



## HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Regular Board Meeting

September 11, 2023

### Board of Trustees

Kevin Grizzle, President

Jared Garewal, Clerk

Ben Abatti Jr., Member

Julie Duarte, Member

Matt Hester, Member

### Superintendent

Celso Ruiz

### Assistant Superintendent

John Paul Wells

# Holtville

where tradition meets vision



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

Monday, September 11, 2023

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

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

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

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

**1. PRELIMINARY**

Call to Order

Flag Salute

Roll Call

Present      Absent

Kevin Grizzle, President

\_\_\_\_\_

Jared Garewal, Clerk

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Ben Abatti Jr., Member

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Julie Duarte, Member

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Matt Hester, Member

\_\_\_\_\_

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

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

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

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

**4. CLOSED SESSION**

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

B) Superintendent's Evaluation – Government Code Section 54957

**5. REPORTABLE CLOSED SESSION ACTIONS:**

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – September 11, 2023  
AGENDA PAGE 2**

- 6. PUBLIC COMMENT ON ITEMS ON THE OPEN SESSION AGENDA AND ON NON AGENDA ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD.** *At this time, members of the public may address the Board only as to items on the open session agenda or items within the subject matter jurisdiction of the Board. Public comment will not be taken during the Board's consideration of an item on the open session agenda. If you wish to address the Board, please stand, give your name and address and proceed to the podium from which you will speak. Individual presentations shall not be for more than three (3) minutes and the total time for this purpose shall not exceed twenty minutes. In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may 1) acknowledge receipt of the information, 2) refer to staff for further study, or 3) refer the matter to the next agenda.*
- 7. COMMUNICATIONS FROM THE SCHOOL DISTRICT**  
*Holtville Teachers Association  
California School Employees Association  
Governing Board  
Assistant Superintendent  
Superintendent*
- 8. 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: August 21, 2023* Pgs. 2-4  
*(Supplemental Information)*
- B. FINANCE AND BUSINESS**
- 1) *Warrant Orders week beginning 8/24/23 to week ending 8/31/23* Pgs. 6-12  
*(Supplemental Information)*
- C. PERSONNEL SERVICES**
- 1) *Classified Employment* Pg. 14  
2) *Classified Resignation* Pg. 15  
3) *Certificated Employment* Pg. 16
- D. GENERAL BUSINESS**  
*The Board is asked to approve the following items:*
- 1) *Holtville Measure G Bond Audit Engagement with Wilkinson Hadley King & Co LLP* Pgs. 18-26  
2) *Imperial County Strong Workforce Program Consortium for Middle School Rounds 1 & 2* Pgs. 27-30  
3) *MOU between Imperial County Consortium Teacher Induction Program & HUSD regarding the Provision of Teacher Induction Services for the 2023-24 SY* Pgs. 31-36  
4) *National FFA Convention in Indianapolis, IN 10/31/23-11/4/23 for Mrs. Cox, Mr. Cronkright & Ellie Moiola* Pg. 37  
5) *Locher Agricultural Fund application for FFS* Pg. 38-47  
6) *Disposal of rusty lockers & tables and scrap metal at HHS* Pg. 48
- Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Ayes: \_\_\_ Nays: \_\_\_ Vote: \_\_ - \_\_

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – September 11, 2023  
AGENDA PAGE 3**

**9. ACTION/DISCUSSION ITEMS**

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

- A) Approve Notice of Completion of Installation of a New P.A. Bell an Emergency Notification System at 6 sites at HUSD** (Mr. Martinez) Pgs. 50-51

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_

- B) Approve Construction Bids for New Kitchen, Multi-Use, Culinary Arts Complex, and Bathrooms at Holtville High School** (Mr. Wells) Pgs. 52-56

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_

- C) Approve New Employment Agreement with the Superintendent**

(Mr. Wells) Pgs. 57-66

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_

- D) Approve Board Resolution 2023/24-001 A Resolution for Reinstatement of Special Reserve for Capital Outlay Projects** (Mr. Wells) Pgs. 67

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote: Grizzle: \_\_\_\_\_ Garewal: \_\_\_\_\_ Abatti: \_\_\_\_\_ Duarte: \_\_\_\_\_ Hester: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_

- E) Approve 2022-23 Unaudited Actuals/ 2023-24 First Budget Revision Report**

(Mr. Wells) \*\*\*

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_

- F) Approve Board Resolution 2023/24-002 Adopting the Gann Limit**

(Mr. Wells) Pg. 68

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote: Grizzle: \_\_\_\_\_ Garewal: \_\_\_\_\_ Abatti: \_\_\_\_\_ Duarte: \_\_\_\_\_ Hester: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_

- G) Approve Board Resolution 2023/24-003 Committing Adult Education Balances**

(Mr. Wells) Pg. 69

Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Roll Call Vote: Grizzle: \_\_\_\_\_ Garewal: \_\_\_\_\_ Abatti: \_\_\_\_\_ Duarte: \_\_\_\_\_ Hester: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Vote: \_\_\_ - \_\_\_

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – September 11, 2023  
AGENDA PAGE 4**

**10. FUTURE BOARD MEETING DATE**

*Monday, October 16, 2023 is the next Regular Board Meeting*

**11. ADJOURNMENT**

**12. CLOSED SESSION**

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

*B) Superintendent's Evaluation – Government Code Section 54957*

**\*\*\* A copy is available at the District office**

**MISSION STATEMENT**

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

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

***MINUTES***

**Holtville Unified School District  
Regular Board Meeting  
Minutes – August 21, 2023**

**{Page 1 of 3}**

The Board of Trustees of the Holtville Unified School District met in a Regular Session on August 21, 2023, at the Holtville Unified School District Board Room 621 E 6<sup>th</sup> Street, Holtville, California. The meeting was called to order at 5:01 p.m. by the Presiding Chairman.

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

**MEMBERS ABSENT:** None

**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  
Student Discipline Pursuant to California Education Code Section 48900 #6904519852

**REPORT OF CLOSED SESSION In:** 5:00 p.m. **Out:** 6:09 p.m.

The Governing Board voted unanimously for student #6904519852 to return to Holtville High School Pursuant to California Education Code Section 48900

**ORAL COMMUNICATION FROM THE PUBLIC ON NON AGENDA ITEMS AND/OR ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD.**

Nothing

**COMMUNICATIONS FROM THE SCHOOL DISTRICT**

HTA – President of HTA Crystal Arias thanked the Board for the welcome back activities and expressed her gratitude. They are looking forward to a happy, safe and successful year.

CSEA – Mrs. Larios also thanked the Board for the welcome back activities and wished everyone a great school year.

Governing Board welcomed everyone back, they are looking forward to a new school year. They also thanked the teacher and staff for their hard work. They welcomed the new HHS Assistant Principal Jacob Deutsch who was introduced by Mr. Arevalo.

Mr. Wells – Welcome back. Closing the books and working with the principals on updating the budget.

Mr. Ruiz – Welcome back. Visited the school sites this morning to assess the damage of the storm. Minor roof leaks, but nothing major.

**CONSENT AGENDA  
GENERAL FUNCTIONS**

Moved by Trustee Garewal, Seconded by Trustee Abatti to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: July 13, & August 3, 2023. FINANCE AND BUSINESS – Warrant orders week beginning 7/13/23 to week ending 8/18/23. PERSONNEL SERVICES – Certificated Employment of Xavier Sanders, Science Teacher (HHS). Certificated Management Employment of Jacob Deutsch, Assistant Principal (HHJS). Classified Employment of Pedro Campos, Mia Moreno & Bibian Saldana, AVID Tutors (HHS); Nereida Flores, Yard Aide (HMS); Laura Flores & Jorge Hermosillo, Proctors (HHS); Antonio Reyes, Paraprofessional (HHS); Monica Hernandez, Danielle Mauldin, & Alma Reyes Torres, Paraprofessionals (Pine); Monica Martinez, SpEd Paraprofessional (Pine); Josue Lara & Alejandra Quezada, Paraprofessionals (Finley); Erika Fregoso & Francisca Tellez, Yard Aides (Finley). Classified Management/Confidential Employment of Alexis Estrada, ELOP Coordinator (Pine). Classified Resignation of Veronica Amezcua, Yard Aide/ASES (HMS); Saul Tirado, Student Proctor (HHS); Arly Bastidas, AVID Tutor (HMS); Leonardo Cruz, Maintenance III (District); Diana Bernal, Paraprofessional (HMS); Alexis Estrada, ASES Coordinator (Finley). Extra Duty Resignation of Diana Buenrostro, ASB Advisor (HMS). Coaching/Extra Duty Employment of Carl Johnston, Head Cross Country (HHS); Keriann Johnston, Volunteer Assistant Cross Country (HHS); Joey Navarro, Head Girls Flag Football (HHS); Eduardo Arvizu, Assistant Girls Flag Football (HHS); Christian Gonzalez, Volunteer Girls Flag Football (HHS); Isaac Silva, Head Girls Golf (HHS); Ilario Castro, Assistant Girls Golf (HHS); George McClure, Head Girls Tennis (HHS); Jennifer Sutter, Head Girls Volleyball (HHS); Mariana Garewal, Assistant Girls volleyball (HHS); Nereida Quevedo, Assistant Girls Volleyball (JV) (HHS); Nayeli Garcia, Assistant Girls Volleyball (Frosh) (HHS); Jasmine Martinez, Volunteer Girls Volleyball (HHS); Isaac Navarro, Volunteer Girls Assistant Volleyball (HHS); Jason Turner, Head Football (Volunteer) (HHS); Gilbert Villareal, Volunteer Assistant Football (HHS); Luz Ayon, Volunteer Football Manager (HHS); Albert Valenzuela, Assistant Football (HHS); Micah Harrison, Assistant Football (HHS); Carlos Contreras, Assistant Football (HHS); Tyler Bennett, Assistant Football (HHS); Phavian Gonzalez, Assistant Football (HHS); Gabriel Ponce, Assistant Football (HHS); Justin Stacey, Assistant Football (HHS); Stephen Padilla, Assistant Football (HHS); Devron Gray, Assistant Football (HHS); Jacob Leyva, Assistant Football (HHS); Jessilyne Gonzalez, Head Cheer Advisor (HHS); Valeri Mendoza, Assistant Cheer Advisor (HHS); Julio Gallegos, HMS Boys Soccer A Team; Bryant Ruiz, HMS Boys Soccer B Team; Nayeli Garcia, HMS Girls Volleyball A & B Teams; Cecilia Aceves, HMS Yearbook Advisor; Viviana Nevarez, HMS ASB Advisor. GENERAL BUSINESS – Quarterly report on Williams Uniform Complaints for July 2023. Grant Award Notification from California Community Schools Partnership program (CCSPP): Implementation Grant, Cohort 2 in the amount of \$4.75 million. Internship MOU on CCTC program between University of Phoenix & HUSD for Sarah Marquez Combs. Border Region Talent Pipeline Collaborative Participating Agreement. Disposal of obsolete science textbooks at Finley, Pine & HMS and obsolete technology at Sam Webb. Out of State and/or Overnight Fall sports events. HHS Fall Sports Game Schedules. All approved by unanimous votes, Ayes: 5, Nays: 0. Vote: 5-0.



**ACTION/DISCUSSION ITEMS**

Moved by Trustee Hester, Seconded by Trustee Duarte to approve Agreement between County of Imperial and the Holtville Unified School District for the Imperial County Sheriff's Office to provide a School Resource Officer for the 2023-24 school year. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Hester to approve Anthony Martinez to teach Information & Communication Technologies, grades 9<sup>th</sup> – 12<sup>th</sup> at Holtville High School with an English Variable Term Waiver for the 2023-24 school year. Passed by unanimous votes Ayes: 5, Nays: 0. Moved by Trustee Garewal, Seconded by Trustee Duarte to approve 2023-24 Consolidated Application and Reporting System (CARS) Spring Release. Passed by unanimous votes Ayes: 5, Nays: 0.

**FUTURE BOARD MEETING DATE**

Regular Board Meeting: Monday, September 11, 2023

**ADJOURNMENT**

The meeting adjourned at 6:22 p.m.

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**Jared Garewal, Clerk  
Holtville Unified School District  
Board of Trustees**

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

***WARRANTS***

Register 000258 - 08/24/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000258, Dated 08/24/2023

24237028	3,975.00	Printed	010		Isom Advisors, A Divison of Urban Futures (000410/2)
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3,975.00	Number of Items	1	Totals for Register 000258
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Register 000259 - 08/24/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000259, Dated 08/24/2023

24237313	7,800.00	Printed	010		A M DESERT STORM CONCRETE (000007/1)
24237314	2,444.08	Printed	010		A T & T (000008/1)
24237315	895.09	Printed	010		ACADEMIC THERAPY PUBLICATIONS (000013/1)
24237316	2,380.00	Printed	010		ACCREDITING COMMISSION FOR SCHOOL - WESTERN ASSOC (000014/1)
24237317	65,163.70	Printed	010		AIRWAVE COMMUNICATIONS (001092/1)
24237318	222.91	Printed	010		ALL AMERICAN SPORTS CUP (000739/3)
24237319	6,378.89	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24237320	3,407.82	Printed	010		APPLE COMPUTER INC (000037/1)
24237321	59.97	Printed	010		AUTO ZONE (000049/1)
24237322	1,874.85	Printed	010		BDJTech (000925/3)
24237323	1,695.60	Printed	010		BENCHMARK EDUCATION COMPANY (000500/1)
24237324	423.70	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24237325	12,216.89	Printed	010		CARDMEMBER SERVICES (000322/2)
24237326	679.00	Printed	010		CASC Conferrence (000090/2)
24237327	6,395.47	Printed	010		D LUPITAS RESTAURANT (000119/1)
24237328	11,312.98	Printed	010		DELL MARKETING LP (000126/1)
24237329	369.00	Printed	010		Department of Justice Accounting Office (000130/1)
24237330	225.00	Printed	010		DRYE, MITHCELL (000516/1)
24237331	71,875.44	Printed	210		ENVIROPLEX, INC (001043/1)
24237332	840.40	Printed	010		FLINN SCIENTIFIC, INC (000690/2)
24237333	662.49	Printed	010		Gary Cardiff Enterprise (000759/1)
24237334	275.62	Printed	010		GAS COMPANY (000172/1)
24237335	1,101.16	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24237336	670.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
24237337	159.13	Printed	010		HOLTVILLE USD- TRANSPORTATION DEPARTMENT (000661/1)
24237338	74,897.68	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
24237339	28.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
24237340	196.07	Printed	010		JOHN DEERE FINANCIAL (000324/1)
24237341	300.00	Printed	010		JOHNSTON, CARL J (000533/1)
24237342	180.74	Printed	010		KC AUTO SERVICE LLC (001091/1)
24237343	2,052.16	Printed	010		MIGUEL MATA (000496/1)
24237344	56.21	Printed	010		QUILL CORP (000318/1)
24237345	33.39	Printed	010		QUILL CORP (000318/1)
24237346	231.55	Printed	010		QUILL CORP (000318/1)
24237347	46,796.15	Printed	010		RENAISSANCE LEARNING INC (000328/2)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/24/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ESCAPE ONLINE

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Register 000259 - 08/24/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000259, Dated 08/24/2023 (continued)

24237348	2,684.96	Printed	010		RIDDELL ALL AMERICAN SPORTS (000019/2)
24237349	264.30	Printed	010		ROMANS WATER (000331/1)
24237350	551.15	Printed	010		RUIZ,CELSO (000576/1)
24237351	3,026.97	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
24237352	18,669.96	Printed	010		SOFTCHOICE CORPORATION (000786/1)
24237353	338.61	Printed	010		SPARKLETTS WATERS (000370/1)
24237354	9,350.00	Printed	010		SUBJECT TECHNOLOGIES, INC (001151/1)
24237355	781.52	Printed	010		SUNBELT RENTALS (000379/1)
24237356	3,971.48	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24237357	237.11	Printed	010		UNFIRST CORPORATION (000727/2)

364,177.20      Number of Items      45      Totals for Register 000259

88

County Check Register

ReqPay94a

Org Summary

Holtville Unified School District

Check #

24237028 through

24237357 Total Count

46

\$368,152.20

Register 000260 - 08/31/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000260, Dated 08/31/2023

24238244	4,600.00	Printed	010		A M DESERT STORM CONCRETE (000007/1)
24238245	141.11	Printed	010		A T & T (000008/1)
24238246	11,358.82	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
24238247	250.00	Printed	010		AREVALO, ALICIA (000507/3)
24238248	744.95	Printed	010		AVILA, DAVID (000510/1)
24238249	525.00	Printed	010		AZTEC FIRE & SAFETY, INC (000810/1)
24238250	3,448.00	Printed	010		BENCHMARK EDUCATION COMPANY (000500/1)
24238251	356.56	Printed	010		BOOMERANG PROJECT (000064/1)
24238252	250.00	Printed	010		Cabrales Sinai (000623/1)
24238253	1,400.00	Printed	010		CALIFORNIA ASSOCIATION FFA (000077/1)
24238254	5.38	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
24238255	1,825.00	Printed	010		CARLOS PADILLA (000660/1)
24238256	1,318.00	Printed	010		CASC (000801/2)
24238257	249.15	Printed	010		CASTILLO, BRENDA (000513/1)
24238258	1,355.79	Printed	010		COX,LINDSAY (000522/1)
24238259	524.13	Printed	010		D LUPITAS RESTAURANT (000119/1)
24238260	100.66	Printed	010		FEDERAL EXPRESS CORP (000155/1)
24238261	13.47	Printed	010		FLINN SCIENTIFIC, INC (000690/2)
24238262	450.00	Printed	010		GARCIA-MENDOZA, CHELSEA (000628/1)
24238263	248.66	Printed	010		GOODSELL, MICHAEL (000526/1)
24238264	450.00	Printed	010		HAYDEN,EULALIA (000538/1)
24238265	1,176.30	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
24238266	647.50	Printed	010		Jack Schreder & Associates (000824/2)
24238267	1,522.54	Printed	010		JIM REITERS LOCKSMITH AND SAFE (000246/1)
24238268	3,151.44	Printed	010		LANDMARK CONSULTANTS, INC (000717/1)
24238269	249.16	Printed	010		LEON-LOPEZ, ERIKA (000541/1)
24238270	750.00	Printed	010		MEDIC FIRST (000700/3)
24238271	243.61	Printed	010		MING ETHAN (000278/2)
24238272	1,963.01	Printed	010		MOEDANO,ROBERTO (000568/2)
24238273	126.20	Printed	010		NATIONAL FFA ORGANIZATION (000285/2)
24238274	379.58	Printed	010		NEVAREZ-SANCHEZ, VIVIANA (000724/2)
24238275	32.16	Printed	010		ORANGE COUNTY DEPARTMENT OF ED (000294/2)
24238276	38,271.32	Printed	210		PYRO-COMM SYSTEMS, INC (001068/1)
24238277	135.75	Printed	010		QUILL CORP (000318/1)
24238278	171.40	Printed	010		QUILL CORP (000318/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/31/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N

ESCAPE ONLINE

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Register 000260 - 08/31/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000260, Dated 08/31/2023 (continued)

24238279	36.61	Printed	010		QUILL CORP (000318/1)
24238280	87.27	Printed	010		QUILL CORP (000318/1)
24238281	3,180.72	Printed	010		QUILL CORP (000318/1)
24238282	2,659.63	Printed	010		R S D (000320/1)
24238283	250.00	Printed	010		RAMIREZ, MARINA (001189/1)
24238284	379.70	Printed	010		REALLY GOOD STUFF TEACHER ED (000326/2)
24238285	320.00	Printed	010		ROTO ROOTER SEWER (000332/1)
24238286	7,688.77	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
24238287	5,724.59	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
24238288	320.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
24238289	474.39	Printed	010		Tommys Screen Printing (000395/1)
24238290	288.00	Printed	010		UNFIRST CORPORATION (000727/2)
24238291	2,301.01	Printed	010		Verizon Wireless Services LLC (000422/1)
24238292	174,217.65	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)
24238293	44.35	Printed	010		ZOOM VIDEO COMMUNICATIONS, INC (000912/3)

276,407.34      Number of Items      50      Totals for Register 000260

11



Org Summary

Holtville Unified School District

Check #

24238244 through

24238293 Total Count

50

\$276,407.34

**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 EMPLOYMENT FOR 2023/24  
**DATE:** SEPTEMBER 11, 2023

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

- |                     |                  |        |
|---------------------|------------------|--------|
| 1. Margarita Diaz   | Yard Aide        | Finley |
| 2. Mariana Banaga   | Yard Aide        | HMS    |
| 3. Andrea Garcia    | AVID Tutor       | HMS    |
| 4. Adriana Garcia   | AVID Tutor       | HMS    |
| 5. Jonathan McClure | AVID Tutor       | HMS    |
| 6. Mariana Banaga   | AVID Tutor       | HMS    |
| 7. Diana Bernal     | Paraprofessional | HMS    |
| 8. Isidro Garcia    | ASES/ELOP        | Finley |
| 9. Ana Paola Tafoya | ASES/ELOP        | Finley |
| 10. Victoria Smith  | ASES/ELOP        | Finley |
| 11. Angela Loya     | ASES/ELOP        | Finley |
| 12. Nahomi Leon     | AVID Tutor       | HMS    |
| 13. Yessica Perez   | AVID Tutor       | HMS    |

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CLASSIFIED RESIGNATION  
**DATE:** SEPTEMBER 11, 2023

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The Board is requested to accept the following Classified Resignation:

- |                     |                 |        |
|---------------------|-----------------|--------|
| 1. Arturo Bojorquez | ASES Staff      | 9/1/23 |
| 2. Jacob Sapp       | Student Proctor | 9/2/23 |

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CERTIFICATED EMPLOYMENT  
**DATE:** SEPTEMBER 11, 2023

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The Board is requested to approve the following Certificated Employment for the 2023/24 SY:

1. Brenda Gonzalez                                      Teacher                                      Finley

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

***GENERAL BUSINESS***

July 6, 2023

To: Citizen's Oversight Committee – Measure G and Management

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

We are pleased to confirm our understanding of the services we are to provide for Holtville Unified School District Measure G Bond Fund (the Bond Fund) for the year ended June 30, 2023.

#### **Audit Scope and Objectives**

We will audit the financial statements of Measure G Bond Fund, including the related notes to the financial statements which collectively comprise the basic financial statements of the Holtville Unified School District Measure G Bond Fund as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Holtville Unified School District Measure G Bond Fund's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Measure G Bond Fund's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A)

We have also been engaged to report on the supplementary information other than RSI that accompanies the Bond Fund's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

#### 1. General Obligation Bonds Project List

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

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- An opinion (or disclaimer of opinion) on performance and compliance requirements as set forth in the bond indenture and Proposition 39 as outlined in the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting prescribed in Title 5, California Code of Regulations, Section 19810, Appendix A*.

#### **Auditor's Responsibilities for the Audit of the Financial Statements and Performance Audit**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the requirements identified in the *2022-23 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting prescribed in Title 5, California Code of Regulations, Section 19810*, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Bond Fund or to acts by management or employees acting on behalf of the government.



Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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

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

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

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

1. Improper Revenue Recognition
2. Management Override of Controls

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

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

We will obtain an understanding of the Bond Fund and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements.

Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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

### **Audit Procedures – Compliance**

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

The *2022-23 Guide for Annual Audits of California Local Education Agencies and State Compliance Reporting* (the Audit Guide) requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes, regulations, and the terms and conditions of state awards identified in the Audit Guide which are applicable to the Bond Fund based on materiality levels identified in the Audit Guide. For the programs applicable to the Bond Fund, we will perform the procedures identified in the Audit Guide and report noncompliance in accordance with direction provided in the Audit Guide. The purpose of these procedures will be to express an opinion on the Bond Fund’s performance with requirements applicable to Proposition 39.

### **Other Services**

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

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

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

1. Designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met;
2. Following laws and regulations;

3. Ensuring that there is reasonable assurance that government programs are administered in compliance and with compliance requirements; and,
4. Ensuring that management and financial information is reliable and properly reported.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Our fee for these services are expected to be \$5,750. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. Upon completion of the audit report and submission to the California State Controller's Office progress billings will be brought to 90% of the contracted amount. The final 10% of the contracted amount will be billed, and is due, upon receipt of the California State Controller's Office certification letter. In accordance with firm policies, work may be suspended if your account becomes 30 days past due and may not be resumed until your account is paid in full. Additionally, an audit report will not be issued for the year ended June 30, 2023 if 100% of prior audit fees have not been paid in full inclusive of the final 10% billed upon receipt of the California State Controller's Office certification letter for the prior period. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended at our standard hourly rates and to reimburse us for all out-of-pocket costs through the date of termination.

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

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

## **Reporting**

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

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

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

Very truly yours,



Wilkinson Hadley King & Co. LLP

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**Response:**

This letter correctly sets forth the understanding of Holtville Unified School District Measure G Bond Fund.

Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Governance at a Public Meeting on: \_\_\_\_\_



IMPERIAL COUNTY  
**STRONG WORKFORCE  
PROGRAM CONSORTIUM**  
MIDDLE SCHOOL

December 2, 2022

To: Celso Ruiz, Superintendent  
Holtville Unified School District  
RE: Strong Workforce Program Middle School Grant - Round 4  
  
Cc: Mario Garcia, Principal and Patricia Harrison, Principal,  
*Holtville Middle School, Pine Elementry*  
John Paul Wells, Assistant Superintendent  
Eric Velazquez, SWP MS Consortium Member

Congratulations! The California Community College Chancellor's Office – Division of Workforce and Economic Development in Partnership with the California Department of Education formally announced the 2021-2022 funding awards for K12 Strong Workforce Program to **Imperial County Office of Education – Imperial County Middle Schools: Career and College Ready!** The grant funds are designated for support of this project only, and can be used as needed to accomplish the objectives in this grant.

Please sign this letter and return it via email to Denise Cabanilla at [dcabanilla@icoe.org](mailto:dcabanilla@icoe.org).

**Grant Details:**

**Grant Name:** *Imperial County Middle Schools: Career and College Ready!*

**Grant amount:** \$1,000,000

**District Allocation:** \$8,000

**Grant period:** January 1, 2022 - June 30, 2024

**Reporting:**

1. Expense reporting will be submitted on behalf of the district by ICOE in the NOVA system.

**Quarterly expense reports will be requested by ICOE as follows:**

**FY 2021/22 Semi-Annual (01/01–06/30) Due 7/20/2022**

**FY 2022/23 Semi-Annual (07/01–12/31) Due 1/20/2023**

**FY 2022/23 Semi-Annual (01/01–6/30) Due 7/20/2023**

**FY 2023/24 Semi-Annual (07/01–12/31) Due 1/20/2024**

**FY 2023/24 Semi-Annual (01/01–6/30) Due 7/20/2024**

**Final Report Due 08/31/2024**



**Use of funds**

Funds may be used to support and augment activities and events associated with the implementation Career Clubs, CTE Career Pathway Exploration Course, the continued implementation of "Building A Bridge to Your Future" Curriculum, extra hours for teachers, professional development, substitute teachers, career fairs, career speakers, industry tours, and other activities/materials that support the goals of the SWP Middle School grant.

**Contact**

Please direct communication related to this grant to:

Denise Cabanilla  
[dcabanilla@icoe.org](mailto:dcabanilla@icoe.org)

Cynthia Z. Beltran  
[cynthiaz@icoe.org](mailto:cynthiaz@icoe.org)

On behalf of the Imperial County Office of Education, we are pleased to support your efforts and be a partner in your work. By signing this letter, you are agreeing to its terms; no further acknowledgement is required. We wish you success in your efforts to support middle school students and families to prepare for their high school and postsecondary futures!

Sincerely,

Renato Montano  
Deputy Superintendent

Denise Cabanilla  
Director, Higher Education and Adult Learning

Agreed to by:

C. R.  
Name

Holtville  
District/ Organization

8/24/23  
Date



IMPERIAL COUNTY  
**STRONG WORKFORCE  
PROGRAM CONSORTIUM**  
MIDDLE SCHOOL

February 22, 2023

To: Celso Ruiz, Superintendent  
Holtville Unified School District  
RE: Strong Workforce Program Middle School Grant - Round 5  
  
Cc: Mario Garcia, Principal and Patricia Harrison, Principal  
Holtville Middle School, Pine Elementary  
John Paul Wells, Assistant Superintendent  
Eric Velazquez, SWP MS Consortium Member

Congratulations! The California Community College Chancellor's Office – Division of Workforce and Economic Development in Partnership with the California Department of Education formally announced the 2022-2023 funding awards for K12 Strong Workforce Program to **Imperial County Office of Education – Imperial County Middle Schools: Career and College Ready!** The grant funds are designated for support of this project only, and can be used as needed to accomplish the objectives in this grant.

Please sign this letter and return it via email to Denise Cabanilla at [dcabanilla@icoe.org](mailto:dcabanilla@icoe.org).

**Grant Details:**

**Grant Name:** *Imperial County Middle Schools: Career and College Ready!*

**Grant amount:** \$1,000,000

**District Allocation:** \$10,800

**Grant period:** January 1, 2023 - June 30, 2025

**Reporting:**

1. Expense reporting will be submitted on behalf of the district by ICOE in the NOVA system.

**Quarterly expense reports will be requested by ICOE as follows:**

**FY 2022/23 Semi-Annual (01/01–06/30) Due 7/20/2023**

**FY 2023/24 Semi-Annual (07/01–12/31) Due 1/20/2024**

**FY 2023/24 Semi-Annual (01/01–6/30) Due 7/20/2024**

**FY 2024/25 Semi-Annual (07/01–12/31) Due 1/20/2025**

**FY 2024/25 Semi-Annual (01/01–6/30) Due 7/20/2025**

**Final Report Due 08/31/2025**

**Use of funds**

Funds may be used to support and augment activities and events associated with the implementation Career Clubs, CTE Career Pathway Exploration Course, the continued implementation of "Building A Bridge to Your Future" Curriculum, extra hours for teachers, professional development, substitute teachers, career fairs, career speakers, industry tours, and other activities/materials that support the goals of the SWP Middle School grant.

**Contact**

Please direct communication related to this grant to:

Denise Cabanilla  
[dcabanilla@icoe.org](mailto:dcabanilla@icoe.org)

Cynthia Z. Beltran  
[cynthiaz@icoe.org](mailto:cynthiaz@icoe.org)

On behalf of the Imperial County Office of Education, we are pleased to support your efforts and be a partner in your work. By signing this letter, you are agreeing to its terms; no further acknowledgement is required. We wish you success in your efforts to support middle school students and families to prepare for their high school and postsecondary futures!

Sincerely,


Renato Montano  
Deputy Superintendent

Denise Cabanilla  
Director, Higher Education and Adult Learning

Agreed to by:

  
Name

  
District/ Organization

  
Date



# MEMORANDUM OF UNDERSTANDING

This Memorandum is between the **Imperial County Consortium Teacher Induction Program** and the **Holtville Unified School District** regarding the Provision of Teacher Induction Services for the **2023-2024 school year**.

This Memorandum of Understanding establishes an Agreement between the Imperial County Office of Education (ICOE) and **Holtville Unified School District** (District) for the ICOE to provide California Commission on Teacher Credentialing Accredited CA Teacher Induction services during the 2023-24 school year. The **ICOE's Curriculum and Instructional Services Department** will be the point of contact for ICOE obligations under this MOU.

**ICOE's Responsibilities:**

- A. Provide for the selection and services of a Teacher Induction Director.
- B. Provide for the selection and services of a Teacher Induction clerical assistant.
- C. Coordinate with the Human Resources directors of the consortium districts and the Teacher Induction Advisory Team (Curriculum and Instructional Leaders Network).
- D. Assist districts, as needed, with identification and placement of all qualified Candidates into the program including identifying Candidates eligible to apply for the Early Completion Option.
- E. Assist with the Mentor matching process, including monitoring application and selection processes, eligibility, collecting and storing required documentation, etc., as needed and requested by the districts.
- F. Assist in recruiting and training qualified Mentors and a District Lead, and developing professional agreements under which Mentors and District Leads deliver Teacher Induction services as needed and requested by the districts.
- G. Provide formative assessment training and other leadership/coaching training for Mentors (recorded, virtually, or in person as appropriate).
- H. Provide all required training materials for all Mentors and Candidates in the Teacher Induction program as well as materials utilized in the professional development of Candidates and Mentors (virtually or in person as appropriate).
- I. Provide professional development to Candidates to meet the demands of the Induction program standards, including training District Leads to prepare and deliver training to Candidates and Mentors during their monthly meetings (virtually or in person as appropriate).
- J. Provide Site Administrator training as needed or requested (virtually or in person as appropriate).
- K. Provide districts with information regarding Candidate and Mentor attendance at meetings, program component completion, and other accountability data as needed or

requested.

- L. Coordinate required program evaluation for accreditation and program improvement purposes.
- M. Maintain a 5-year database of participants for informational tracking purposes, coordination of services, program evaluations, and to provide necessary documentation to candidates when needed.
- N. Prepare and submit all required program budgets, reports, and fees to ICOE and the Commission on Teacher Credentialing as required.
- O. Maintain communication with the District and the District Lead as to the expectations of the support.

#### District's Responsibilities:

##### A. Compensation:

The district shall compensate ICOE in the amount of **\$5,000.00** per candidate enrolled in the Imperial County Consortium Teacher Induction Program as of November 1 of the current school year. New hires after this date should receive just in time support from district personnel/staff and wait until the following school year to enroll with ICOE (actual enrollment deadline may be prior to November 1.) **Late hires may request an appointment to meet with the program director regarding other program options. There will be no reduction in cost if a Candidate separates from the district, is pulled from the program for any reason, or fails to complete the program after the November 1 date. ICOE will invoice districts on or around December 15th of the current school year.**

- a. A credit will be provided to districts with District Lead costs based on this scale: \$3,000 for 1-10 Candidates and an additional \$160 for each Candidate above 10. For example, if your district has 14 Candidates, the stipend is \$3640.
  - b. A credit will be provided to districts holding District Lead monthly meetings for snacks and materials on this scale: \$250 for 1-10 Candidates and an additional \$10 for each Candidate above 10. For example, if your district has 14 Candidates, the DL meeting credit is \$290.
  - c. Within 30 days of receiving the ICOE's invoice, the district shall pay the invoiced amount to ICOE.
- B. Identify and enroll all district teachers eligible for induction as soon as they are eligible if within the enrollment window. Eligible teachers hold a valid California preliminary credential and are working in an assignment the preliminary credential authorizes. If there are questions about eligibility, please contact the Program Director for assistance.
  - C. Implement a Teacher Induction Mentor application and selection process. Mentors must hold a CA clear credential and have a minimum of three years of teaching experience.
  - D. In coordination with the program director, appropriately match Mentors with Teacher Induction Candidates within the district within 30 days of Teacher Induction enrollment. Every effort should be made to match a Mentor that teaches at the same site, teaches similar content and/or grade level, and holds a matching credential. If this is not possible with district employees, please contact the program director for assistance.

- E. Pay supplemental payment (stipends) and benefits for Mentors working with enrolled Teacher Induction Candidates within the district for providing not less than one hour per week of individualized mentoring support (face to face virtually or in person).
- F. Provide and monitor release time for required formative assessment and on-going Mentor training, as needed, and for Mentors to attend appropriate professional development with their Candidate (whether virtual or in person).
- G. Provide and monitor release time for Candidates to attend appropriate professional development to meet Teacher Induction requirements.
  - a. **Teacher Induction pays registration fees for ICOE Teacher Induction trainings for Candidates and Mentors, however, if Candidates and/or Mentors do not attend and neglect to cancel a minimum of two weeks prior to the date of the event, Teacher Induction will not pay the registration and the district will be invoiced. This is per ICOE's Curriculum Department professional development cancellation policy.**
  - b. ICOE may take photographs or recordings of participants at events/training including screenshots and recordings of virtual training. These photographs and/or recordings shall be used to document the event/training, promote events in written materials, and be posted on the ICOE website and social media accounts.
- H. Provide release time for Mentor direct observations of Teacher Induction Candidate classrooms as required by the Teacher Induction program and provide release time for Teacher Induction Candidates to observe veterans in classroom practice as needed and required by the Teacher Induction program. This includes virtual classroom observation when appropriate.
- I. Provide facilities for meetings and training sessions for the Teacher Induction program as needed, and/or virtual meeting platform accounts when appropriate.
- J. Allow interested and eligible Candidates to apply for the Early Completion Option.
  - a. Induction is traditionally a two-year program.
  - b. The Early Completion Option is a one-year alternative for experienced and exemplary teachers. A minimum of two years prior teaching experience and a satisfactory (meeting standard) or above rating on all elements of a Candidate's last two formal teaching evaluations are required. Also needed is site administrator approval based on current year observation evidence of exemplary practice documented on an Induction program provided form indicating applicable California Standards for the Teaching Profession components.
- K. Provide and monitor site and district administrator Teacher Induction Overview and formative assessment training in coordination with the Teacher Induction Director within the district as needed.
- L. Ensure Individual Learning Plan (ILP) goals are developed collaboratively between site administration, Candidate, and Mentor and the TRIAD meeting form is completed within 60 days of enrollment in the program.
- M. Design and implement the ILP solely for the professional growth and development of the Candidate and not for evaluation for employment purposes.
- N. Assign a clear credentialed employee to serve as Teacher Induction District Lead. The Teacher Induction District Lead is required to:

- a. Establish an effective professional relationship with district Candidates, Mentors and Administrators, maintaining appropriate confidentiality and respect.
  - b. Attend ICOE District Lead scheduled meetings. (1.5 hours once a month)
  - c. Prepare for, schedule, advertise and deliver district orientation to district Teacher Induction Candidates, Mentors and administration using a tailored ICOE generated materials.
  - d. Collaborate with site administrators and/or the district Human Resources department regarding Candidate enrollment and Mentor matches, survey data, and other information.
  - e. Prepare for, schedule, advertise and deliver monthly support meetings for district Induction Candidates and Mentors providing ongoing support, assistance, and professional development in collaborating with district goals.
  - f. Oversee district Teacher Induction Candidate and Mentor progress and communicate progress with site administration and program leadership.
  - g. Notify and monitor the completion of induction program surveys with site leaders, Candidates and Mentors.
  - h. Consult with the Teacher Induction Program Director in matters pertaining to the high-quality implementation of the program.
  - i. Maintain a detailed log of hours, dates, and activities performed.
  - j. Attend the year-end Colloquium.
  - k. Complete all training pertaining to formative assessments certification as needed.
- O. Maintain communication with the Imperial County Consortium Teacher Induction Director as to progress of support.

#### **Additional Services:**

- a. In the event the district requires services from ICOE in addition to those set forth in this Agreement, ICOE shall be given additional compensation for those additional services. If either party believes that additional services from ICOE are necessary or desirable, that party shall submit a written description of the additional services to the other party, along with the reasons the additional services are required or reasonable, and the specific cost of the additional services. Such services shall be performed by ICOE only after both parties agree in writing to proceed with the additional services.
- b. Additional Services may include, but are not limited to, substitute Mentor services, and additional Mentor services to meet Education Specialist credential authorization match requirements.

#### **Effective Date and Term of Agreement:**

This Agreement shall commence on the later of the date the Agreement is signed by all parties or July 1, 2023 and shall remain in full force and effect until June 30, 2024.

**Termination:**

- a. In the event that the district fails to perform on a material term of this Agreement, ICOE has the right to terminate the Agreement upon seven days written notice and all other rights and remedies available to it at law and equity.
- b. In the event that ICOE fails to perform on a material term of this Agreement, then the district shall have the right to terminate the Agreement upon thirty days written notice.

**Indemnification:**

- a. The district agrees to indemnify, defend, and hold harmless ICOE, its officers, agents and employees against any claim, liability, loss, injury, or damage imposed on ICOE arising out of the district's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of ICOE, its officers, agents, and employees. If obligated to indemnify, defend, or hold harmless ICOE under this Agreement, the District shall reimburse ICOE for all costs, attorney's fees, expenses, and liabilities associated with any resulting legal action. The district shall seek ICOE approval of any settlement that could adversely affect the ICOE, its officers, agents, or employees.
- b. ICOE agrees to indemnify, defend, and hold harmless the district, its officers, agents and employees against any claim, liability, loss, injury, or damage imposed on the district arising out of ICOE's performance on this Agreement, except for liability resulting from the negligent or willful misconduct of District, its officers, agents, and employees. If obligated to indemnify, defend, or hold harmless the District under this Agreement, ICOE shall reimburse the district for all costs, attorney's fees, expenses, and liabilities associated with any resulting legal action. ICOE shall seek the district's approval of any settlement that could adversely affect the district, its officers, agents, or employees.



The Parties' representatives shall be:

<p><b>Imperial County Office of Education – Curriculum Department</b></p>	<p><b>Holtville Unified School District</b></p>
<p><b>ICOE Contact:</b>                  John Lazarcik                  Teacher Induction Program Director                  Imperial County Consortium  <a href="mailto:john.lazarcik@icoe.org">john.lazarcik@icoe.org</a>                  (760) 312-6225</p>	<p><b>District Contact:</b>                  Eric Velazquez                  Projects Director  <a href="mailto:evelazquez@husd.net">evelazquez@husd.net</a>                  (760) 356-2974</p>
<p>Curriculum &amp; Instruction Department                  Imperial County Office of Education                  1398 Sperber Road                  El Centro, CA 92243</p>	<p>Holtville Unified School District                  621 East 6th Street                  Holtville, CA 92250</p>

**IN WITNESS WHEREOF, the parties have executed this Agreement.**

**Imperial County Office of Education**

DocuSigned by:

*Carlos R. Gonzales*

4EA0E5E58904E1...  
Signature

**Carlos Gonzales, Associate Superintendent**

Name/ Title

6/27/2023

Date

**Holtville Unified School District**

DocuSigned by:

*Celso Ruiz*

00543210C97E4DD...  
Signature

**Celso Ruiz, Superintendent**

Name/ Title

6/27/2023

Date



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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** OUT OF STATE AND/OR OVERNIGHT TRIP  
**DATE:** SEPTEMBER 11, 2023

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

1. National FFA Convention in Indianapolis, IN 10/31/23 – 11/4/23 for Mrs. Cox, Mr. Cronkright & Ellie Moiola



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

September 1, 2023

El Dorado Community Foundation  
Attn: Kathy Haven, Community Impact Officer  
312 Main Street, Ste 201  
Placerville, CA 95667

**Re: Locher Agricultural Fund**

Hello Ms. Haven:

I hope this letter finds you well. I am writing you today at the request of Mrs. Lindsay Cox, Agriculture Teacher at Holtville High School and advisor to the HHS Future Farmers of America chapter. With respect to the Locher Agricultural Fund, please accept this letter as evidence that the Holtville Unified School District will act as the fiscal agent for the HHS FFA Chapter if they are awarded grant funds. Holtville Unified School District will receive the grant funds on behalf of the Holtville FFA Chapter, and will be legally responsible to ensure that the funds are used per the terms of the grant

Thank you for your assistance in this matter. Please let me know if you have any further questions or concerns.

Sincerely,

John-Paul Wells  
Assistant Superintendent

Board of Trustees

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

*This institution is an equal opportunity provider and employer*

## 2023 IC Locher Agricultural Grant Application

PROGRAM DEADLINE : October 18 2023 at 11:59 PM PDT (Midnight)

### Applicant Information

**Name:** Lindsay Cox  
**Email:** lcox@husd1.com  
**App ID:** 04267284  
**Status:** Submitted  
**Cycle:** None  
**Last Modified:** Sep 08 2023 08:32 PDT by lcox@husd1.com  
**App Submitted:** Sep 08 2023 08:32 PDT  
**App Created:** Sep 01 2023 14:47 PDT by lcox@husd1.com  
**Last IP Address:** 34.120.172.148  
**Common App:** EDCF Grant COMMON APP

### Organization Information

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### Organization Information

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<b>Legal Name of Organization</b>	Holtville FFA
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**Mailing Address**

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Lindsay Cox

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**Mailing Address, line**

2

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755 Olive Avenue

<b>City</b>	Holtville
<b>State</b>	CA
<b>Zip Code</b>	92250
<b>Phone Number</b>	530-979-0442
<b>Fiscal Agent's confirmation letter</b>	Locher Ag Fund Grant Letter.pdf
<b>Year Incorporated</b>	1937
<b>Executive Director/ CEO/ President</b>	Lindsay Cox
<b>Executive Director email address</b>	lcox@husd1.com
<b>Grant contact name (if different than above)</b>	
<b>Grant contact email address (if different than above)</b>	
<b>Number of paid staff</b>	3.00
<b>Number of volunteers</b>	20.00
<b>Please provide names and titles of your primary officers or directors (i.e. board president, vice president, chairperson, secretary, treasurer, etc.)</b>	

Holtville FFA consists of three chapter advisors and over 200 students enrolled annually in the program. The current advisors are Mrs. Cox, Mrs. Sutter, and Mr. Cronkright. The FFA officer team consists of 7 members' President, Vice President, Secretary, Treasurer, Reporter, Sentinel, and Historian.

### **Mission Statement**

The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

<b>Organization Website Address, if applicable</b>	<a href="https://sites.google.com/husd1.com/holtvilleffa/home?pli=1">https://sites.google.com/husd1.com/holtvilleffa/home?pli=1</a>
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**Attach or provide URL  
for Annual Report, if  
applicable**

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**Attach your  
organization's logo.**

FFA Emblem\_6in.jpg

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**Is Your Non-Profit in Good Standing?**

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**EIN or TIN**

95-2429231

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**Attach the IRS  
Determination letter that  
contains your  
organization's Employer  
Identification Number.**

HUSD W-9.pdf

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**Click on this link for the  
IRS database to find your  
organization. Please  
take a screenshot of the  
page that shows your  
organization name and  
the IRS filings for the  
past year(s).**

**THIS SECTION IS  
REQUIRED unless  
organization is a faith  
based organization, a  
government entity or a  
Native American Tribe  
recognized by the  
federal government.**

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**Visit the CA Secretary of State website and search for your organization. Take a screenshot of that page that shows your organization is active and up-to-date with your statement of information.**

**If your entity is registered in a state other than California, please provide a screenshot of your state's registration entity proving your active and up-to-date status.**

**THIS SECTION IS REQUIRED unless organization is a faith based organization, a government entity or a Native American Tribe recognized by the federal government.**

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**Lastly, visit the CA Department of Justice website to verify your organization's registration. Search for your organization , and take a screenshot of the page that shows your organization name, and that its registration with the Department of Justice is CURRENT. Upload this screenshot here.**

**Once again, if your entity is not based out of California, please submit comparable paperwork/screenshot.**

**THIS SECTION IS REQUIRED unless organization is a faith based organization, a government entity or a Native American Tribe recognized by the federal government.**

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**Grant Information**

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**Grant Information**

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<b>Grant Title/ Description</b>	Livestock Housing Roofing
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<b>Is the grant for an Imperial County 4-H or FFA program?</b>	Yes
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<b>Grant Amount Requested</b>	2500
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**What is the need this grant supports?**

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Holtville FFA serves to empower the next generation of agricultural leaders through premier leadership, personal growth and career success. One of the key ways we foster skills like responsibility and work ethic in students is the development of livestock projects, where students gain hands-on experience in raising and caring for animals. These projects not only teach valuable life skills but a deep appreciation for agriculture.

Currently at our facility we have older swine pens that we have converted to use for a variety of animals, especially growing feeder calf projects. As the type of animal in this area has shifted due to student interest and needs we need to provide tin roofing over these pens for additional protection from the elements.

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**Please provide information demonstrating the need exists.**

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To ensure the success and sustainability of these projects, it is imperative to provide adequate roofing material for the shelter and protection of the livestock. Livestock raised as part of FFA projects require appropriate shelter to ensure their well-being. Proper roofing material is essential to shield the animals from extreme weather conditions such as rain, intense sunlight, and high winds. This grant would allow us to provide much needed protection for these student learning projects. When students have access to a secure and weather-resistant shelter for their animals, they can focus on learning essential skills related to animal husbandry and agriculture. Adequate roofing material enhances the educational experience by minimizing disruptions caused by adverse weather. FFA projects are designed to promote lifelong skills and interests in agriculture. By providing roofing material, we invest in the longevity of these projects. Students can continue to participate in FFA and contribute to

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**How will this grant address the need?**

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The requested funding will cover the purchase and installation of roofing material for FFA livestock project shelters. This includes materials such as roofing panels, fasteners, and support structures. Proper installation is essential to ensure the safety and longevity of the shelters. We have obtained competitive quotes from reputable suppliers in our area.. The requested amount aligns with these quotes and ensures that we can provide quality roofing material to support FFA livestock projects.

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**What is the educational impact of the project?**

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Investing in roofing material for FFA livestock projects is a sound decision that will have far-reaching benefits for our students, our communities, and the future of agriculture. By providing this essential resource, we are fostering a generation of informed, responsible, and skilled agricultural leaders who will contribute to the sustainability and growth of the agricultural industry. We kindly request your support to make this vision a reality and positively impact the lives of FFA members and their communities.

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**How will you measure the impact/ results of the project?**

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Holtville FFA is blessed with competent advisors and gracious community support. Advisors, parents and community members will be able to measure the impact and results of the project by time invested in installing the materials as well as time invested in student projects housed in the area..

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**Explain the timeline for implementing any grant funding into action.**

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Holtville FFA hired a new CTE conselor this year. As soon as funds are dispersed he can work on requisitions needed and go acquire the materials. The current plan is as soon as we receive the materials to work with our school maintenance department as well as parent volunteers and our ag mechanics shop to get the roofing material installed within one 8 hour Saturday workshop.

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**What is the number of un-duplicated youth to be served if this grant is funded?** 232

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**Grant Budget**

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**Grant Program Revenue**

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<b>Locher Grant</b>	4500
<b>Other Grants</b>	0
<b>Other revenue</b>	0
<b>Calculated Total Revenue</b>	4500

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**Grant Program Expenditures**

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<b>Equipment</b>	0
<b>Supplies and Materials</b>	4500
<b>Printing and Copying</b>	0
<b>Travel and meetings</b>	0
<b>Marketing and advertising</b>	0
<b>Staff and volunteer training</b>	0
<b>Contract services</b>	0
<b>Other</b>	0
<b>Calculated Total Expenditures</b>	4500

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**Budget Narrative**

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**Please note the calculated "Revenue minus Expenditures" based on your budget inputs entered above. Ideally this difference should be zero. If it is not zero, please explain the difference in the Budget Narrative below.**

0

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**Budget Narrative**

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We do not have any other contributions for this project. The funds will be spent on roofing materials, fasteners and metal to support roofing panels where additional support is needed. There is currently framing that already exists.

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**Submit Grant Application**

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**Signature and Affirmation**

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**By entering your full name below,  
you certify that all information is  
true and correct to the best of your  
knowledge.**

Lindsay Cox

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** DISPOSAL OF OBSOLETE ITEMS  
**DATE:** SEPTEMBER 11, 2023

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

1. 2 rusty old lockers
2. 3 rusty and broken tables
3. Several pieces of scrap metal

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

***ACTION/DISCUSSION***

RECORDING REQUESTED BY  
Holtville Unified School District  
AND WHEN RECORDED MAIL TO:

NAME Holtville Unified School District

STREET ADDRESS 621 East Sixth Street

CITY, STATE & ZIP CODE Holtville, CA 92250

TITLE ORDER NO.

ESCROW NO.

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

APN# \_\_\_\_\_

### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

The undersigned is OWNER or AGENT OF THE OWNER of the interest or estate stated below in the property hereinafter described.

The full NAME of the OWNER is Holtville Unified School District

The ADDRESS of the OWNER is 621 East Sixth Street, Holtville, CA 92250

The NATURE OF THE INTEREST or estate of the undersigned is Owner  
(e.g. fee, leasehold, joint tenancy, vendee under a contract of purchase, etc.)

The full name(s) and address(es) of all persons, if any, who hold such interest or estate with the undersigned as joint tenants or as tenants in common are:

Name	Address
_____	_____
_____	_____

The full name(s) and address(es) of the successor(s) in interest of the undersigned if the property was transferred subsequent to the commencement of the work of improvement herein referred to:

Name	Address
_____	_____
_____	_____

A work of improvement on the property hereinafter described was COMPLETED on 08/16/2023

The work of improvement completed is described as The complete installation of a new P.A. , Bell and Emergency Notification System has been installed at all 6 sites in the Holtville Unified School District.

The name of the original contractor, if any, for such work of improvement was:

Gigakom Inc.

The property on which said work of improvement was completed is in the City of Holtville,

County of Imperial, State of California, and is DESCRIBED AS FOLLOWS:

Electronic clock/speaker units were installed in every classroom and office that existed at the time of contract award.

A total of four central management applicances were installed at Holtville High School, Holtville Middle School, Pine School, Finley Elementary School and Sam Webb High School. All hardware was configured and tested.

The street address of said property is Holtville High School at 755 Olive Ave. - Holtville Middle School at 800 Beale Ave. - Pine Elementary School at 3295 Holt Rd. - Finley Elementary School at 627 E. 6th St. - Sam Webb High School at 522 W. 8th St. and Holtville Unified School District Office at 621 E. 6th St. all in Holtville, CA

(if applicable)

Dated: 9/11/23

\_\_\_\_\_  
Signature of Owner or Agent of Owner

\* There are various types of deed forms depending on each person's legal status. Before you use this form you may want to consult an attorney if you have questions concerning which document form is appropriate for your transaction.

I, Celso Ruiz am the Superintendent of Holtville Unified School District  
(Name of below signor) (Owner, President, Authorized Agent, Partner, etc.)

the declarant of the foregoing Notice of Completion. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
(Signature)



Wednesday, September 06, 2023  
 BID TIME: 12:00 PM  
 Project: New Kitchen and Culinary Arts Complex and Bathrooms



District: Holtville Unified School District  
 Project No: 22077

**BID SUMMARY**

CONTRACTORS	KITCHEN BASE BID A	KITCHEN BASE BID B	Total Bid A + B KITCHEN ONLY	Bid form A & B	Bid Bond	Sub List	Non Collusion	Site Visit	Roof Project Cert	Sufficient Funds Dec	Addendums 1-4
Top Builders Construction											
GA Cox Construction											
Erickson Hall Construction											
CTC											
ESR Construcion Inc	\$2,107,000	\$2,273,000	\$4,380,000	x	x	x	x	x	x	x	x

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Wednesday, September 06, 2023

BID TIME: 12:00 PM

Project: New Kitchen and Culinary Arts Comlex and Bathrooms

District: Holtville Unified School District

Project No: 22077



**BID SUMMARY**

CONTRACTORS	CULINARY BID A	CULINARY BASE BID B	Total Bid A + B CULINARY ONLY	Bid form A & B	Bid Bond	Sub List	Non Collusion	Site Visit	Roof Project Cert	Sufficient Funds Dec	Addendums 1-4
Top Builders Construction											
GA Cox Construction											
Erickson Hall Construction											
CTC											
ESR Construciton Inc	\$148,000	\$252,000	\$400,000	x	x	x	x	x	x	x	x

54

Wednesday, September 06, 2023  
 BID TIME: 12:00 PM  
 Project: New Kitchen and Culinary Arts Complex and Bathrooms



District: Holtville Unified School District  
 Project No: 22077

**BID SUMMARY**

CONTRACTORS	BATHROOM BASE BID A	BATHROOM BASE BID B	Total Bid A + B BATHROOM ONLY	Bid form A & B	Bid Bond	Sub List	Non Collusion	Site Visit	Roof Project Cert	Sufficient Funds Dec	Addendums 1-4
Top Builders Construction											
GA Cox Construction											
Erickson Hall Construction											
CTC											
ESR Construciton Inc	\$105,000	\$155,000	\$260,000	x	x	x	x	x	x	x	x

55

Wednesday, September 06, 2023  
 BID TIME: 12:00 PM  
 Project: New Kitchen and Culinary Arts Complex and Bathrooms



District: Holtville Unified School District  
 Project No: 22077

**BID SUMMARY**

CONTRACTORS	TOTAL BASE BID A AND B FOR KITCHEN, MULTI-USE, CULINARY ART AND BATHROOM	CONSTRUCTION ALLOWANCE - RETURNED TO DISTRICT IF NOT USED	TOTAL BID AMOUNT INCLUDING ALLOWANCE	Bid form A & B	Bid Bond	Sub List	Non Collusion	Site Visit	Roof Project Cert	Sufficient Funds Dec	Addendums 1-4
Top Builders Construction											
GA Cox Construction											
Erickson Hall Construction											
CTC											
ESR Construction Inc	\$8,427,640	\$250,000	\$8,677,640	x	x	x	x	x	x	x	x

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**EMPLOYMENT CONTRACT  
BETWEEN  
CELSO RUIZ  
AND THE  
HOLTVILLE UNIFIED SCHOOL DISTRICT**

This Employment Contract (hereinafter “Contract”) is entered into by and between the Governing Board of the Holtville Unified School District of Imperial County, California (hereinafter referred to as the “Board”) and Celso Ruiz (hereinafter referred to as “Superintendent”). The Board and the Superintendent hereby agree to the terms and conditions set forth below.

**1. Initial Term of Contract**

The Board hereby employs the Superintendent for a period to commence on July 1, 2023 and ending on June 30, 2026, to perform the duties of District Superintendent.

**2. Renewal of Contract at the End of the Term**

This provision applies to the possible automatic extension of this Contract in accordance with Education Code section 35031. If, prior to December 31 of the last year of this Contract, the Board does not send or personally deliver a written notice to the Superintendent that this Contract shall not be renewed, then pursuant to Education Code section 35031, this Contract shall be renewed automatically for a term equal to the Initial Term on the same terms and conditions existing at the time of such renewal. In the event this Contract is automatically extended, then the Governing Board shall ratify any such extension in an open session meeting of the Board. The Board and the Superintendent acknowledge that they have agreed to a notice date of December 31 and that such notice period is greater than the forty-five (45) day advance

Initials \_\_\_\_\_  
\_\_\_\_\_

notice required by Education Code section 35031. This provision shall not be implemented unless the Superintendent between October 1 and November 15, 2025, sends or personally delivers to each member of the Board written notice regarding this provision to include the effect of the December 31 deadline.

**3. Salary**

Effective July 1, 2023, the Superintendent’s annual salary shall be one hundred and ninety-five thousand, three hundred and forty-two dollars (\$195,342) payable in equal monthly installments. The Board reserves the right to increase the annual salary of the Superintendent at any time.

**4. Work Year**

The Superintendent is a full-time certificated management employee who is exempt from overtime. The Superintendent’s work year shall be two hundred and twenty (220) work days in each school year (July 1-June 30). However, if the Superintendent believes that there is a need to work any additional work day(s) beyond the two hundred and twenty (220) work days per year, and the Board agrees to such additional work day(s), then the Superintendent shall be paid at his current per diem rate for each additional work day. The per diem rate is the annual salary as may be increased in any year of this Contract, divided by two hundred and twenty for each full extra work day actually worked by the Superintendent and authorized by the Board not to exceed twenty (20) additional work days.

The Superintendent may use non-work days or time outside of the regular work day to undertake consulting work, speaking engagements, writing, lecturing, or other professional endeavors, provided that such undertakings are not incompatible with his employment do not

Initials \_\_\_\_\_  
\_\_\_\_\_

constitute a conflict of interest, and do not interfere with or adversely affect his performance as the Superintendent. The Superintendent shall advise the Board whenever the Superintendent undertakes such activities. The Superintendent also may engage in professional growth activities so long as such engagement does not interfere with his normal duties or impair his effectiveness. Such professional growth activities include, but are not limited to, attendance at workshops, conferences and meetings related to the duties of a superintendent.

**5. Benefits**

The Superintendent shall be provided District-paid medical, dental, vision and life insurance benefits, available to certificated management employees, for himself and his family at no cost to the Superintendent.

Upon the Superintendent's retirement from the District, the District shall provide the Superintendent with retiree medical, dental and vision healthcare coverage for himself and his family until the Superintendent reaches the age of eligibility for Medicare. The Superintendent may select family medical, dental and vision healthcare coverage from health care plans provided to certificated bargaining unit employees of the District. The District shall pay an annual maximum contribution of \$25,000 towards the total cost of the Superintendent's retiree medical, dental and vision healthcare benefits for himself and his family. Any amount beyond this maximum cap shall be paid by the Superintendent on a monthly basis.

The Superintendent shall be entitled to all statutory benefits as a certificated employee (Education Code sections 44962 - 44988). He shall receive twelve (12) days of paid sick leave each school year pursuant to Education Code section 44978.

The Superintendent shall retain vacation days accrued prior to serving as the

Initials \_\_\_\_\_  
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Superintendent. Upon separation from the District, vacation time earned but not used may be used by the Superintendent prior to his last day in paid status or he may elect instead to be paid for the earned but unused vacation.

The Superintendent shall be reimbursed for all necessary and reasonable business expenses incurred on behalf of the District which are documented and submitted pursuant to the procedures of the District. Such business expenses include, but are not limited to, business-related travel (lodging, meals, parking, tolls), out of county mileage at the District approved rate, the costs of membership in professional organizations, and purchase of business-related supplies. The District shall pay the Superintendent's annual dues to ACSA. The Superintendent shall not exceed the amounts budgeted for such purposes by the Board.

The Superintendent is required to possess and maintain an automobile for the performance of his duties. Travel outside of Imperial County on District business will be reimbursed in accordance with Board Policy and District procedures. The Superintendent may additionally utilize a District owned vehicle for District related business.

**6. Duties and Responsibilities**

The Superintendent shall be the Chief Executive Officer of the District and shall act as Secretary to the Board. He shall give her exclusive professional services to the District during the period of this Contract except as otherwise provided in this Contract, and he shall attend all regular and special meetings of the Board unless otherwise excused by the Board President. The Superintendent shall have the authority of Superintendent as prescribed by the laws of the State of California, and shall have such powers and duties which are delegated to him by the Board. The Superintendent shall have the primary responsibility for execution of Board Policy, and the

Initials \_\_\_\_\_  
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Board shall retain the responsibility for formulating and adopting said policy. The parties agree, individually and collectively, not to interfere with or usurp the responsibilities of the other party. The Superintendent shall have primary responsibility for all personnel matters, including selection, assignment and transfer of all employees, subject to prior approval of the Board. In all personnel matters, the Superintendent shall present his recommendation to the Board. In the event the Board does not approve said recommendation, the Superintendent shall submit another recommendation to the Board within a reasonable time. The Superintendent agrees to competently, efficiently and effectively carry out all of his assigned duties and responsibilities.

**7. Performance Evaluation**

The Board and the Superintendent acknowledge that the employment relationship between the Board and the Superintendent is a very special and important relationship. This relationship requires regular communication and feedback. The Superintendent shall, on an as needed or as directed basis, but not less than approximately every four (4) months, schedule a closed session of the Board for an informal evaluation conference of the Superintendent. The Board may evaluate the Superintendent in writing at any time and at least once each year.

**8. Termination of Contract**

This Contract may be terminated by mutual consent at any time, or by non-renewal pursuant to Section 2 of this Contract, or by the Board for cause or for material breach of this Contract, or by the Board without cause, or by the Board because of continuing disability of the Superintendent, or by resignation of the Superintendent upon ninety (90) days prior written notice to the Board. For the purposes of this provision, "cause" is defined as unsatisfactory performance or any cause for which permanent certificated employees may be subject to

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discipline as listed in Education Code section 44932. "Breach" is defined as the violation or failure to comply with a material term of this Contract. In the event of a proposed termination of this Contract for cause, the Board shall give at least thirty (30) days prior written notice to the Superintendent with specific charges which shall constitute a material breach of this Contract. The Superintendent shall be given a reasonable opportunity to be heard in the way of any explanation or defense before any final decision on the proposed termination of this Contract by the Board. At such meeting, the Superintendent may be represented by counsel of his choice and at his own expense. In the event of a termination for cause or breach, the Superintendent shall not be entitled to payment of any salary or benefits beyond the effective date of termination.

The Board within its discretion may terminate this Agreement without cause at any time upon written notice to the Superintendent. In the event this Contract is terminated without cause, the Superintendent shall receive a maximum cash severance payment equal to the monthly salary of the Superintendent multiplied by twelve (12) months, or the number of months left on the unexpired term of this Contract, whichever is the lesser amount. This provision is required by Government Code section 53260, and shall be implemented consistent with that law. This Severance Payment shall be payable in accordance with the District's regular payroll cycle or, at the Board's discretion, in a lump sum. This Severance Payment shall be provided to the Superintendent only if (1) the Superintendent executes a Separation Agreement prepared by the Board which includes a full general release of any and all claims, including all those known or unknown, against the Board, and its individual members, all Officers, all employees, and all agents arising out of or in any way related to the Superintendent's employment or termination of employment with the District; (2) and the Superintendent agrees to cooperate fully with the

Initials \_\_\_\_\_  
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Board in the transition of her duties and comply with all District Policies and Procedures. All other obligations to the Superintendent under this Contract shall be automatically terminated and completely extinguished. In accordance with Government Code section 53243.2, any severance payment to the Superintendent shall be fully reimbursed to the District if the Superintendent is convicted of any crime involving an abuse of his office or position with the District as defined by applicable law.

In the event of a proposed termination of this Contract because of the continuing disability of the Superintendent, the Board shall give at least thirty (30) days prior written notice to the Superintendent. No such notice shall be sent until there are no remaining days of paid leave available to the Superintendent, and the Superintendent is not able to perform the essential duties of his position with or without reasonable accommodation. The Superintendent shall be given a reasonable opportunity to be heard in the way of any explanation or defense before any final decision on the proposed termination of this Contract because of continuing disability.

**9. Reassignment Upon Termination of Agreement.**

Upon termination of this Agreement, as specified in paragraph 8 of this Agreement, the Superintendent has the right to return to his Assistant Superintendent position with the District on the same terms and conditions as he was performing immediately prior to serving as Superintendent. When he served as Assistant Superintendent, the Superintendent received annual stipends of \$10,000 and \$5000 (in addition to his Assistant Superintendent salary) for serving as principal of the District's Sam Webb Continuation High School and coordinating the summer school program respectively. The Superintendent also shall have the right to return to these additional roles on the same terms and conditions. In addition, should the Superintendent elect to return to his Assistant Superintendent position upon termination of this Agreement, he shall receive an annual salary that is consistent with placement at "Step 5/Assistant

Initials \_\_\_\_\_  
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Superintendent” on the District’s then current administrator salary schedule, and his salary shall be based on a work year of two hundred and twenty (220) work days.

**10. Provision Required By Government Code Section 53260**

Regardless of the term of this Agreement or any other provision contained in it, Government Code section 53260 requires that every employment agreement include a provision which provides that regardless of the term of the contract, if the contract is terminated, the maximum cash settlement that an employee may receive shall be an amount equal to the monthly salary multiplied by the number of months remaining on the unexpired term of the contract. However, in the case of a district superintendent, if the unexpired term of the contract is greater than twelve months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by twelve. Any cash settlement shall not include any other noncash items except for health benefits, which may be continued for the same duration of time as covered in the settlement. Again, however, if the unexpired term is greater than twelve (12) months, the maximum time for which the District may agree to continue health benefits paid for by the District shall be twelve (12) months. Section 53260 notwithstanding, if the termination is based on fraud, misappropriation of funds, or other illegal fiscal practices, Government Code section 53260 prohibits the District from providing any cash or noncash settlement in an amount greater than the Superintendent’s monthly salary multiplied by a number from zero to six (6) as determined by a hearing officer after a hearing. The intent of this provision is only to satisfy the requirements in Government Code section 53260-53264, and shall be interpreted consistently with these statutes.

If the Superintendent is convicted of a crime involving the abuse of office or position, the Superintendent agrees that he shall fully reimburse the District for all of the following: (1) any paid leave salary paid by the District to the Superintendent pending an investigation; (2) any funds paid by the District for the legal criminal defense of the Superintendent; and (3) any cash settlement paid to the Superintendent related to the termination of the Superintendent employment. This provision expressly does not oblige the District to make any of these payments. The intent of this provision is to satisfy the requirements in Government Code sections 53243.1-53244, and shall be interpreted consistently with these statutes.

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**11. Miscellaneous Provisions**

This Contract is subject to the applicable laws of the State of California and to the rules and regulations of the State Board of Education.

This Contract is an integrated Contract and the sole and only Contract between the parties regarding the terms and conditions of the Superintendent's employment and supersedes any prior written or oral understandings or agreements regarding such terms and conditions. The Superintendent shall maintain a valid administrative credential issued by the State of California which shall remain in effect at all times during the term of this Contract. Failure to do so shall constitute cause for termination of this Contract.

This Contract can be changed or modified only by a written document signed by both parties, except that the Board reserves the right to increase the Superintendent's salary at any time.

If any term or provision of this Contract is determined to be illegal by a court of competent jurisdiction, then such term or provision shall be severed from this Contract and the remaining terms and provisions shall be in full force and effect.

**12. Ratification**

The Superintendent and the Board agree that this Contract is not binding or enforceable unless it is ratified by the Board in open session at a meeting of the Board.

\_\_\_\_\_  
Celso Ruiz

\_\_\_\_\_  
President of the Governing Board of  
the Holtville School District

Initials \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Ratified in an open session of the Governing Board on: \_\_\_\_\_

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**BEFORE THE BOARD OF EDUCATION  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
COUNTY OF IMPERIAL, STATE OF  
CALIFORNIA**

**RESOLUTION #2023/24-001**

**REINSTATEMENT OF SPECIAL RESERVE FOR CAPITAL OUTLAY PROJECTS  
(FUND 40)**

**WHEREAS**, the Holtville Unified School District established a Special Reserve for Capital Outlay Projects fund, as permitted in Education Code Section 17462, 41003 & 42840 in 2013; and

**WHEREAS**, this fund exists primarily to provide for the accumulation of General Fund moneys for capital outlay purposes (Education Code Section 42840); and

**WHEREAS**, the District has funds committed within the General Fund for capital outlay projects that would be more appropriately maintained in Fund 40;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Holtville Unified School District that the Special Reserve for Capital Outlay fund shall be reinstated and that those funds reserved in the General Fund for capital facilities shall be transferred there; and

**BE IT FURTHER RESOLVED**, that the Board of Education shall authorize, by this resolution, the County Auditor and the County Treasurer to reinstate the Special Reserve for Capital Outlay fund for said district; and

**BE IT FURTHER RESOLVED**, that the Board of Education, by written authorization to the County Superintendent of Schools, shall request during the fiscal year the transfer or deposit and payment of funds by the County Auditor and the County Treasurer from Fund of said district.

**PASSED AND ADOPTED** by the Board of Education of the Holtville Unified School District on September 11, 2023, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Education

ATTEST:

I, \_\_\_\_\_, Clerk/Secretary of the Board of Education of the Holtville Unified School District, County of Imperial, do hereby certify the foregoing to be a full, true and correct copy of a resolution adopted by said Board at a meeting held at its regular meeting place on September 11, 2023, which action is contained in the minutes of the meeting of the Board.

\_\_\_\_\_  
Clerk/Secretary, Board of Education



**RESOLUTION 2023/24-002 FOR ADOPTING THE “GANN” LIMIT**  
**Holtville Unified School District**  
*(Normal, no increase to Limit pursuant to G.C. 7902.1)*

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called “Gann Limits,” for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2022-23 fiscal year and a projected Gann Limit for the 2023-24 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2023-24 and 2023-24 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2022-23 and 2023-24 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSENT \_\_\_\_\_ ABSTAINED \_\_\_\_\_

Attest:

Date:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President

RESOLUTION NO. 2023/24-003

COMMITTING END FUND BALANCE

A RESOLUTION OF THE HOLTVILLE UNIFIED SCHOOL DISTRICT, ESTABLISHING  
COMMITTED FUND BALANCES IN THE ADULT EDUCATION FUND IN THE  
AMOUNTS OF:

Fiscal Year 2022-23 = \$42,383.04 (Unaudited Actuals Balance)

Fiscal Year 2023-24 = \$43,683.04 (Projected Budget Balance)

IN ACCORDANCE WITH GOVERNMENTAL ACCOUNTING  
STANDARDS BOARD STATEMENT 54 AND HOLTVILLE UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 10/11-006, ESTABLISHING FUND BALANCE POLICY

WHEREAS, the Governmental Accounting Standards Board (“GASB”) has adopted  
Statement 54 (“GASB 54”), a new standard for governmental fund balance reporting and  
governmental fund type definitions that became effective in governmental fiscal years starting  
after June 15, 2010, and

WHEREAS, GASB 54 allows the governing body to formalize the commitment of  
unassigned fund balances to a specified purpose; and

WHEREAS, the Governing Board is the highest level of decision making authority, and  
has the authority to commit, assign, or evaluate fund balance classifications and identify the  
intended uses of committed or assigned funds; and

WHEREAS, the committed fund balance classification reflects amounts subject to  
internal restraints self-imposed by the Holtville Unified School District; and

WHEREAS, once the committed fund balance restraints are imposed, it requires the  
constraint to be removed by the Governing Board of the Holtville Unified School District prior  
to redirecting the funds for other purposes;

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE  
HOLTVILLE UNIFIED SCHOOL DISTRICT:

THAT, in accordance with the provisions of GASB 54, the Holtville Unified School  
District hereby commits the above referenced funds to be used for Adult Education Fund  
expenditures, including any costs of teaching, clerical, or support staff, materials and services  
expenses directly incurred by the Holtville Unified School District Adult Education Program,  
and/or any indirect administrative charges incurred as a result of operating the Adult Education  
Program within the Holtville Unified School District.

APPROVED, AND ADOPTED on this the 11th day of September, 2023.