Notice to Expel**

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

1. The specific offense committed by the student for any of the causes for suspension or expulsion listed in Education Code 48900(a)-(o), Education Code 48900.2-48900.4 and Education Code 48915(c) (Education Code 48900.8)
2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

### **Decision Not to Enforce Expulsion Order**

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion, the Board shall take into account the following criteria:

1. The student's pattern of behavior
2. The seriousness of the misconduct
3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following: (Education Code 48917)

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program.
2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status.
3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct.
4. When the suspension of the enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order.
5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon rein-statement, the Board may order the expunging of any or all records of the expulsion proceedings.
6. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board of Education.
7. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall also inform the parent/guardian of the right to appeal the expulsion to the County Board of Education. (Education Code 48918(j)).



## **Right to Appeal**

The student or parent/guardian is entitled to file an appeal of the Board's decision to the County Board of Education. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion action is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board of Education. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

## **Post-Expulsion Placements**

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

1. Appropriately prepared to accommodate students who exhibit discipline problems
2. Not provided at a comprehensive middle, junior or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
3. Not housed at the school site attended by the student at the time of suspension

When the placement described above is not available, and when the County Superintendent of Schools so certifies, students expelled for acts described in items #6 through #13 and #17 through #19 under "Grounds for Suspension and Expulsion" above may be instead referred to a program of study that is provided at another comprehensive middle, junior, or senior high school, or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

## **Readmission After Expulsion**

Readmission procedures shall be as follows:

1. The request for readmission shall be in writing at least 45 days prior to the date of review. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met.

School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the

educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

#### **Maintenance of Records**

The Board shall maintain a record of each suspension and expulsion, including the specific cause of the expulsion. The expulsion record shall be maintained in the student's mandatory interim record and sent to any school in which the student subsequently enrolls, within five days of a written request by the admitting school. (Education Code 48900.8, 48918(k))

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

#### **Notifications to Law Enforcement Authorities**

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. (Education Code 48902)

#### **Outcome Data**

The Superintendent or designee shall maintain the following data and report such data annually to the California Department of Education, using forms supplied by the California Department of Education: (Education Code 48900.8, 48916.1)

1. The number of students recommended for expulsion
2. The specific grounds for each recommended expulsion
3. Whether the student was subsequently expelled
4. Whether the expulsion order was suspended
5. The type of referral made after the expulsion
6. The disposition of the student after the end of the expulsion period