



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Regular Board Meeting

April 17, 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



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

Monday, April 17, 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

Ben Abatti Jr., Member

Julie Duarte, Member

Matt Hester, Member

Pedro Campos, Student Rep

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

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

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

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

4. CLOSED SESSION

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

B) Negotiations with the CSEA Chapter 338 – Pursuant to Government Code Section 3549.1

D) Negotiations with Holtville Teachers Association – Pursuant to Government Code Section 3549.1

5. REPORTABLE CLOSED SESSION ACTIONS:

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6. RECOGNITIONS

*Migrant Speech & Debate
FFA State Ag Conference*

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

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

8. COMMUNICATIONS FROM THE SCHOOL DISTRICT

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

9. INFORMATION ITEMS

A) Dual Enrollment with Imperial Valley College (Victor Torres)

10. CONSENT AGENDA

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

A. GENERAL FUNCTION

*1) Adoption of Minutes: March 13 & 16, 2023 Pgs. 2-5
(Supplemental Information)*

B. FINANCE AND BUSINESS

*1) Warrant Orders week beginning 3/16/23 to week ending 4/6/23 Pgs. 7-19
(Supplemental Information)*

C. PERSONNEL SERVICES

*1) Classified Employment Pg. 21
2) Coaching Employment Pg. 22
3) Certificated Maternity Leave Pg. 23
4) Classified Resignation Pg. 24
5) Coaching Resignation Pg. 25*

D. GENERAL BUSINESS

The Board is asked to approve the following items:

*1) Removal/disposal of obsolete technology equipment at HHS Pg. 27
2) County of Imperial Department of Behavioral Health Services Vista Sands Annual Agreement with HUSD Pgs. 28-36*

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HOLTVILLE UNIFIED SCHOOL DISTRICT
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GENERAL BUSINESS continued

- 3) *College & Career Access Pathways A Dual Enrollment Partnership Agreement between HUSD & Imperial Valley College* Pgs. 37-52
- 4) *Annual Statement of Need 30-Day Substitute & Designated Subjects Career Technical Education 30-Day Substitute Teaching Permits* Pgs. 53-54
- 5) *Quarterly Report on Williams Uniform Complaints quarter ending March 31, 2023* Pg. 55
- 6) *Temporary Athletic Team Coach Certification SY 2022/23* Pg. 56
- 7) *Overnight stay in Ontario, CA for FFA Parli Pro competition 3/31/23 to 4/1/23* Pg. 57
- 8) *Out of State trip to Arizona Western College in Yuma, AZ for HMS & Pine students on 5/22/23* Pg. 57
- 9) *Overnight trip for FFA to Fresno, CA 4/19/23-4/22/23* Pg. 57
- 10) *MOU Between the Imperial County office of Education & Holtville Unified School District regarding Payroll Clerk Services for the 2023-24 Fiscal Year* Pgs. 58-62
- 11) *MOU between the Imperial County Office of education & Holtville Unified School District regarding the ERP System* Pgs. 63-69
- 12) *Independent Contractor Service Agreement Between Holtville Unified School District & Debra Thu to provide speech-language pathology services* Pgs. 70-74
- 13) *MOU between Imperial Valley Regional Occupational Program & the Holtville Unified School District for the delivery of core career Technical Education* Pgs. 75-81

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

11. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

A) Approve the Declaration of Need for Fully Qualified Educators

(Mr. Ruiz) Pgs. 83-86

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

B) Approve Board Resolution 2022/23-009 for Day of the Teacher May 10, 2023

(Mr. Ruiz) Pg. 87

Motion: _____ Second: _____ Preferential Student Vote - Aye: ____ Nay: ____
Roll Call Vote: Grizzle: ____ Garewal: ____ Abatti: ____ Duarte: ____ Hester: ____
Ayes: ____ Nays: ____ Vote: ____ - ____

C) Approve Board Resolution 2022/23-010 for Classified School Employees Week May 21–27, 2023

(Mr. Ruiz) Pg. 88

Motion: _____ Second: _____ Preferential Student Vote - Aye: ____ Nay: ____
Roll Call Vote: Grizzle: ____ Garewal: ____ Abatti: ____ Duarte: ____ Hester: ____
Ayes: ____ Nays: ____ Vote: ____ - ____

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ACTION/DISCUSSION continued

- D) Approve Board Resolution 2022/23-011 Allowing the Class of 2024 to Maintain Funds Within the Associated Student Body Until June 30, 2024** (Mr. Garcia) Pgs. 89-90

Motion: _____ Second: _____ Preferential Student Vote - Aye: ____ Nay: ____
Roll Call Vote: Grizzle: ____ Garewal: ____ Abatti: ____ Duarte: ____ Hester: ____
Ayes: ____ Nays: ____ Vote: ____ - ____

- E) Approve Board Resolution 2022/23-012 a resolution of the Board of Trustees of the Holtville Unified School District in Opposition to Imagine Schools Imperial County's Petition for a Countywide benefit Charter** (Mr. Ruiz) Pgs. 91-92

Motion: _____ Second: _____ Preferential Student Vote - Aye: ____ Nay: ____
Roll Call Vote: Grizzle: ____ Garewal: ____ Abatti: ____ Duarte: ____ Hester: ____
Ayes: ____ Nays: ____ Vote: ____ - ____

- F) Approve the HUSD Designated English Language Development (D-ELD) Expectations Grades TK-5** (Mr. Velazquez) Pgs. 93-96

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

- G) Approve the HUSD Designated English Language Development (D-ELD) Expectations Grades 6-12** (Mr. Velazquez) Pgs. 97-100

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

- H) Approve 2021-22 Audit Report**

(Mr. Wells) Pgs. 101

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

- I) Approve the Agreement with the California School Employee Association and its Holtville Chapter 338 to fully settle Reopener Negotiations for the 2022/23 school year, to settle Negotiations for the 2023/24 school year, and to Establish a New Three-Year Agreement to remain in effect from June 1, 2022 until June 30, 2025** (Mr. Wells) Pgs. 102-108

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

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
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12. FUTURE BOARD MEETING DATE

Monday, May 15, 2023 is the next Regular Board Meeting

13. ADJOURNMENT

*****A hard 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 – March 13, 2023**

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The Board of Trustees of the Holtville Unified School District met in a Regular Session on March 13, 2023, at the Holtville Unified School District Board Room 621 E 6th Street, Holtville, California. The meeting was called to order at 5:00 p.m. by the Presiding Chairman.

MEMBERS PRESENT: Jared Garewal, Clerk; Ben Abatti Jr., Member, Julie Duarte, Member; Matt Hester, Member; Celso Ruiz, Superintendent; John Paul Wells, Assistant Superintendent; Pedro Campos, Student Rep.

MEMBERS ABSENT: Kevin Grizzle, President

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

Negotiations with the CSEA Chapter 338 – Pursuant to Government Code Section 3549.1

Negotiations with Holtville Teachers Association - Pursuant to Government Code Section 3549.1

REPORT OF CLOSED SESSION In: 5:05 p.m. **Out:** 6:04 p.m.

Nothing to report.

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

Nothing

COMMUNICATIONS FROM THE SCHOOL DISTRICT

CSEA – Karla Larios thanked the Board for their time and cooperation.

Student Rep – Pedro Campos announced that the FFA conference would be the following week in Ontario. High School Madness was fun, but HHS was disqualified because of a couple of issues, but they showed great spirit. ASB is in the process of organizing the ASB election. The HHS senior class will be going to Disneyland on June 3rd.

Board members – Mr. Hester, Mrs. Duarte and Mr. Abatti congratulated the students that participated at the fair. Holtville was well represented in both livestock and exhibits. Mr. Garewal also congratulated the HHS senior class on the BBQ plate fundraiser.

CONSENT AGENDA

GENERAL FUNCTIONS

Moved by Trustee Abatti, Seconded by Trustee Duarte to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: February 21, 2023.

FINANCE AND BUSINESS – Warrant orders week beginning 2/16/23 to week ending 3/9/23.

PERSONNEL SERVICES – Coaching Resignation of Jason Turner, Head Flag Football Coach (HMS). Certificated Retirement of Jo Ann Rojas, Teacher (HMS); Ramiro Marquez, Teacher (HMS). CTE Employment of Anthony Martinez, Information & Communication Technologies (ICT) Sector (HHS). GENERAL BUSINESS – Grant Award Notification for Career Technical Education Incentive Grant. Overnight trip for HHS soccer team to Irvine, CA 3/17/23 – 3/18/23. Donation in the amount of \$200 to HHS ASB from Ronald & Sharyl Ponce. Imperial Irrigation District 2023 Special Project Grant Application. All approved by unanimous votes, Ayes: 4, Nays: 0. Vote: 4-0.

ACTION/DISCUSSION ITEMS

Moved by Trustee Hester, Seconded by Trustee Abatti to adopt the Holtville Unified School District Home-To-School Transportation Plan. The plan has the services provided and calculated costs. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Hester to approve Anthony Martinez to teach Information & Communication Technologies, grades 9th – 12th at Holtville High School with an English Language Variable Term Waiver for the 2022/23 school year. Mr. Ruiz explained that Mr. Martinez will begin the process to receive a CTE credential. The waiver is put in place because of English Learners that may be in the class. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0. Moved by Trustee Hester, Seconded by Trustee Duarte to approve Purchase Contract of Musco Lighting System (2 poles/bases, 16 factory aimed/assembled luminaries, and associated assemblies and components) in the amount of \$125,600, utilizing Sourcewell purchase Contract# 071619-MSL. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0. Moved by Trustee Duarte, Seconded by Trustee Abatti to approve AMS Proposed Change Orders #1 and #2 for the addition of metal canopies to Pine, HMS, and Finley modular restroom buildings to align with current California Division of State Architect public school building codes. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Duarte to approve ESR Construction Change Order #s 1-5 to project# 04-2022 (Improvements to Finley Elementary School and Foundations for Portable Bathroom Buildings) \$169,791. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0. Moved by Trustee Hester, Seconded by Trustee Abatti to approve ESR Construction Change Order #s 6-7 to projects# 03-2022 (Installation of Various Site and International Improvements and Security System at HUSD School Sites) \$161,100. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0. Moved by Trustee Duarte, Seconded by Trustee Hester to approve Allegro Planning architectural/engineering services proposal for the installation of Musco Field Lighting at Holtville Middle School totaling \$37,000. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0.

**Holtville Unified School District
Regular Board Meeting
Minutes – March 13, 2023**

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ACTION/DISCUSSION continued

Moved by Trustee Abatti, Seconded by Trustee Duarte to approve 2022-23 Second Interim results covering the time period between 7/1/22 – 6/30/23 (estimated projections). The 2022 Report. Mr. Wells presented a PowerPoint discussing the budget figures and bottom line -23 General Fund bottom line total revenues are \$20,491,635 in unrestricted and \$18,933,184 in restricted. The 2022-23 GF bottom line in total expenses is \$20,240,328 in unrestricted and \$19,325,548 in restricted. The GF ending balance shows a July 1 beginning balance of \$10,145,883 total in both unrestricted and restricted and a June 30 ending balance of \$10,004,826. From the First Interim report, the General Fund unrestricted is down about \$91,000 due to increased stipend cost, increased yard duty cost and increased liability insurance costs. The District will continue to monitor 2022-23 projections and make updates as necessary. The next report will be the 2023-24 Budget adoption in June, that will include the Estimated Actuals. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0.

FUTURE BOARD MEETING DATE

Regular Board Meeting: Monday, April 17, 2023

ADJOURNMENT

The meeting adjourned at 6:42 p.m.

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

**Holtville Unified School District
Special Board Meeting
Minutes – March 16, 2023**

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The Board of Trustees of the Holtville Unified School District met in a Special Session on March 16, 2023, at the Holtville Unified School District Board Room, 621 East Sixth Street, Holtville, California. The meeting was called to order at 9:04 a.m. by the Presiding Chairman.

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

MEMBERS ABSENT: Kevin Grizzle, President; Julie Duarte, Member.

MODIFICATION OF THE AGENDA: None

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

CLOSED SESSION

A) Student Discipline Pursuant to California Code Section 48900 #2519802742

B) Negotiations with Holtville Teachers Association – Pursuant to Government Code Section 3549.1

REPORT OF CLOSED SESSION In: 9:05 a.m. **Out:** 10:13 a.m.

The Governing Board in closed session by unanimous vote took action to expel the following student from Holtville Unified School District pursuant to Educational Code Section 48900. Student #2519802742

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

FUTURE BOARD MEETING DATE

Monday, April 17, 2023 Regular Board Meeting

ADJOURNMENT

The meeting adjourned at 10:15 a.m.

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

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

WARRANTS

Register 000234 - 03/09/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000234, Dated 03/09/2023					
23214705	714.68	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23214706	195.50	Printed	010		BAKER DISTRIBUTING COMPANY (000053/1)
23214707	670.06	Printed	010		CALIBER SCREENING (000075/1)
23214708	1,656.29	Printed	010		CALIFORNIA SCHOOLS VEBA (000083/1)
23214709	780.00	Printed	010		City of El Centro (000939/1)
23214710	1,000.00	Printed	010		CITYSPAN TECHNOLOGIES (000103/2)
23214711	743.83	Printed	010		COSTCO (000110/1)
23214712	215,856.58	Printed	010		CREATIVE BUS SALES (000113/4)
23214713	1,000.00	Printed	010		CURRICULUM ASSOCIATES (000116/2)
23214714	952.98	Printed	010		D LUPITAS RESTAURANT (000119/1)
23214715	42.00	Printed	010		David West (000758/1)
23214716	1,116.00	Printed	010		DAVID WEST INSURANCE (000121/1)
23214717	15.75	Printed	130		DEL SOL MARKET (000125/1)
23214718	4,952.43	Printed	210		ENVIROPLEX, INC (001043/1)
23214719	167.30	Printed	130		FBC OF HENDERSON LLC (000154/2)
23214720	930.60	Printed	010		FIDELITY SECURITY LIFE INSURANCE CO (000276/1)
23214721	104.74	Printed	010		GEORGES PIZZA (000177/1)
23214722	3,256.00	Printed	010		HIGHLINE CHARTER, INC (000637/1)
23214723	986.15	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23214724	529.28	Printed	010		HONORS GRADUATION LLC (000745/1)
23214725	116,674.77	Printed	010		HOUGHTON MIFFLIN HARCOURT (000205/1)
23214726	600.00	Printed	010		IMPERIAL COUNTY BEHAVIORAL (000216/1)
23214727	13,865.46	Printed	010		Imperial County Sheriff (000938/1)
23214728	827.21	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
23214729	878.75	Printed	010		Jack Schreder & Associates (000824/1)
23214730	89.90	Printed	010		JOHN DEERE FINANCIAL (000324/1)
23214731	208.22	Printed	010		JONES BROS GLASS (000248/1)
23214732	128.52	Printed	010		LEDEZMA, FERNANDA (000611/1)
23214733	250.00	Printed	010		LORI'S SANITATION, LLC (000710/1)
23214734	188.06	Printed	010		MANGE, KACI (001094/1)
23214735	4,000.00	Printed	010		MONSIDO, INC (000984/1)
23214736	2,836.04	Printed	010		Moving Minds (000181/2)
23214737	22,700.00	Printed	010		Oakview Constructors, Inc. (001008/1)
23214738	503.50	Printed	010		PITNEY BOWES BANK INC PURCHASE POWER (000308/2)
23214739	647.18	Printed	010		PowerSchool Group (000732/3)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/09/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Register 000235 - 03/16/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000235, Dated 03/16/2023					
23215762	2,178.50	Printed	010		AIRWAVE COMMUNICATIONS (001092/1)
23215763	2,227.70	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23215764	14,531.47	Printed	010		APPLE COMPUTER INC (000037/1)
23215765	2,930.56	Printed	010		BDJTech (000925/3)
23215766	3,742.28	Printed	010		C R and R INCORPORATED (000070/2)
23215767	773.99	Printed	010		CALIBER SCREENING (000075/1)
23215768	365.70	Printed	010		CALIFORNIA INTERSCHOLASTIC FED (000080/4)
23215769	87.51	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
23215770	4,302.83	Printed	010		CARDMEMBER SERVICES (000322/2)
23215771	195.00	Printed	010		CHARLES ZUCKERMAN (001120/1)
23215772	2,327.18	Printed	010		CITY OF HOLTVILLE (000102/1)
23215773	676.86	Printed	010		D LUPITAS RESTAURANT (000119/1)
23215774	341.27	Printed	010		Daniela Jimenez (001122/1)
23215775	26.34	Printed	130		DEL SOL MARKET (000125/1)
23215776	194.00	Printed	010		Department of Justice Accounting Office (000130/1)
23215777	3,123.76	Printed	130		DOMINOS PIZZA (000142/1)
23215778	3,137.50	Printed	010		EARTH SYSTEMS (001037/1)
23215779	119.50	Printed	130		FBC OF HENDERSON LLC (000154/2)
23215780	239.90	Printed	010		FORENSIC DRUG TESTING (000162/1)
23215781	3,234.75	Printed	010		Frontline Technologies Group (000914/2)
23215782	1,039.89	Printed	010		GEORGES PIZZA (000177/1)
23215783	22,499.58	Printed	010		GIGA KOM (000179/2)
23215784	177.00	Printed	010		GUZMAN, LILIAN (000525/2)
23215785	1,582.03	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23215786	2,055.84	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
23215787	11,665.45	Printed	010		HOUGHTON MIFFLIN HARCOURT (000205/1)
23215788	1,578.01	Printed	010		ICOE (000210/1)
23215789	437.10	Printed	010		ICOE (000210/1)
23215790	1,240.71	Printed	010		ICOE (000210/1)
23215791	1,980.60	Printed	010		IMPERIAL COUNTY OFFICE OF ED (000218/1)
23215792	827.21	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
23215793	112.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
23215794	759.45	Printed	010		JOHNSTON, CARL J (000533/1)
23215795	1,204.24	Printed	010		Jonathan Ayon (001121/1)
23215796	35.00	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/16/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Register 000235 - 03/16/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000235, Dated 03/16/2023 (continued)					
23215797	131.25	Printed	010		LEDEZMA, FERNANDA (000611/1)
23215798	151.58	Printed	130		LUZ CHABOLLA (000495/1)
23215799	583.10	Printed	010		MADRIGAL, MARIANA (001028/1)
23215800	1,213.33	Printed	010		MEDIC FIRST (000700/2)
23215801	44.89	Printed	010		ORANGE COUNTY DEPARTMENT OF ED (000294/2)
23215802	250.00	Printed	010		PHILLIPS, BRIAN (000562/1)
23215803	27.30	Printed	010		PIZANO, NADIA (000993/1)
23215804	190.48	Printed	010		QUILL CORP (000318/1)
23215805	700.00	Printed	010		R and M SPORTS (000319/1)
23215806	571.51	Printed	010		RAMOS, PATRICIA (000578/1)
23215807	83.50	Printed	010		ROMANS WATER (000331/1)
23215808	323.47	Printed	010		ROTO ROOTER SEWER (000332/1)
23215809	35.00	Printed	010		SALAZAR, MARTHA (000750/1)
23215810	329.86	Printed	010		Scanning Pens (001048/1)
23215811	451.00	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
23215812	6,047.31	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
23215813	5,750.00	Printed	010		SOWN TO GROW, INC (001119/1)
23215814	454.38	Printed	010		SPARKLETTS WATERS (000370/1)
23215815	5,623.01	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
23215816	237.11	Printed	010		UNFIRST CORPORATION (000727/2)
23215817	250.00	Printed	010		VanHaren, KRYSTLE (000597/1)
23215818	980.22	Printed	010		Velazquez, Gerardo (000795/1)
23215819	1,183.19	Printed	010		Verizon Wireless Services LLC (000422/1)
23215820	180.35	Printed	010		VILLEGAS, BRENDA (000596/1)
23215821	1,120.70	Printed	010		WATER TREATMENT SERVICES (000483/1)
23215822	250.00	Printed	010		WILLIAMS, SAMANTHA (000593/2)
23215823	170.81	Printed	010		WOLFE, EMILY (000592/2)
23215824	663.20	Printed	010		WRIGHT, GINA (000591/2)

119,947.26

Number of Items

63 Totals for Register 000235

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/16/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Org Summary

Holtville Unified School District

Check #	23215762	through	23215824	Total Count	63	\$119,947.26
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Register 000236 - 03/23/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000236, Dated 03/23/2023					
23216596	134.36	Printed	010		AGUIRRE, LILLIAN (000503/1)
23216597	2,369.24	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23216598	175,264.59	Printed	010		AMPLIFY EDUCATION (000781/1)
23216599	492.75	Printed	010		ANGULO, ASLYNN (000506/1)
23216600	38,757.68	Printed	010		APPLE COMPUTER INC (000037/1)
23216601	33.39	Printed	010		AUTO ZONE (000049/1)
23216602	1,930.86	Printed	010		AVILA, DAVID (000510/1)
23216603	5,439.14	Printed	010		CARDMEMBER SERVICES (000322/2)
23216604	7,500.00	Printed	010		COLBI TECHNOLOGIES, INC (000949/1)
23216605	514.11	Printed	010		D LUPITAS RESTAURANT (000119/1)
23216606	158.31	Printed	010		DEL SOL MARKET (000125/1)
23216607	9,140.00	Printed	010		Department of General Services (000760/1)
23216608	690.00	Printed	010		Eleuterio Lopez (000675/1)
23216609	351,714.82	Printed	010		ESR Construction (000864/1)
23216610	298.75	Printed	130		FBC OF HENDERSON LLC (000154/2)
23216611	790.59	Printed	010		GAS COMPANY (000172/1)
23216612	332.62	Printed	010		GEORGES PIZZA (000177/1)
23216613	17.50	Printed	010		GONZALES, HECTOR (000780/2)
23216614	1,958.01	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23216615	16.00	Printed	010		IMPERIAL COUNTY PUBLIC HEALTH (000219/1)
23216616	24,593.56	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
23216617	2,543.75	Printed	010		Jack Schreder & Associates (000824/1)
23216618	2,506.35	Printed	010		JOHNSTON, CARL J (000533/1)
23216619	41,846.77	Printed	130		KaTom Restaurant Supply, Inc (001127/1)
23216620	177.67	Printed	010		LEDEZMA, FERNANDA (000611/1)
23216621	1,498.78	Printed	010		MCCLURE, RICHARD (000799/1)
23216622	750.00	Printed	010		MEDIC FIRST (000700/2)
23216623	59.96	Printed	010		MIGUEL MATA (000496/1)
23216624	588.18	Printed	010		Moving Minds (000181/2)
23216625	731.32	Printed	010		PEREZ, NANCY (000722/1)
23216626	185.56	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/3)
23216627	374.58	Printed	010		QUILL CORP (000318/1)
23216628	190.56	Printed	010		QUILL CORP (000318/1)
23216629	560.00	Printed	010		R and M SPORTS (000319/1)
23216630	942.15	Printed	010		R S D (000320/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/23/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Register 000236 - 03/23/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000236, Dated 03/23/2023 (continued)

23216631	1,400.54	Printed	010		RESCHERT, JOHN (000715/1)
23216632	62.00	Printed	010		Rodriguez, Cecilia (000934/1)
23216633	42.02	Printed	010		ROMANS WATER (000331/1)
23216634	23,183.36	Printed	010		SAN DIEGO CO OFFICE OF EDUCATI (000334/1)
23216635	41,748.12	Printed	010		SCHOOLS EXCESS LIABILITY FUND (000353/1)
23216636	506.88	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
23216637	8,497.35	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
23216638	125.65	Printed	010		Sprint Communication Company (000816/2)
23216639	6,566.98	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
23216640	1,500.00	Printed	010		U S POSTMASTER (000621/1)
23216641	237.11	Printed	010		UNFIRST CORPORATION (000727/2)
23216642	608.37	Printed	010		WELLS, CLAIRE (000595/2)
23216643	621.52	Printed	010		WRIGHT, GINA (000591/2)

760,201.81

Number of Items

48 Totals for Register 000236

Org Summary

Holtville Unified School District

Check #	23216596 through	23216643	Total Count	48	\$760,201.81
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Register 000237 - 03/30/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000237, Dated 03/30/2023					
23217781	2,318.13	Printed	010		A T & T (000008/1)
23217782	197.02	Printed	010		ACADEMI AWARDS and TROPHIES (000012/1)
23217783	104.00	Printed	010		Acuna, Maria (001130/1)
23217784	970.88	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23217785	1,000.00	Printed	130		ANEL NAVARRO (001123/1)
23217786	1,104.54	Printed	010		ANTHONY AREVALO (000494/1)
23217787	297.68	Printed	010		AREVALO, ALICIA (000507/2)
23217788	37.32	Printed	010		AUTO ZONE (000049/1)
23217789	573.58	Printed	010		AVILA, DAVID (000510/1)
23217790	357.17	Printed	010		Cabrales Sinai (000623/1)
23217791	1,414.61	Printed	010		Capital One Trade Credit (000911/2)
23217792	237.90	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
23217793	350.00	Printed	010		CENTRAL UNION HIGH BASEBALL (000614/3)
23217794	172.40	Printed	010		COUNTY MOTOR PARTS (000111/3)
23217795	5,063.85	Printed	010		COUNTY OF IMPERIAL (000764/1)
23217796	380.89	Printed	010		D LUPITAS RESTAURANT (000119/1)
23217797	51.45	Printed	130		FBC OF HENDERSON LLC (000154/2)
23217798	931.44	Printed	010		Follet Higher Ed IVC BK StoreNo.654 MA6549935769 (000161/2)
23217799	423.46	Printed	010		GEORGES PIZZA (000177/1)
23217800	5,354.07	Printed	010		GIGA KOM (000179/2)
23217801	263.27	Printed	010		GUZMAN, ALFREDO (000680/1)
23217802	3,568.53	Printed	010		HARRISON, PATRICA (000523/1)
23217803	1,641.22	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23217804	680.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
23217805	7,961.55	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
23217806	453.73	Printed	110		LEDEZMA, FERNANDA (000611/1)
23217807	163.99	Printed	010		MANGE, KACI (001094/1)
23217808	11,031.80	Printed	010		MATRIX TRUST CO CTA RETIREMENT SAVINGS PLAN (000718/1)
23217809	494.13	Printed	010		MCCLURE, RICHARD (000799/1)
23217810	319.79	Printed	010		MOEDANO, ROBERTO (000568/2)
23217811	3,700.00	Printed	010		MORRIS TREE SERVICES (001126/1)
23217812	588.65	Printed	010		ORTIZ XOCHITL (000528/1)
23217813	104.00	Printed	010		Padilla, Dalia Yanesi (000728/1)
23217814	104.00	Printed	010		PIZANO, NADIA (000993/1)
23217815	21.54	Printed	010		QUILL CORP (000318/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/30/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Register 000237 - 03/30/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000237, Dated 03/30/2023 (continued)					
23217816	6.35	Printed	010		QUILL CORP (000318/1)
23217817	190.48	Printed	010		QUILL CORP (000318/1)
23217818	100.50	Printed	010		ROMANS WATER (000331/1)
23217819	743.53	Printed	010		RUIZ CELSO (000576/1)
23217820	3,417.80	Printed	010		Scanning Pens (001048/1)
23217821	5,002.20	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
23217822	1,440.24	Printed	010		SIGN FACTORY PRINTING & OFFICE (000601/1)
23217823	643.36	Printed	010		SPARKLETT'S WATERS (000370/1)
23217824	8,035.44	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
23217825	33.26	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
23217826	33.71	Printed	010		UPS (000409/1)
23217827	345.66	Printed	010		VARELA GABRIEL (001101/1)
23217828	492.51	Printed	010		Velazquez, Gerardo (000795/1)
23217829	147.00	Printed	010		Veliz, Liliana (000797/2)
23217830	559.20	Printed	010		Verizon Wireless Services LLC (000422/1)
23217831	500.00	Printed	010		XtraMath (001124/1)
74,127.83		Number of Items		51	Totals for Register 000237

Org Summary

Holtville Unified School District

Check # 23217781 through 23217831 Total Count 51 \$74,127.83

Register 000238 - 04/06/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000238, Dated 04/06/2023					
23218978	512.32	Printed	010		AGUIRRE, LILLIAN (000503/1)
23218979	3,809.92	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23218980	37.47	Printed	010		Benitez, Ariana (000757/1)
23218981	503.97	Printed	010		BOBADILLA, ABRAHAM (001125/1)
23218982	1,579.36	Printed	010		CALIBER SCREENING (000075/1)
23218983	11,031.80	Printed	010		CALIF TEACHERS ASSN (CTA) LOCAL ID 0944 (000454/1)
23218984	350.00	Printed	010		CALIPATRIA UNIFIED SCHOOL DIST (000084/1)
23218985	1,094.57	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
23218986	721.50	Printed	130		CDE CASHIERS OFFICE (000095/1)
23218987	182.54	Printed	010		COUNTY MOTOR PARTS (000111/3)
23218988	502.63	Printed	010		D LUPITAS RESTAURANT (000119/1)
23218989	244.54	Printed	010		DAVID and SONS TRUCK REPAIR IN (000120/1)
23218990	28.75	Printed	130		DEL SOL MARKET (000125/1)
23218991	3,053.42	Printed	010		DELL MARKETING LP (000126/1)
23218992	54.00	Printed	010		DMV (001046/1)
23218993	1,348.24	Printed	130		DOMINOS PIZZA (000142/1)
23218994	111,965.36	Printed	210		ESR Construction (000864/1)
23218995	83.65	Printed	130		FBC OF HENDERSON LLC (000154/2)
23218996	1,008.54	Printed	010		GEORGES PIZZA (000177/1)
23218997	8,609.37	Printed	010		GIGA KOM (000179/2)
23218998	16.73	Printed	010		GONZALEZ, ROGELIO (000639/1)
23218999	758.05	Printed	010		GUZMAN, LILIAN (000525/2)
23219000	1,076.92	Printed	010		HARRISON, PATRICA (000523/1)
23219001	1,571.26	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23219002	19,057.27	Printed	010		Imperial County Sheriff (000938/1)
23219003	2,925.40	Printed	010		IMPERIAL TARP & COVERS, INC (001132/1)
23219004	300.68	Printed	010		JOHN DEERE FINANCIAL (000324/1)
23219005	19.46	Printed	010		JOSE CHABOYA (000497/1)
23219006	440.00	Printed	010		JS FLOOR COVERING (000250/1)
23219007	3,173.03	Printed	010		KCSOS (001067/1)
23219008	58.71	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
23219009	8,769.52	Printed	010		LANDMARK CONSULTANTS, INC (000717/1)
23219010	1,295.00	Printed	010		Law Offices Arthur Palkowitz (001116/1)
23219011	2,814.85	Printed	010		Learning Plus Associates (001129/1)
23219012	550.41	Printed	010		LEDEZMA, FERNANDA (000611/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 04/06/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Register 000238 - 04/06/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000238, Dated 04/06/2023 (continued)					
23219013	500.00	Printed	010		MASCOT MEDIA ACQUISITION, LLC (000998/1)
23219014	147.03	Printed	010		MCCLURE, RICHARD (000799/1)
23219015	1,260.62	Printed	010		Music & Arts (000489/2)
23219016	54.60	Printed	010		PIZANO, NADIA (000993/1)
23219017	581.69	Printed	010		QUILL CORP (000318/1)
23219018	189.86	Printed	130		R S D (000320/1)
23219019	883.46	Printed	010		RAMOS, PATRICIA (000578/1)
23219020	35.00	Printed	010		SALAZAR, MARTHA (000750/1)
23219021	5,854.10	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
23219022	100.42	Printed	130		SPARKLETTS WATERS (000370/1)
23219023	1,882.20	Printed	010		STIFF, LOVETTE (000590/1)
23219024	4,000.00	Printed	210		SUGIMURA FINNEY ARCHITECTS (001040/1)
23219025	7,347.38	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
23219026	275.71	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
23219027	640.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
23219028	1,108.48	Printed	010		Tommys Screen Printing (000395/1)
23219029	336.80	Printed	010		U S POSTMASTER (000621/1)
23219030	215.98	Printed	010		UPS (000409/1)
23219031	2,670.26	Printed	010		Verizon Wireless Services LLC (000422/1)
23219032	500.44	Printed	010		VILLAPUADA, JOSE (000624/2)

218,133.27

Number of Items

55 Totals for Register 000238

Org Summary

Holtville Unified School District

Check #	23218978 through	23219032	Total Count	55	\$218,133.27
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HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED EMPLOYMENT FOR 2022/23
DATE: APRIL 17, 2023

The Board is requested to approve the following Classified Employment:

1. Maribel Perez	SPED Paraprofessional	HHS
2. Suzanne Gonzalez	SPED Paraprofessional	HHS
3. Mariela Cardenas	Migrant Work Study	
4. Ashley Castro	Migrant Work Study	
5. Annete Fregoso	Migrant Work Study	
6. Isabella Palacios	Migrant Work Study	
7. David Rubio	Migrant Work Study	
8. Ruben Jimenez	Migrant Work Study	
9. Bibian Saldana	Migrant Work Study	

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: COACHES FOR 2022-23 SCHOOL YEAR
DATE: APRIL 17, 2023

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

1. Lee Quarcelino	Soccer/Basketball	Pine
2. Samantha Williams	Volleyball	Pine
3. Julio Gallegos	Soccer	HMS
4. Jose Aguirre	Soccer	HMS
5. Nayeli Garcia	Girls Volleyball	HMS
6. Pete Alderete	Boys Basketball	HMS
7. Alan Garcia	Boys Basketball	HMS
8. Keriann Johnston	Girls Softball	HMS
9. Raul Cortez	Girls Softball	HMS

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED MATERNITY LEAVE
DATE: APRIL 17, 2023

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

1) Diana Reyes	Teacher (HMS)	4/17/23 - 6/9/23
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MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED RESIGNATION
DATE: APRIL 17, 2023

The Board is requested to accept the following Classified Resignation:

1. Odile Lomas	Yard Aide (Pine)	4/6/23
2. Tasha Denton	Paraprofessional (Pine)	4/6/23
3. Ruby Crankshaw	Paraprofessional (Finley)	3/24/23
4. Jesslyne Osuna	Paraprofessional (HHS)	4/21/23

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: COACHING RESIGNATION
DATE: APRIL 17, 2023

The Board is requested to accept the following Coaching Resignation:

1. Chelsey Strahm	Varsity Volleyball Coach	HHS
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HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

GENERAL BUSINESS

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: OBSOLETE ITEMS
DATE: APRIL 17, 2023

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. Several Dell CPU Optiflex 755 & Dell Monitors
2. 1 Samsung Monitor
3. 1 HP CPU

County of Imperial
Department of Behavioral Health Services
Vista Sands Annual Service Agreement

Holtville Unified School District



Department of Behavioral Health Services
202 N. Eighth Street, Suite 218
El Centro, CA 92243
Phone: (442) 265-1571
Contact Name: Jacqueline Jimenez

VISTA SANDS ANNUAL SERVICES AGREEMENT

Holtville Unified School District

THIS ANNUAL AGREEMENT ("Agreement") made and entered into this _____ day of _____, 2023, by and between the **County of Imperial**, a political subdivision of the State of California ("COUNTY") and **Holtville Unified School District** ("DISTRICT") (individually, "Party;" collectively, "Parties").

RECITALS

WHEREAS, DISTRICT has a need to provide children's socialization services to its children, and COUNTY has a children's socialization program known as Vista Sands ("Program"); and

WHEREAS, DISTRICT desires to enter into an agreement with COUNTY for the provision of the Program pursuant to this Agreement; and

WHEREAS, DISTRICT desires to pay COUNTY a daily rate to be paid monthly for each child which DISTRICT enrolls in the COUNTY's children's socialization Program.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below and other good and valuable consideration, the receipt and sufficiency of which all Parties acknowledge, it is agreed as follows:

1. COUNTY'S SERVICES

1.1 COUNTY shall provide socialization services as set forth in **Exhibit "A"** attached hereto and incorporated by reference herein as if fully set forth in this Agreement. COUNTY shall provide transportation services and operate pursuant to the schedule as set forth in **Exhibit "B"** attached hereto and incorporated by reference herein as if fully set forth in this Agreement.

1.2 DISTRICT shall provide transportation services during the regular DISTRICT year pursuant to the schedule as set forth in **Exhibit "B"**.

2. COMPENSATION

DISTRICT will pay COUNTY a monthly flat fee of **three hundred dollars (\$300.00)** per month, per child attending the program, whether the child is in attendance or not. Initial entry and final discharge dates will activate and terminate the billing process. These months will be prorated on a daily basis at **fifteen dollars (\$15.00)** per day, as will the major DISTRICT holidays listed in **Exhibit "B"**.

3. TERM

This Agreement shall take effect July 1, 2023 and shall remain in full force and effect until June 30, 2026, or until terminated pursuant to this Agreement, whichever is earlier.

4. CANCELLATION

COUNTY may terminate this Agreement for any reason by giving written notice to DISTRICT thirty (30) days prior to the date of termination. DISTRICT may cancel this Agreement, for any reason by giving written notice to the COUNTY thirty (30) days prior to the date of termination. COUNTY and/or DISTRICT may immediately terminate this Agreement when the other has failed to, or refuses to comply with, a term or condition of the Agreement, or on the reduction of termination or this program by State of California.

5. INDEMNITY

To the extent permitted by law, DISTRICT agrees to indemnify, defend, and hold harmless COUNTY from and against any and all claims, actions, demands, liabilities, damages, losses, and expenses of whatever kind, which are caused or contributed to in any manner in whole or in part, or which are claimed to be caused or contributed to in whole or in part even though such claims may be groundless, false, or fraudulent, by any willful misconduct or negligence, whether active or passive of DISTRICT, or anyone acting under its direction in connection with or incident to the services provided hereunder, unless the same is found by a court of law to be caused by the sole or concurrent negligence or willful misconduct of the COUNTY.

6. INSURANCE

The COUNTY is self-insured and certifies liability insurance of two hundred thousand dollars (\$200,000.00).

7. NOTICES

Any notices or other communication to COUNTY under this Agreement not otherwise indicated shall be in writing and addressed to:

COUNTY

Imperial County Behavioral Health Services
Attn: Leticia Plancarte-Garcia, Director
202 North Eighth Street
El Centro, CA 92243

and

Imperial County
Clerk of the Board of Supervisors
940 W. Main Street, Suite 209
El Centro, CA 92243

Any notices or other communication for DISTRICT under this Agreement shall be in writing and addressed to:

DISTRICT
Celso Ruiz, Superintendent
Holtville Unified School District
621 E. 6th Street
Holtville, CA 92250

8. CONTROL

8.1 Program

COUNTY shall retain ultimate control over all matters involving attainment of goals, objectives and direction of the services provided herein.

8.2 Placement

COUNTY and DISTRICT shall develop an admission/dismissal team to facilitate referrals and admissions/dismissals into Vista Sands Program. Should the team reach an impasse in admissions/dismissals, by either Party, an appeal shall be directed to the first level of conflict resolution process. Appeal shall be heard by Behavioral Health Children's Services Manager, and DISTRICT Principal and/or SELPA Administrator. If the appeal is not resolved at the first level, the appeal shall be directed to a second level consisting of Behavioral Health Services Director and District Superintendent / Designee.

9. AMENDMENT

Notwithstanding any of the foregoing provisions, this Agreement may only be modified by written Agreement of the Parties.

10. GOVERNING LAW

This Agreement shall be governed by the laws of the State of California. This agreement is made and entered into in Imperial County, California. To the extent permitted by law, any action brought by either Party with respect to this Agreement shall be brought in a court of competent jurisdiction within said County.

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11. ENTIRE AGREEMENT

This Agreement, including the Exhibits, contains the entire agreement of the Parties with respect to any matter mentioned herein. No prior agreement or understanding pertaining to any such matter are of any force or effect.

12. AUTHORITY

Each individual executing this Agreement on behalf of its respective Party represents and warrants that:

- 12.1 He/She is duly authorized to execute and deliver this Agreement on behalf of its respective Party; and
- 12.2 Such execution and delivery is in accordance with the statutory authorities, rules, regulations, by-laws, and/or resolutions of each department, as applicable; and
- 12.3 This Agreement is binding upon the respective Parties in accordance with its terms.

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

COUNTY OF IMPERIAL

HOLTVILLE UNIFIED SCHOOL DISTRICT

By: _____
Ryan E. Kelley, Chairman
Imperial County Board of Supervisors

By: _____
Celso Ruiz,
Superintendent

ATTEST

By: _____
Blanca Acosta,
Clerk of the Board of Supervisors

APPROVED AS TO CONTENT

APPROVED AS TO FORM

Eric R. Havens,
County Counsel

By: _____
Leticia Plancarte-Garcia, Director
Imperial County Behavioral Health Services

By: _____
Kelly Ranasinghe,
Deputy County Counsel

EXHIBIT A – “SCOPE OF SERVICES”

EXHIBIT A

Exhibit A of the Agreement between the County of Imperial, hereinafter referred to as “COUNTY,” and the Holtville Unified School District, hereinafter referred to as “DISTRICT.”

SCOPE OF WORK

Vista Sands Children’s Socialization Program provides an integrated socialization service for children whose capacity to function at home, school, and the community has been impaired by emotional and behavioral problems. Vista Sands is designed to provide socialization and behavior modification services to youth between the ages of seven (7) and twelve (12).

GOALS

1. The primary goal is to maximize the child’s effective functioning in the home, school, and the community in a manner that strengthens the family unit, while minimizing public sector costs.
2. To provide on-site socialization services within a structured environment to children that might otherwise require hospitalization.
3. Provide appropriate services for children at risk of out of home/out of county placement in ways that give priority to keeping the minor in his or her home environment. If out of home placement is recommended by inter-agency evaluation, all attempts will be made to place the minor as close to his or her community as possible.
4. To develop and implement a comprehensive mental health system for children, which provides direct services to youth in the least restrictive environment.
5. To provide case management services to assure interagency service coordination.
6. To evaluate service delivery, effectiveness of treatment, and cost benefit on a quarterly basis as they pertain to the goals and objectives of the program.

EXHIBIT B – “TRANSPORTATION/HOLIDAY SCHEDULE”

EXHIBIT B

Exhibit B of the Agreement between the County of Imperial, hereinafter referred to as "COUNTY," and the Holtville Unified School District, hereinafter referred to as "DISTRICT."

TRANSPORTATION/HOLIDAY SCHEDULE

TRANSPORTATION

DISTRICT will provide transportation to the Vista Sands Program during the regular school year. DISTRICT will determine, in collaboration with the Vista Sands Program, transportation schedules acceptable to all parties to ensure that participating students' needs are being met. During the summer school session, COUNTY will be responsible for transportation to and from Vista Sands Summer School Program. Field trips are a part of the program curriculum; Vista Sands will provide transportation for field trips only. Students requiring emergency transportation while attending Vista Sands shall be transported by COUNTY or appropriate emergency agencies.

HOLIDAYS

Vista Sands Program will observe (close) the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Fair Day
5. Cesar Chavez Day
6. Good Friday
7. Memorial Day
8. Independence Day
9. Labor Day
10. Veteran's Day
11. Thanksgiving Day
12. The Friday after Thanksgiving Day
13. Christmas Day

**COLLEGE AND CAREER ACCESS PATHWAYS
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT
HOLTVILLE UNIFIED SCHOOL DISTRICT
2023-2026**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Imperial Community College District (“COLLEGE”) Holtville Unified School District (“SCHOOL DISTRICT”).

WHEREAS the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the Imperial Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9-12 located in Imperial County and within the regional service area of the COLLEGE, unless otherwise specified and agreed; and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.”

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor’s Office, and the COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall be for 39 months beginning on May 1, 2023, and ending on July 31, 2026, and requires renewal in 39 months by May 1, 2026, unless otherwise terminated in accordance with Section 18 of this Agreement.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college

Note: Reference AB 288 (Education Code § 76004)

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District for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall also establish protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.

- 13 The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner.
- 14 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership.

2 DEFINITIONS

- 21 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law.
- 22 Consistent with AB 288, this CCAP Agreement may include “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.”
- 23 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3 STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” and “underachieving

students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.”

- 32 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable laws and policies.
- 33 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable laws and policies.
- 34 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 35 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001.
- 36 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.
- 37 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288. Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and

procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 43 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE. The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 44 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121.

5. PARTICIPATING STUDENTS

- 51 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 52 Participating students must meet all COLLEGE prerequisite requirements as established and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 53 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript.
- 54 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.
- 55 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, and assistance with assessment and placement are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 56 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated

according to COLLEGE policy.

- 5.7 A course dropped within the COLLEGE drop “without a W” deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

6. CCAP AGREEMENT COURSES

- 6.1 A COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement.
- 6.2 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses offered by a COLLEGE shall be determined by COLLEGE with the approval of the Governing Board and will be recorded in the Appendix to this Agreement.
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the COLLEGE academic department.
- 6.8 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to the COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL

DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.

- 69 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.10 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes, and regulations.

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060.
- 7.2 The CCAP Agreement Appendix shall specify which participating SCHOOL DISTRICT or COLLEGE will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 7.4 The COLLEGE shall determine the number of instructors, the ratio of instructors to students, and the subject areas of instruction.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus..
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at

the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 91 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT.
- 92 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE.
- 93 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with COLLEGE procedures and academic standards.
- 94 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information:
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. APPORTIONMENT

- 101 The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 102 The attendance of a high school pupil at a community college as a special part-time

or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002.

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 The COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended.
- 11.5 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- 11.6 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 11.7 The COLLEGE certifies that:
 - A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.
 - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE.
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting

requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit.

12. PROGRAM IMPROVEMENT

- 121 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

- 131 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 132 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. REIMBURSEMENT

- 141 The financial arrangements implied herein may be adjusted annually by a duly adopted written Appendix to this CCAP Agreement.

15. FACILITIES

- 151 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE.
- 152 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 153 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

16. INDEMNIFICATION

- 161 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless

the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

- 162 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of the COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

17. NON-DISCRIMINATION

- 17.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

18. TERMINATION

- 18.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 19 below.

19. NOTICES

- 19.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

IMPERIAL VALLEY COLLEGE
VICTOR TORRES,
ASSOCIATE DEAN OF WORKFORCE DEV. AND
NON-TRADITIONAL INSTRUCTION
380 EAST ATEN ROAD, IMPERIAL, CA. 92251
ATTENTION: VICTOR TORRES
HOLTVILLE UNIFIED SCHOOL DISTRICT
CELSO RUIZ
SUPERINTENDENT

621 E. SIXTH STREETH, HOLTVILLE, CA 92250
ATTENTION: CELSO RUIZ

20. INTEGRATION

20.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral, or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

21. MODIFICATION AND AMENDMENT

21.1 Modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be made in writing and signed by the Parties.

22. GOVERNING LAWS

22.1 This agreement shall be interpreted according to the laws of the State of California.

23. SEVERABILITY

23.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

24. COUNTERPARTS

24.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on _____
DATE

By: _____

Celso Ruiz
SCHOOL DISTRICT SUPERINTENDENT

By: _____

Dr. Lennor M. Johnson
COLLEGE SUPERINTENDENT/PRESIDENT

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between Imperial Community College District (“COLLEGE”) Holtville Unified School District (SCHOOL DISTRICT.”) and

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement.
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership.
- a. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually or on or before May 1, 2026, and follow the protocols set forth in (a) and (b) of this section.
- b. The COLLEGE and SCHOOL DISTRICT point of contact:

LOCATION	NAME	TELEPHONE	EMAIL
College:	Victor Torres	760-355-6311	victor.torres@imperial.edu
School District:	Celso Ruiz	760-312-5819	celso@husd.net

Note: Reference AB 288 (Education Code § 76004)

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2. STUDENT SELECTION

- a. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.”
- b. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE.
- c. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential.

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

- a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

CCAP AGREEMENT PROGRAM YEAR 2023-26 - COLLEGE has identified the following: program year, educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor. The employer of record is the Imperial Community College District.

4.

PROGRAM YEAR: 2023-2026 COLLEGE: Imperial Valley College

SCHOOL DISTRICT: Holtville Unified School District HIGH SCHOOL: Holtville High School

TOTAL NUMBER OF STUDENTS TO BE SERVED: 150

TOTAL PROJECTED FTES: 20

COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS	INSTRUCTOR	LOCATION
American Sing Language I	AMSL 100	Summer 2023	TBD	M-TH	TBD	High School Campus
Introduction to Humanities	HUM 100	Fall 2023	TBD	TBD	TBD	High School Campus
Intro to Chicano/o Studies	CHIC 100	Spring 2024	TBD	TBD	TBD	High School Campus
US History: Reconstruction to the Present	HIST 121	Summer 2024	TBD	TBD	TBD	High School Campus
Oral Communication	COMM 100	Fall 2024	TBD	TBD	TBD	High School Campus
Intro to Music Foundations	MUS 100	Spring 2025	TBD	TBD	TBD	High School Campus
Oral Communication	COMM 100	Summer 2025	TBD	TBD	TBD	High School Campus
American Gov & Politics	POLS 102	Fall 2025	TBD	TBD	TBD	High School Campus
History of Art	ART 100	Spring 2026	TBD	TBD	TBD	High School Campus

5. **Required:** Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered:

Students are being prepared to be college-ready by taking IVC General Education requirements. Students are being prepared to be career-ready by taking IVC Career Education courses.

6. MANDATED ANNUAL STATE REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement are aggregated by gender and ethnicity and reconciled on or before July 1, 2019 and shall be reported annually in compliance with all applicable state and federal privacy laws. The COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges.
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement.
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site.
- e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full-time equivalent students generated by this CCAP Agreement.
- f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

7. CCAP AGREEMENT DATA MATCH AND REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

8. PRIVACY OF STUDENT RECORDS

- a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence.

- b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)
- c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.
- d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re-disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

9. FACILITIES USE

- a. COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section
- b. 15, Facilities, of this CCAP Agreement.



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

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

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

INSTRUCTIONS TO THE EMPLOYER

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

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

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

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

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

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

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

This form must be signed by either:

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

OR

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

Certification and Authorized Signature

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

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

OR

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

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

<hr/> <i>Signature of the District Superintendent</i>	<hr/> <i>District</i>	<hr/> <i>Date</i>
<hr/> <i>Signature of the County Superintendent of Schools</i>	<hr/> <i>County</i>	<hr/> <i>Date</i>

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

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

District: Holtville Unified School District

Person completing this form: Ann Heraz

Title: Administrative Assistant

Quarterly Report Submission Date: *(check one)*

☐ October 2022

Quarter Ending Sept. 30, 2022

☐ January 2023

Quarter Ending Dec. 31, 2022

☒ April 2023

Quarter Ending Mar. 31, 2023

☐ July 2023

Quarter Ending June 30, 2023

Date for information to be reported publicly at governing board meeting: April 17, 2022

Please check the box that applies:

☐ No complaints were filed with any school in the district during the quarter indicated above.

☐ Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

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

Celso Ruiz

Print Name of District Superintendent

Signature of District Superintendent

Date

Temporary Athletic Team Coach Certification

School Year **2023/24**

TO THE STATE BOARD OF EDUCATION:

Per Title 5, California Code of Regulation, Section 5594:

The governing board of each local school district shall certify to the State Board of Education that the provisions of Section 5593 have been met.

LOCAL SCHOOL BOARD CERTIFICATION:

I hereby certify that the school district has met the conditions set forth in Title 5, Section 5593.

District Name: **Holtville Unified School District**

Print Name: **Celso Ruiz**

Date Signed:

Signature of Person Signing for the District Board:

Mail signed forms to:

State Board of Education/California Department of Education
Attn: Temporary Athletic Team Coach Certificates
Standards Implementation Support Office
1430 N Street, Suite 4309
Sacramento, CA 95814

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: OUT OF STATE AND/OR OVERNIGHT TRIPS
DATE: APRIL 17, 2023

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

- 1) Overnight trip for HHS FFA to Ontario, CA for Parli Pro competition 3/31/23 – 4/1/23.
- 2) Out of State trip to Arizona Western College in Yuma, AZ for HMS & Pine 8th grade students on 5/22/23.
- 3) Overnight trip for FFA to Fresno, CA 4/19/23-4/22/23.

Memorandum of Understanding

Between the Imperial County Office of Education and Holtville Unified School District Regarding Payroll Clerk Services

This memorandum of understanding establishes an agreement between the Imperial County Office of Education (ICOE) and Holtville Unified School District (District) for ICOE to provide payroll-advising services to District for the 2023-2024 Fiscal Year. The ICOE's Business Services Division will be primarily responsible for ICOE obligations under this Agreement.

The terms of this Agreement are as follows:

1. **Effective Date and Term.** The Effective Date of the Agreement shall be the date the last party signs the Agreements. The term of the Agreement shall be from July 1, 2023, through June 30, 2024.
2. **ICOE Obligations:**
 - a. Through a Payroll Clerk position as set out in the Agreement, the ICOE will provide payroll auditing, advice on payroll procedures and feedback to District regarding payroll errors.
 - b. Payroll Clerk will report to the ICOE's Assistant Director of District Payroll and Retirement Services.
 - c. ICOE will be responsible for training Payroll Clerk to provide services under this Agreement. This training may include other ICOE staff accompanying Payroll Clerk to District location at times.
 - d. Payroll Audit Services to be provided:
 - i. Notices of Employment will be checked for accuracy and correct salary schedule payment.
 - ii. Salary Calculations will be verified, to include equal-pay worksheets, part-time positions, balance of contract, daily and hourly positions, and overtime calculations.
 - iii. Payroll prelists will be audited to verify agreement with Notices of Employment, overtime submissions, and proper coding.
 - iv. Payroll coding will be reviewed so that proper payroll taxes and retirement contributions are taken out by the payroll system.
 - v. Said auditing will occur both before and after payroll runs. Both parties acknowledge that auditing payroll before the run is most beneficial. Due to time constraints and late submissions, payroll auditing will continue after payroll is run until the audit is complete or until the next payroll cycle is submitted.
 - e. Notify District of payroll errors discovered and advise on how said errors can be addressed.

- f. Given the limited nature of the services here, ICOE cannot guarantee that every possible payroll error will ever be discovered. However, ICOE will work diligently with District to conduct payroll auditing and provide productive feedback to increase District payroll accuracy.
- g. To the extent that ICOE views or obtains District documents, ICOE will keep such information secure and confidential.

3. District Obligations:

- a. Provide all necessary supporting documents to ICOE for a productive payroll audit. Such documentation may include, but is not limited to:
 - i. Notice of Employment
 - ii. Salary Schedule
 - iii. Average Pay Worksheet
 - iv. Dock Notice or Summary
 - v. Lottery Payment Summary
 - vi. Description of Services or Job Description
- b. With reasonable notice, District will provide office workspace available to ICOE Payroll Clerk for conducting services under this Agreement.
- c. District will be responsible for making corrections that arise from ICOE audit process.
- d. Monetary Obligations: In exchange for services provided by ICOE under this Agreement, District will compensate ICOE as follows:
 - i. **Total Cost to District: \$4,337.34 (See Attachment 1)**
 - ii. Cost Model: The Total Cost to the District is determined as follows:
 - a. The cost allocation is based on the District's "Employee Count." For purposes of this Agreement, Employee Count is the number of employees paid on the November Supplemental payroll but excluding students paid on either payroll).
 - b. The total Position Cost will be the yearly salary and benefits of the District Payroll Clerk.
 - c. The Cost Per Employee is determined by dividing the Total Position Cost by the Total Employee Count for all participating districts.
 - d. The Total Cost to the District is then determined by multiplying the Cost Per Employee by the Total Position Cost. (See Attachment 1).
 - iii. Billing: ICOE shall collect payment from the District at the end of the Agreement Term for the above services. Payment will be collected by ICOE through an inter-district fund transfer. If the District does not have the capability of a direct transfer of funds, ICOE will invoice the District on a monthly basis for the above services and District shall pay the invoiced amount to ICOE within 30 days of receiving ICOE invoice.

4. Termination:

- a. Either Party may terminate this Agreement for any reason or no reason upon a 90-day written notice to the other Party. The Parties may mutually agree to waive this notice requirement and terminate the Agreement immediately.
- b. 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 all other rights and remedies available to it at law and equity.
- c. 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 seven days written notice and all other rights and remedies available to it at law and equity.

5. Additional Services:

- a. In the event either Party requires services from the other Party in addition to those set forth in this Agreement, the Party requiring additional services shall compensate the other Party for costs incurred by those additional services. If either Party believes that additional services 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 only after both Parties agree in writing to proceed with the additional services.

The Parties' representatives shall be:

ICOE:

Norma Fajardo, CBO
Business Services
Imperial County Office of Education
1398 Sperber Road
El Centro, CA 92243
(760) 312-6585
nfajardo@icoe.org

District:

Celso Ruiz
Superintendent
Holtville Unified School District
621 East 6th Street
Holtville, CA 92250
(760) 356-2974
celso@husd.net

Memorandum of Understanding Between the Imperial County Office of Education and Holtville Unified School District Regarding Payroll Auditing Services for FY 2023-2024

In WITNESS WHEREOF, the parties have executed the Agreement as of the date hereof:

For the Imperial County Office of Education

By: _____

J. Todd Finnell, Ed. D.
County Superintendent of Schools

Date: _____

For Holtville Unified School District

By: _____

Celso Ruiz
Superintendent
Holtville Unified School District

Date: _____

Attachments:

Attachment 1- Cost Model for Participating Districts Spreadsheet

{Remainder of page intentionally left black}

**Imperial County Office of Education
District Financial Services**

Yearly Cost of Payroll Clerk Per District - 2023/24

District	Employee Count* October P/R	Cost Per District
01 IVC	766	\$10,752.10
10 Brawley Elementary	586	\$8,225.50
12 Brawley Union High	257	\$3,607.43
15 Calexico Unified	1,380	\$19,370.63
18 Calipatria Unified	192	\$2,695.04
21 Central High	539	\$7,565.78
24 El Centro Elementary	901	\$12,647.06
27 Heber	235	\$3,298.62
30 Holtville	309	\$4,337.34
33 Imperial Unified	593	\$8,323.76
36 Magnolia Union	20	\$280.73
39 McCabe Union	191	\$2,681.01
42 Meadows Union	101	\$1,417.71
45 Mulberry	10	\$140.37
48 San Pasqual Valley Unified	145	\$2,035.32
51 Seeley Union	81	\$1,136.97
54 Westmorland Union	103	\$1,445.78
60 ICOE	765	\$10,738.07
68 IVROP	142	\$1,993.21
Total Employee Count	7,316	
Total Cost		\$102,692.43
2023-24 Cost Per Employee	\$14.04	

*Employee Count for October 2022 includes the November Supplemental Payroll

Memorandum of Understanding
Between the Imperial County Office of Education and the Holtville Unified School District Regarding the ERP System

This Memorandum of Understanding establishes an Agreement between the Imperial County Office of Education (ICOE) and the Holtville Unified School District (Subscriber) for the ICOE to maintain and make available to Subscriber a business process management system of integrated fiscal, HR, and Payroll applications (ERP System) for the 2023-2024 Fiscal Year (with provisions for automatic renewal).

The terms of this Agreement are as follows:

1. **Effective Date and Term.** The Effective Date of the Agreement shall be the date the last party signs the Agreement. The Term of the Agreement shall be from July 1, 2023, through June 30, 2024, but shall automatically renew for a one-year period, unless ICOE or Subscriber communicates to the other party at least 120 days prior to the end of the Term a desire to end the Agreement at the current termination date. Such automatic renewal shall continue from term to term until either Party communicates a desire to end the Agreement as set forth herein.
2. **Definitions.**
 - a. "Parties" refers to both ICOE and Subscriber collectively.
 - b. "Party" refers to either ICOE or Subscriber.
 - c. "Fiscal year" means the annual period that begins on July 1 and ends on June 30 of the subsequent calendar year.
3. **ICOE Obligations:**
 - a. ICOE will manage and operate the ERP System and provide Subscriber, as a participating school district in Imperial County, with access to the following computer business services:
 - i. Accounts Payable
 - ii. Accounts Receivable
 - iii. Budgeting
 - iv. General Ledger
 - v. Position Control
 - vi. Employee Management
 - vii. Leaves of Absence
 - viii. Credentials
 - ix. Payroll
 - x. Retirement

- b. Maintain the ERP system to meet the requirements of this Agreement and any federal and state reporting requirements.
- c. Work with Subscriber to evaluate potential changes to the ERP system with consideration of costs and feasibility.
- d. Provide documentation, training and basic support to Subscriber in the usage of the ERP system and related system enhancements.

4. Subscriber Obligations:

- a. Subscriber will use access to the ERP system responsibly and consistent with ICOE policies.
- b. Subscriber will ensure that all of its users who are permitted access to the ERP system will use said access responsibly and that the services or access to the services and/or information are not used for:
 - i. Unlawful activities
 - ii. Commercial purposes and or personal financial gain
 - iii. In a manner that violates the confidentiality and privacy of the ERP system data
 - iv. In a manner that violates any ICOE intellectual property rights
- c. Subscriber will not extend the ICOE ERP system services to other individuals or agencies. Subscriber use shall be strictly limited to Subscriber.
- d. Monetary Obligations: In exchange for services provided by ICOE under this Agreement, Subscriber will compensate ICOE as follows:
 - i. Total Cost to Subscriber: Subscriber agrees to pay the ICOE for the services rendered based on the Cost Model set out below.
 - ii. Cost Model: The cost allocation is based on the level of usage of the ERP system.
 - 1. The cost is distributed across all subscribers based on the count of commercial and payroll warrants issued during the fiscal year two years prior to the Term of the Agreement, allocating 25% of the cost to commercial warrants activity and 75% to payroll warrants activity as detailed in Appendix A - Cost allocation.
 - 2. For subsequent Terms (assuming automatic renewal as set forth in Paragraph 1), the ICOE shall notify Subscriber in writing of its estimate of the next year's Total Cost no later than 120 days prior to the end of the current Term (which shall assume continued participation of the then current subscribers and will be subject to changes should the current subscribers non-renew or new subscribers enter the ERP system).
 - iii. Billing: ICOE shall collect payment from the Subscriber on a monthly basis for the above services for the Term of the Agreement. Payment will be collected by ICOE through an inter-district fund transfer. If the Subscriber does not have the capability of a direct transfer of funds, ICOE will invoice the Subscriber on a monthly basis for the above services. Within 30 days of receiving the ICOE's invoice, the Subscriber shall pay the invoiced amount to ICOE.

5. **Termination:**

- a. Either Party may terminate this Agreement for any reason or no reason upon a 90-day written notice to the other Party. The Parties may mutually agree to waive this notice requirement and terminate the Agreement immediately.
- b. In the event that the Subscriber 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.
- c. In the event that ICOE fails to perform on a material term of this Agreement, then the Subscriber shall have the right to terminate the Agreement upon seven days written notice and all other rights and remedies available to it at law and equity.

6. **Additional Services.** In the event that the Subscriber requires services from ICOE in addition to those set forth in this Agreement, the Subscriber shall compensate ICOE for costs incurred by those additional services. If the Subscriber believes that additional services are necessary or desirable, and they are agreeable by both Parties, ICOE shall submit a written description of the additional services to the Subscriber, along with the reasons the additional services are required or reasonable, and the specific cost of the additional services. Such services shall be performed only after both Parties agree in writing to proceed with the additional services.

7. **Indemnification.**

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

8. **Insurance.**

- a. Each party shall obtain, pay for and maintain in effect during the life of this Agreement a Commercial General Liability insurance policy that includes coverage for Premises Operations, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury; with a minimum combined single limit of not less than \$1,000,000 for Bodily injury and Property Damage (each occurrence) and a \$2,000,000 aggregate.

- b. Nothing in this Insurance section shall reduce a party's liabilities or obligations under the Indemnification section of this Agreement.
- c. The Parties acknowledge that ICOE is permissibly self-insured under California law.
- d. Upon request, each Party shall provide proof of said insurance to the other Party.

9. **Arbitration.** The Parties agree that should any controversy or claim arise out of or relating to this Agreement they will first seek to resolve the matter informally for a reasonable period of time not to exceed forty-five (45) days. If the dispute remains, it shall be subject to mediation with a mediator agreed to by both parties and paid for by both parties, absent an agreement otherwise. If after mediation there is no resolution of the dispute, the parties agree to resolve the dispute by binding arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on an arbitrator's award may be entered in any court having jurisdiction thereof.
- a. The Parties shall select one arbitrator pursuant to the AAA's Commercial Arbitration Rules.
 - b. The arbitrator shall present a written, well-reasoned decision that includes the arbitrator's findings of fact and conclusions of law. The decision of the arbitrator shall be binding and conclusive on the Parties.
 - c. The arbitrator shall have no authority to award punitive or other damages not measured by the prevailing Party's actual damages, except as may be required by statute. The arbitrator shall have no authority to award equitable relief. Any arbitration award initiated under this clause shall be limited to monetary damages and shall include no injunction or direction to either Party other than the direction to pay a monetary amount. As determined by the arbitrator, the arbitrator shall award the prevailing Party, if any, all of its costs and fees. The term "costs and fees" includes all reasonable pre-award arbitration expenses, including arbitrator fees, administrative fees, witness fees, attorney's fees and costs, court costs, travel expenses, and out-of-pocket expenses such as photocopy and telephone expenses. The decision of the arbitrator is not reviewable, except to determine whether the arbitrator complied with sections (b) and (c) of this paragraph.
10. **Governing Law and Venue.** The laws of the State of California shall govern this Agreement. Proper venue for any dispute regarding this Agreement shall lie in Imperial County, California.
11. **Entire Agreement.** This Agreement represents the entire Agreement between ICOE and the Subscriber and supersedes any and all prior negotiations, representations, understandings or agreements, either written or oral.
12. **Interpretation.** This Agreement shall be interpreted to give effect to its fair meaning and shall be construed as though both parties prepared it.
13. **Assignment.** Unless authorized in writing by both Parties, neither Party shall assign or transfer any rights or obligations covered by this Agreement. Any unauthorized assignment or transfer shall constitute grounds for termination by the other Party.

14. **Compliance with Laws.** The Parties shall, at their own cost and expense, comply with all local, state, and federal ordinances, regulations, and statutes now in force and which may hereafter be enacted that affect this Agreement.
15. **No Waiver of Default.** No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that instance or any other instance. Any waiver must be in writing and shall only apply to that instance.
16. **Successors and Assigns.** All representations, covenants, and warranties set forth by, on behalf of, or for the benefit of either Party herein shall be binding upon and inure to the benefit of such Party and its successors and assigns.
17. **Amendment.** This Agreement may only be altered, amended, or modified by written instrument executed by both Parties. The Parties agree to waive any right to claim, contest, or assert that this Agreement was modified, canceled, superseded, or altered by oral agreement, course of conduct, waiver, or estoppel.
18. **Severability.** If any one or more of the provisions of this Agreement is held to be invalid, illegal, or unenforceable, then such provision or provisions shall be severed from the Agreement, and the remaining provisions of the Agreement shall continue in full force and effect and shall not be affected, impaired, or invalidated in any way.
19. **Execution of Counterparts.** If this Agreement is executed in counterparts, each counterpart shall be deemed an original, and all such counterparts or as many of them as the Parties preserve undestroyed shall together constitute one and the same Agreement.
20. **Authority.** The Parties warrant and represent that they have the authority to enter into this Agreement in the names, titles, and capacities stated herein and on behalf of the entities, persons, or firms named herein and that all legal requirements to enter into this Agreement have been fulfilled.
21. **Nondiscrimination.** During the performance of this Agreement, the Parties shall not discriminate against any employee, applicant, student or other person connected to this Agreement in a manner prohibited by the laws of the United States or the State of California (including, but not limited to, on the basis of religion, race, color, national origin, handicap, ancestry, sex, sexual orientation, marital status or age).
22. **Disclaimer of Warranties.** The use of the ERP System is on an as-is basis at the election of the Subscriber. Other than as is set forth in this Agreement, neither Party makes any representations or warranties, express or implied, including but not limited to warranties of merchantability or fitness for a particular purpose.
23. **Notice.** Any notice given under this Agreement shall be in writing to the Parties' representatives and shall be deemed delivered three (3) days after the deposit in the United States mail, certified or registered, postage prepaid, and addressed to the parties.

Parties shall promptly update each other when representatives and contact information change.

The Parties' representatives shall be:

<u>Imperial County Office of Education:</u>	<u>School District:</u>
Name: Norma Fajardo	Name: Celso Ruiz
Title: Chief Business Officer	Title: Superintendent
Address: 1398 Sperber Road.	Address: 621 E. 6th St.
City, State, ZIP: El Centro, CA 92243	City, State, ZIP: Holtville, CA 92250
Phone: (760) 312-6585	Phone: (760) 356-2974
Email: nfajardo@icoe.org	Email: celso@husd.net
IN WITNESS WHEREOF, the parties have executed this Agreement as of the date hereof.	
<u>For the Imperial County Office of Education</u>	<u>For the School District</u>
By:	By:
J. Todd Finnell, Ed.D. County Superintendent of Schools	Celso Ruiz, Superintendent Holtville Unified School District
Date:	Date:

ERP Cost Allocation

Budget Fiscal Year 2022-23: 1,157,165.00

Increase 3%
 Budget Fiscal Year 2023-24: 1,191,880.00
 APY 25%
 PAY 75%

	Counts from Fiscal Year 2021				Fiscal Year 2022-23			Counts from Fiscal Year 2022				Fiscal Year 2023-24				(+/ -)
	APY		PAY		APY	PAY	APY		PAY		APY	PAY	25%	75%		
	Transactions		Transactions				Transactions		Transactions							
1 Imperial Valley College	1	0.00%	8,807	11.68%	7.67	101,372.22	101,379.89	4	0.01%	9,698	11.13%	27.00	99,522.88	99,549.88	(1,830.01)	
10 Brawley Elementary	1,537	4.07%	6,321	8.38%	11,782.93	72,757.33	84,540.26	1,898	4.30%	7,084	8.13%	12,812.87	72,697.47	85,510.33	970.07	
12 Brawley High	1,571	4.16%	2,869	3.81%	12,043.58	33,023.38	45,066.96	2,087	4.73%	3,246	3.73%	14,088.75	33,311.12	47,399.87	2,332.91	
15 Calexico Unified	3,702	9.81%	14,012	18.58%	28,380.23	161,283.93	189,664.16	4,953	11.22%	16,195	18.58%	33,436.31	166,196.43	199,632.74	9,968.59	
18 Calipatria Unified	1,670	4.43%	1,984	2.63%	12,802.53	22,836.66	35,639.20	1,994	4.52%	2,276	2.61%	13,460.93	23,356.78	36,817.72	1,178.52	
21 Central Union High	2,441	6.47%	5,903	7.83%	18,713.16	67,945.98	86,659.14	2,842	6.44%	6,765	7.77%	19,185.54	69,423.83	88,609.37	1,950.23	
24 El Centro Elementary	4,016	10.64%	8,612	11.42%	30,787.41	99,127.69	129,915.10	4,323	9.79%	10,666	12.24%	29,183.36	109,456.69	138,640.05	8,724.95	
27 Heber Elementary	1,368	3.63%	2,242	2.97%	10,487.34	25,806.35	36,293.69	1,634	3.70%	2,688	3.09%	11,030.68	27,584.81	38,615.49	2,321.79	
30 Holtville Unified	2,457	6.51%	3,271	4.34%	18,835.82	37,650.57	56,486.39	2,429	5.50%	3,649	4.19%	16,397.50	37,446.79	53,844.29	(2,642.10)	
33 Imperial Unified	2,048	5.43%	5,750	7.63%	15,700.35	66,184.88	81,885.24	2,405	5.45%	6,622	7.60%	16,235.48	67,956.33	84,191.81	2,306.57	
36 Magnolia Elementary	364	0.96%	185	0.25%	2,790.49	2,129.43	4,919.92	388	0.88%	219	0.25%	2,619.28	2,247.42	4,866.70	(53.22)	
39 McCabe Elementary	987	2.62%	1,696	2.25%	7,566.53	19,521.66	27,088.19	1,147	2.60%	2,117	2.43%	7,743.08	21,725.09	29,468.17	2,379.98	
42 Meadows Elementary	1,004	2.66%	989	1.31%	7,696.85	11,383.80	19,080.65	1,146	2.60%	1,153	1.32%	7,736.32	11,832.32	19,568.65	488.00	
45 Mulberry Elementary	355	0.94%	132	0.18%	2,721.50	1,519.37	4,240.87	394	0.89%	139	0.16%	2,659.78	1,426.45	4,086.23	(154.64)	
48 San Pasqual Valley Unified	1,272	3.37%	1,725	2.29%	9,751.39	19,855.47	29,606.86	1,633	3.70%	1,824	2.09%	11,023.92	18,718.26	29,742.19	135.33	
51 Seeley Elementary	768	2.04%	862	1.14%	5,887.63	9,921.98	15,809.61	876	1.98%	1,026	1.18%	5,913.63	10,529.02	16,442.65	633.04	
54 Westmorland Elementary	917	2.43%	1,022	1.36%	7,029.89	11,763.64	18,793.54	1,007	2.28%	1,253	1.44%	6,797.97	12,858.54	19,656.52	862.98	
60 ICOE	8,794	23.30%	7,991	10.60%	67,416.45	91,979.72	159,396.18	10,189	23.08%	8,828	10.13%	68,783.08	90,594.76	159,377.84	(18.34)	
68 IVROP	2,337	6.19%	1,026	1.36%	17,915.88	11,809.69	29,725.57	2,651	6.01%	1,659	1.90%	17,896.16	17,025.00	34,921.16	5,195.59	
71 ICOE-SIPIC	11	0.03%	-	0.00%	84.33	-	84.33	9	0.02%	-	0.00%	60.76	-	60.76	(23.57)	
77 ICOE-JTPA	8	0.02%	-	0.00%	61.33	-	61.33	14	0.03%	-	0.00%	94.51	-	94.51	33.18	
80 ICOE-IVTA	97	0.26%	-	0.00%	743.62	-	743.62	104	0.24%	-	0.00%	702.07	-	702.07	(41.55)	
102 Balington Academy	10	0.03%	-	0.00%	76.66	-	76.66	10	0.02%	-	0.00%	67.51	-	67.51	(9.15)	
103 Imagine Schools	1	0.00%	-	0.00%	7.67	-	7.67	2	0.00%	-	0.00%	13.50	-	13.50	5.84	
	37,736	100.0%	75,399	100.00%	289,291.25	867,873.75	1,157,165.00	44,139	100.0%	87,107	100.00%	297,970.00	893,910.00	1,191,880.00	34,715.00	

Per Section 6 of the ERP System MOU Additional Services are billed at an hourly rate of \$85.00

**Independent Contractor Service Agreement Between
Holtville Unified School District and Debra Thu**

Contract Date: **March 31, 2023**

Contract Number: **ASHA 12131258**

This Agreement for independent contracting services (hereafter, "Agreement") is entered into by and between the Holtville Unified School District, (hereafter, the "District") and Debra Thu (hereafter, "Contractor").

WHEREAS, the District has a need and desires to obtain special services, pursuant to Government Code section 53060, and other applicable laws, and

WHEREAS, Contractor is specially trained, experienced, qualified, licensed, credentialed, and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW THEREFORE, the Parties agree as follows:

1. Services to be Provided by Contractor:

Consistent with Title 16, California Code of Regulations, Section 1399.170.15, for the 2022-2023 school year, Contractor shall serve as the designated supervisor for purposes of assisting a speech-language pathology assistant in his or her compliance with the continuing professional development requirement pursuant to section 1399.170.17 of the California Code of Regulations. Contractor shall timely complete and file the Responsibility Statement for Supervisors of a Speech-Language Pathology Assistant enclosed, and perform the duties and responsibilities set forth therein and in section 1399.170.15.

2. Term of Agreement:

The term of this Agreement is from September 22, 2022 through June 9, 2023.

3. Compensation:

In exchange for Contractor providing the services required under this Agreement the District shall pay Contractor five hundred dollars (\$500.00) per month, (\$5,000.00) per school year for district speech pathology supervision throughout the 2022-2023 school year.

Upon presentation of an invoice to the District for services rendered, Contractor shall be paid within 30 days.

4. Employee Benefits:

Contractor shall be responsible for all salaries, payments, insurance, and benefits for all of Contractor's officers, agents, and employees in performing services pursuant to this Agreement.

5. Workers' Compensation Insurance:

Contractor understands and agrees that Contractor and all of its officers, agents, and employees are not eligible for workers' compensation coverage by the District. Contractor agrees to procure and maintain in full force and effect Workers' Compensation Insurance covering its employees and agents while these persons are providing services as set forth in this Agreement. In the event a claim under the provisions of the California Workers' Compensation Act is filed against the District by an officer, agent, or employee of Contractor, Contractor agrees to defend and hold harmless the District from such claim to the fullest extent permitted by law.

6. Termination of Agreement:

The District may terminate this Agreement and will be relieved of all obligations under this Agreement should Contractor fail to perform any of the terms and conditions hereof at the time and places set forth herein. In the event of such termination, Contractor shall be paid the reasonable value of the services rendered up to the date of such termination, less any payments theretofore made, as exclusively determined by the District, and Contractor hereby expressly waives any and all claims for damages or compensation arising under this Agreement in the event of such termination, except as set forth herein.

7. Status of Contractor:

It is expressly understood that at all times while rendering the services described herein and in complying with any terms and conditions of this Agreement, Contractor and all of its officers, agents, and employees are acting as an independent contractor and not as an officer, agent, or employee of the District. The Parties understand and agree that:

- a. Contractor and all of its officers, agents, and employees are free from the control and direction of the District in connection with the performance of services and have the sole discretion to determine how, when, and where to perform services required to achieve the final result.
- b. Contractor and all of its officers, agents, and employees are not District employees and are performing work that is outside the usual course of the District's business.
- c. Contractor and all of its officers, agents, and employees are customarily engaged in an independently established trade, occupation, or business that is of a different nature than the work performed by the District.

8. Indemnification

To the fullest extent permitted by California law, Contractor shall indemnify, defend, and hold harmless the District from any and all claim(s) or damage(s) arising out of its performance of this Agreement and/or its negligence or willful misconduct. The District shall have the right to accept or reject any legal representation that Contractor

proposes to defend the District. In the event Contractor seeks to settle a claim with a third party on the District's behalf, Contractor must obtain the District's consent to the terms and conditions of any settlement agreement.

For the purpose of this provision, the Parties understand and agree to interpret "damage or claim" to the fullest extent permitted by law, including any damage or claim of any nature, including, but not limited to, personal injury, death, property damage, attorneys' fees and costs, and/or third party claims that arises directly or indirectly out of or results from the performance of the Agreement. The Parties understand and agree that Contractor's duty to indemnify extends to any "damage or claim" as defined herein.

For the purpose of this provision, the Parties understand and agree that "District" is intended to mean the District, as well as its agents, representatives, officers, consultants, employees, trustees, and volunteers from any and all demands, losses, liabilities, claims, suits, and actions of any kind. The Parties understand and agree that Contractor's duty to indemnify extends to these persons to the same extent it applies to the District.

9. Attorneys' Fees:

If suit is brought by either party to this Agreement to enforce any of its terms and the District prevails in such suit, Contractor shall pay all litigation expenses incurred by District, including attorneys' fees, costs, expert witness fees, and investigation expenses.

10. Venue and Jurisdiction

In the event of litigation, the Agreement and all related matters shall be governed by and construed in accordance with the laws of the State of California. Venue shall be with the appropriate State or Federal court located in Imperial County.

11. Compliance with Law:

Contractor shall be subject to and shall comply with all Federal, State, and local laws and regulations applicable with respect to its performance under this Agreement including, but not limited to: licensing, employment, and purchasing practices, and wages, hours, and conditions of employment, including nondiscrimination.

12. Confidentiality:

Contractor will not disclose to any person or entity, or use for any purpose, except as expressly permitted by this Agreement, any confidential information of and record of services provided. Notwithstanding the foregoing sentence, Contractor may disclose confidential information to those employees and other District identified parties who have a need to know such information, and who are bound to keep such information confidential. Contractor will at all times give District's confidential information at least the same level of protection and care as it gives its own confidential information of similar nature, but not less than a commercially reasonable level of protection. Contractor is familiar with and agrees to be responsible for compliance with the

Children's Online Privacy Protection Act of 1998 ("COPPA"), the Family Educational Rights and Privacy Act and the US Department of Education implementing regulations at 34 CFR Part 99 (collectively, "FERPA"). Contractor will maintain confidential information in a safe and secure place and will not copy confidential information except to the extent necessary for the purposes of this Agreement. Contractor has an affirmative obligation to investigate any security incident, identify its impact, take commercially reasonable efforts to mitigate the effects and prevent reoccurrence of a similar incident in the future, and timely notify the District of any security incident or breach involving confidential information and records obtained from the District. All confidentiality obligations will survive termination of this Agreement until such time as such information no longer meets the definition of confidential information. Upon written request from District and subject to any legal obligation to preserve confidential information (e.g., litigation hold), Contractor shall promptly return or destroy all confidential information. The Contractor may disclose confidential information as required to comply with binding orders of governmental entities that have jurisdiction over it or as otherwise required by law, provided that the Contractor (i) gives the District reasonable written notice to allow the District to seek a protective order or other appropriate remedy (except to the extent the Contractor's compliance with the foregoing would cause it to violate a court order or other legal requirement), (ii) discloses only such information as is required by the governmental entity or otherwise required by law, and (iii) uses commercially reasonable efforts to obtain confidential treatment for any confidential information so disclosed.

13. Assignment:

No portion of this Agreement or any of the work to be performed hereunder may be assigned by Contractor without express written consent of District, and without such consent all services hereunder are to be performed solely by Contractor, its officers, agents and employees.

14. Alterations or Variance:


No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the Parties hereto.

15. Governing Board Action and Execution of Counterparts.

For this Agreement to become effective, the Governing Board of the District must take action to approve it in an open meeting of the Governing Board.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written below.

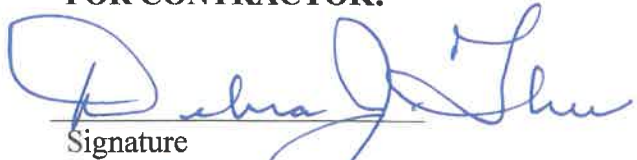
FOR THE DISTRICT:


Signature

3/31/23
Date

Celso Ruiz
Superintendent
Holtville Unified School District

FOR CONTRACTOR:


Signature

4/6/23
Date

Debra Thu
Speech Pathologist
Contractor

Approved by the Governing Board of the District on _____



MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) establishes a partnership between **Imperial Valley Regional Occupational Program (IVROP)** and the **Holtville Unified School District (DISTRICT)** for the delivery of core Career Technical Education (CTE) supportive services effective July 1, 2023.

This new MOA will cover the 2023-2024 academic school year. The necessity for the MOA comes as the result of the prior MOA that will expire at the end of June 2023. The previous 2022-2023 and subsequent prior MOAs were developed because of the change to the funding formula for school districts in California, as established by the Local Control Funding Formula (LCFF). The LCFF and the changes to the funding of CTE necessitate the development of an MOA for the purposes of explicitly detailing services and annually updating the partners that entered into an agreement with IVROP. **This new MOA is a one-year term, with a termination clause spelled out due to the fiscal uncertainties as a result of COVID-19.**

IVROP agrees to provide the following:

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

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

The DISTRICT agrees to provide the following:

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

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

The terms of this agreement are as follows:

1. **Funding** – The Local Control Funding Formula provides for ongoing grade 9-12 augmentation to address the extra costs inherent in continuing CTE programs and services. For each partner DISTRICT, the site-

specific costs for core CTE services each school year will be calculated as 25% of the 9-12 Grade Span Augmentation (GSA) and pupil count.

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

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

9-12 Pupil Enrollment (estimated using 21/22 Advanced Apportionment)	543
9-12 GSA funding (estimated using 21/22 Advanced Apportionment)	\$303
Percentage	25%
Estimated annual cost school year 2023/24	\$41,132

2. **Effective Date** – Services will be effective on July 1, 2023, upon signing of this agreement, for a one-year period for the 2023-2024 school year. This agreement does not automatically renew or rollover to subsequent years. No later than 90 days prior to the end of this agreement, the Parties shall commence negotiations to extend and/or modify this agreement.
3. **Termination (COVID-19) Clause** – This MOA may be terminated by a written request by either party, with 60 days advance notice, because of the fiscal uncertainties created by COVID-19.
4. **Addendums** – Addendums to this document may be added as separate and supplemental, customizable services specific to the DISTRICT's needs. Addendums will constitute a separate signed document that details services and costs beyond those listed in this MOA. The addendum will reference this existing MOA. The following are several examples of customizable services that districts have typically requested in the past:
 - An additional day of Career Specialist (CS) support
 - Career exploration, awareness and/or preparation related services for elementary school level students or parents
 - The hiring of an instructor on a part-time basis
5. **Scope of Services**
IVROP will provide the following services:
 - A. **Continuous improvement and accountability efforts across all levels of CTE programs**

The CTE Coordinator and/or Program Manager will:

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

The District will work with IVROP on the development of a “Work Plan,” with stated focus areas, that prioritizes needs and in turn, services for the year. The Work Plan will be monitored and evaluated during meetings with school and district leadership throughout the course of the academic year and throughout the MOA term. Effectiveness will be reported via narrative reports or presentations at the end of each semester to the DISTRICT Superintendent, school site administrators, and Board.

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

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

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

Support CTE instructors in sustaining high-quality CTE curriculum and instruction (align to State/Federal accountability measures) through the following, but not limited to: aligning career pathways, work-based learning and CTSOs (or student leadership) support, maintain industry partnerships (employer connections, advisory meetings, and other stakeholder support), along with addressing any other critical issues and emerging accountability measures that may impact the CTE programs. IVROP will accomplish this by attending trainings, conferences, and workshops related to these items that may impact CTE and inform the DISTRICT via district/school meetings of any changes and develop a plan of action to address any of these requirements. Specific activities include, but are not limited to:

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

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

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

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

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

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

results and conduct necessary follow-up and monitoring of placements.

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

Support student leadership development (CTSOs):

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

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

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

E. Promotion, outreach, and communication of CTE programs

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

7) Promote district CTE activities, efforts, and events on the IVROP website.

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

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

The Parties' Representatives shall be:

**Imperial Valley Regional
Occupational Program**

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

**Holtville Unified
School District**

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

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

For IVROP

By: _____
Edwin P. Obergfell
IVROP Superintendent

Date: _____

For DISTRICT

By: _____
Celso Ruiz
HUSD Superintendent

Date: _____

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

This document constitutes an Addendum to the agreement between Imperial Valley Regional Occupational Program (IVROP) and Holtville Unified School District signed on _____, 2023.

1. **Objective** - The objective of this Addendum is to describe the separate and supplemental, customized services specific to the DISTRICT'S needs.
2. **Effective Date** – Services will be effective July 1, 2023, upon signing of this agreement, for the 23-24 school year.
3. **Scope of Services** – Imperial Valley Regional Occupational Program will:
 - a) Employ a full-time CTE Instructor (Public Services) for 7 instructional hours per day for **180** instructional days and **5** in-service days
 - b) Purchase ACT WorkKeys – Career Readiness Solutions for Career Readiness Course
4. **Cost** – The costs for these services are detailed as follows:

Service Cost		Supervision Costs		Total
Salaries	\$ 50,881	Salaries	\$ 1,100	\$ 51,981
Benefits	\$ 20,354	Benefits	\$ 426	\$ 20,780
Other (ACT WorkKeys)	\$ 1,500	Other	\$ -	\$ 1,500
Sub Total	\$ 72,735	Sub Total	\$ 1,526	\$ 74,261
Indirect Costs	\$ 5,784	Indirect Costs	\$ 124	\$ 5,908
Total Cost	\$ 78,519	Total Cost	\$ 1,650	\$ 80,169

Total cost to the DISTRICT: **\$ 80,169**

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

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

For IVROP

For ICOE – Alternative Education

By: _____
Edwin P. Obergfell
Superintendent

By: _____
Celso Ruiz
Superintendent

Date: _____

Date: _____

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

ACTION/DISCUSSION



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

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

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2023/24

Revised Declaration of Need for year: _____

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

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

Name of County: Imperial County CDS Code: 13

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

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

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 4 / 17 / 2023 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2024.

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

Celso Ruiz _____ Superintendent
Name Signature Title

760-356-4936 _____
Fax Number Telephone Number Date

621 E. 6th Street Holtville, CA 92250
Mailing Address

celso@husd.net
Email Address

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

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

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

Submitted by Superintendent, Director, or Designee:

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

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

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

LIMITED ASSIGNMENT PERMITS

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

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

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

AUTHORIZATION(S) FOR SINGLE SUBJECT LIMITED ASSIGNMENT PERMITS (A separate page may be used if needed)	ESTIMATED NUMBER NEEDED

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

☐ Yes ☒ No

If no, explain. _____

Does your agency participate in a Commission-approved college or university internship program?

☒ Yes ☐ No

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

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

San Diego State University

National University

University of Phoenix

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



*Holtville Unified School District
Resolution #2022/23-009*

*DAY OF THE TEACHER
May 10, 2023*

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

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

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

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

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

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

RESOLVED that the Holtville Unified School District Board of Trustees does hereby proclaim May 10, 2023 as the Day of the Teacher in the Holtville Unified School District, and encourages everyone to join in this very special observance and show their sincere appreciation for our teachers.

Kevin Grizzle, President of the Governing Board

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

Board of Trustees

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



Holtville Unified School District
Resolution #2022/23-010
CLASSIFIED SCHOOL EMPLOYEES WEEK
May 21 - 27 2023

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

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

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

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

THEREFORE, BE IT RESOLVED, that the Holtville Unified School District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the State of California and in the Holtville Unified School District and declares the week of May 21 - 27, 2023, as Classified School Employees Week in the Holtville Unified School District.

Kevin Grizzle, President of the Governing Board

Celso Ruiz, Superintendent and
Secretary to the Governing Board

Board of Trustees

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

**BEFORE THE GOVERNING BOARD OF THE
HOLTVILLE UNIFIED SCHOOL DISTRICT**

Resolution Allowing the Class of 2024 to)
 Maintain Funds Within the Associated) RESOLUTION NO. 2022/23-011
 Student Body Until June 30, 2024)

WHEREAS, on March 4, 2020, the Governor proclaimed a State of Emergency to exist in the State of California because of the threat of COVID-19; and

WHEREAS, the Holtville Unified School District, for the safety and wellbeing of its staff and students, initiated school closures on March 17, 2020 to address COVID-19; and

WHEREAS, such school closures were initiated based on guidance and recommendations by the California Department of Education, the California Health and Human Services Agency and Imperial County Public Health Department; and

WHEREAS, based on a letter from the State Superintendent of Public Instruction (Release #20-16 dated March 31, 2020) that states in part that due to current safety concerns and needs of ongoing social distancing, students will not be able to return to school campuses before the end of the school year; and

WHEREAS, the Holtville Unified School District, in addressing safety concerns and complying with ongoing social distancing, has continued with school closures at the onset of the 2020-2021 school year; and

WHEREAS, based on the Blueprint For a Safer Economy and its four-tiered system for reopening from the county Public Health Officer (dated October, 2020) that states schools within the Purple Tier (Tier 1) are not permitted to reopen for in-person instruction, limiting physical interactions and activities, unless they receive a waiver from their local health department; and

WHEREAS, due to the closure of schools, various Associated Student Body (ASB) funds on account were not able to be expended or disbursed as intended and now may be subject to limitations in accordance with ASB Bylaws, Fiscal Crisis and Management Assistance Team (FCMAT) ASB Accounting Manual guidelines and State Audit requirements; and

WHEREAS, the Class of 2024 raised funds during the 2019-2020 School Year for various student activities, events and school functions that were for the benefit of students of said Class but are now are subject to end-of-year limitations and carry-over restrictions; and

WHEREAS, it is the desire of the Board of Trustees of the Holtville Unified School District to allow the Class of 2024 to carry-over funds on account within the ASB until June 30, 2024 so that the students of this Class may have the opportunity to benefit from these funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Holtville Unified School District is taking action to allow the Class of 2024 to carry-over funds until June 30, 2024 and any funds remaining after the end date will be deposited in the ASB General Account; and

BE IT FURTHER RESOLVED, that funds on account for the Class of 2024 will not be subject to end-of-year limitations or restrictions and such funds will continue to be on deposit in the Class of 2024 account with the ASB; and

BE IT FURTHER RESOLVED, that for the funds to be released, the current Class Officers must provide a request for the use of these funds to the current principal/ASB Advisor in accordance with ASB Bylaws; and

BE IT FURTHER RESOLVED, that the Class of 2024 funds will continue to be subject to ASB Bylaws, Board Policy 3452 – Student Activity Funds, and under the oversight of the current school principal and ASB Advisor; and

BE IT FURTHER RESOLVED, that funds on the account for the Class of 2024 may only be used for students who attended Holtville Middle School during the 2019-2020 school year and who remain in the Holtville Unified School District through the 2021-2022 school year; and

BE IT FURTHER RESOLVED, that the exception to existing policy applies exclusively to the current school year and is not intended to establish precedent;

THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Trustee _____, seconded by Trustee _____, at a regular meeting held the 17th day of April, 2023, by the following vote:

AYES:

NOES:

ABSENT:

Secretary/Clerk of the District Board

RESOLUTION OF THE BOARD OF TRUSTEES OF THE HOLTVILLE UNIFIED SCHOOL DISTRICT IN OPPOSITION TO IMAGINE SCHOOLS IMPERIAL COUNTY'S PETITION FOR A COUNTYWIDE BENEFIT CHARTER

WHEREAS, on or about February 27, 2023, Imagine Schools Imperial County ("ISIC") submitted a petition to the Imperial County Board of Education ("ICOE") to establish and operate a countywide benefit charter school for the term July 1, 2023 – June 30, 2028; and

WHEREAS, pursuant to Education Code section 47605.6, subdivision (a)(1), a county board of education may only approve a countywide charter if it finds that the educational services to be provided by the charter school will offer services to a pupil population that *will benefit from those services and cannot be served as well by a charter school that operates in only one school district* in the county; and

WHEREAS, ISIC was previously chartered by the El Centro Elementary School District ("District") under Education Code section 47605, and was closed when it did not meet the criteria for renewal, and then abandoned its renewal appeal to instead submit a countywide petition proposing essentially the same program, which was also denied by ICOE in May 2019; and

WHEREAS, in November 2022, ISIC provided notice that it intended to submit a second countywide petition but then withdrew the petition without any justification in January 2023, shortly after it was submitted; and

WHEREAS, petitioners did not then and have not now provided any reasonable or sustainable justification for their decision to now three times pursue countywide authorization instead of local authorization from any of the 14 school districts that serve elementary students in Imperial County that could lawfully approve it, as required by Education Code section 47605; and

WHEREAS, like its two previous countywide submissions, ISIC's latest petition does not propose a countywide benefit charter school that would satisfy the requirements of Education Code section 47605.6, even pretextually, for the following reasons:

1. ISIC's proposed educational program is materially the same as the program it unsuccessfully operated and provided to students while it operated as a District-authorized charter, under the same leadership, who were forced to change schools by ISIC's irresponsible closure and incorrect messaging about remaining open; and
2. ISIC has offered no "countywide" benefit, instead basing their proposal on convenience for the petitioner if approved, and to avoid a perceived, but not real, "competitive relationship" with a chartering district;
3. The petition does not provide information that would allow the Imperial County Board of Education to make findings as to how the charter school's operating countywide is necessary or would enable it to serve a more diverse population, given the similar demographics of the individual school districts in the county and the ability of the charter school to enroll students from anywhere in the county and not just the school district that may properly authorize it under section 47605; and

4. ISIC’s statement on page 13 of its petition that “[a] charter authorized by only one school district would only allow for school sites within the boundaries of that district, thus requiring more than one charter school to serve students in multiple school districts” has already been rejected as a proper justification for approval of a countywide charter; and

WHEREAS, Imagine School’s previously operated charter school, under the authority of the El Centro Elementary School District, enrolled over 850 students from eleven (11) school districts throughout Imperial County, disproving the claim that they cannot be successful under the chartering authority of a single district; and

WHEREAS, pursuant to Education Code section 47605.6, subdivision (a)(1)(A), a proposed countywide charter school seeking to operate within a particular school district must only apply to the authorizing county office of education for a material revision and then provide that district *with only 30 days’ notice of its intent to operate there*, effectively denying *any and all input and local control of school boards* where the charter may open additional sites; and

WHEREAS, while the petition provides a demonstrably weak academic program and misstates the availability of dual immersion programs currently operating in Imperial County Schools, it also effectively ignores the mental health needs so desperately needed by students, and provides no provision for local site dedicated mental health services or personnel in either its employee qualification descriptions or proposed budget, effectively denying students of these critically needed services that are provided in every school district in Imperial County;

NOW, THEREFORE BE IT RESOLVED, that the law requires and the District’s Board of Trustees urges the ICOE Board of Education deny ISIC’s proposed countywide charter school petition because it does not propose a charter school of countywide benefit, that the proposed charter school can be authorized and achieve the same proposed outcomes by a local school district in the County pursuant to Education Code sections 47605, and as required for lawful authorization pursuant to Section 47605.6, and that doing so would deny local school boards the opportunity to decide what public schools operate in their boundaries.

BE IT FURTHER RESOLVED that the petition submitted should also be denied due to it not offering a unique or high quality educational program for the students of Imperial County.

PASSED AND ADOPTED this ____ day of _____ 2023 by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

ATTEST:

President, Board of Trustees

Clerk, Board of Trustees



Designated English Language Development (D-ELD) Expectations

Grades TK-5

The purpose of this document is to provide a summary regarding the expectations for Designated ELD (D-ELD). If you have questions about this summary, or other questions about English learner students, please contact the Director of State and Federal Programs.

D-ELD Instruction

- Provided by certificated classroom teachers
 - Is core content for EL students
 - Provided in addition to all other core instruction
 - Not an intervention or tier II/III service
 - Continues for students until the reclassification process is complete
- Provided as a protected instructional block of 30 minutes daily for 5 days a week
 - D-ELD block does not preclude EL students from other core instruction
 - Passing time for student deployment, or recess is in addition to the instructional minutes
 - Alternate D-ELD schedules are created for assemblies, minimum days, etc.
 - Only the site administrator determines if the site schedule warrants cancellation of D-ELD
 - Site D-ELD schedules are submitted to the Department of State and Federal Programs
- Lessons are based on
 - The four domains of language (listening, speaking, reading and writing)
 - Student output (especially speaking), interaction & collaboration constitute the majority of most lessons
 - 2012 California ELD Standards
 - ELA/ELD Framework
 - EL Roadmap
 - District approved D-ELD resources

Curriculum

- TK - 5 Benchmark Advance/Adelante

Spectrum of Services

- EL students provided with additional services (RSP, Intervention, etc.) are to receive those services at an alternate instructional time
- Newcomer students receive supplemental EL services in addition to designated ELD at their school sites
- EL students with a Special Education classification are placed into D-ELD groups based on:
 - Most current English Language Proficiency Assessments for California (ELPAC) data
 - Individualized Education Plan (IEP) linguistically appropriate academic goals for dually classified learners
 - IEP description of D-ELD setting and how services will be provided
- EO students receive high-level English instruction during D-ELD time
- Reclassified (RFEP) students are monitored for four years after reclassification
 - RFEP students (prior EL students) are counted in EL student group the on Dashboard Academic Performance indicators

Student Grouping

- D-ELD instructional groups are based on the most recent ELPAC data and revised as new data becomes available
 - Initial grouping is based on overall language proficiency level
 - Individual domains (listening, speaking, reading, writing) may be included as a secondary data consideration for appropriate grouping
- Careful consideration to the number of students placed into each group should be taken, so language proficiency growth can be accelerated
- Maximum of two sequential language proficiency levels and/or grade levels per group, in order to allow the teacher to focus on specific language needs
 - i.e. 2nd grade or 4th/5th grade, or
 - Newcomer/Emerging, Expanding, Bridging
- TK/K and Newcomer EL students without ELPAC scores are temporarily placed into ELD groups, and groups are revised when the initial scores are available
- During D-ELD, non EL students engage in language and literacy tasks that are appropriate for their instructional needs

Assessment

- Initial and Summative ELPAC
 - At least 2 practice tests (one in Fall and one in Winter)
 - Optional training tests
- Quarterly STAR assessment
 - STAR Math and STAR Reading or Early Literacy
 - Prior to the end of each quarter
 - STAR assessments performance results are for diagnostic purposes and shall not affect students' course grade
- Regular Progress Monitoring
 - EL Progress Monitoring OPTEL Form in Ellevation
 - Teacher observations
 - Course grades
 - Formative assessments
- Data analysis
 - STAR assessments results
 - Occurs within a week of each assessment
- Mobility between group levels
 - Occurs at the beginning of each quarter

Reclassification Criteria

- Criterion 1: Assessment of English Language Proficiency
 - Summative ELPAC Overall Performance Level 4, or
 - Summative Alternate ELPAC Level 3
 - School sites must convene to inform planning, placement, and personal goals for the short term and the next school year for students who score at Summative ELPAC Overall PL 3 or lower
- Criterion 2: Teacher Evaluations
 - Course grade of "C" or higher in Reading and Language Arts (K-8) or English (9-12)
 - Level 3 or higher in each of the five categories on the Student Oral Language Observation Matrix (SOLOM)
- Criterion 3: Parent Consultation
 - Includes current teachers, teachers from previous school year, and relevant academic coordinators
 - Held prior to reclassification decision
 - Discuss student performance on each criterion
 - Set goals for the next school year
 - Parent consultations and opinion, not consent, is required
 - Includes ideas, plans, and decisions for any change in classification
 - Includes support to be provided during the four-year RFEP monitoring period

- Criterion 4: Basic Skills Relative to English Proficient Students
 - Level 3 (Standard Met) or higher on CAASPP SBAC ELA (3-12), or
 - Level 3 (Understanding) on CAA ELA (3-12)
 - At or above Grade Level on STAR Reading

Resources

CA ELD Standards (CDE) SBE EL Roadmap Policy ELA/ELD Framework (CDE)
CAASPP and ELPAC Practice and Training Tests Interim Assessments (CAASPP) California Educator Reporting System (CERS)
ELD Standards One-pagers (Nathalie Longrée-Guevara) Designated ELD Strategies Reference Sheet Academic Language Functions Toolkit Discussion Protocol Handout
Strategies for ELD (TCOE collection) Formative Assessment Practices to Support Student Learning videos (Teaching Channel) Webinar Series on the CDE Integrated and Designated ELD (WestEd) Integrated and Designated ELD Video Series (CDE)
HUSD District Calendar Ellevation Renaissance HUSD EL Resources Padlet



Designated English Language Development (D-ELD) Expectations

Grades 6-12

The purpose of this document is to provide a summary regarding the expectations for Designated ELD (D-ELD). If you have questions about this summary, or other questions about English learner students, please contact the Director of State and Federal Programs.

D-ELD Instruction

- Provided by certificated classroom teachers
 - Is core content for EL students
 - Provided in addition to all other core instruction
 - Not an intervention or tier II/III service
 - Continues for students until the reclassification process is complete
- Provided as a protected instructional block of 30 minutes daily for 5 days a week
 - D-ELD block does not preclude EL students from other core instruction
 - Passing time for student deployment is in addition to the instructional minutes
 - *Alternate D-ELD schedules are created for assemblies, minimum days, etc.*
 - Only the site administrator determines if the site schedule warrants cancellation of D-ELD
 - Site D-ELD schedules are submitted to the Department of State and Federal Programs
- Lessons are based on
 - The four domains of language (listening, speaking, reading and writing)
 - Student output (especially speaking). Interaction & collaboration constitute the majority of most lessons.
 - 2012 California ELD Standards
 - ELA/ELD Framework
 - EL Roadmap
 - District approved D-ELD resources

Curriculum

- 6-8: Pearson MyPerspectives

- 9-12: English 3D

Spectrum of Services

- EL students provided with additional services (RSP, Intervention, etc.) are to receive those services at an alternate instructional time
- Newcomer students receive supplemental EL services in addition to designated ELD at their school sites
- Newcomer students are scheduled for two periods of D-ELD as needed
- EL students with a Special Education classification are placed into D-ELD groups based on:
 - Most current English Language Proficiency Assessments for California (ELPAC) data
 - Individualized Education Plan (IEP) ELD goal for dually classified learners
 - IEP description of D-ELD setting and how services will be provided
- Reclassified (RFEP) students are monitored for four years after reclassification
 - RFEP students (prior EL students) are counted in EL student group the on Dashboard Academic Performance indicators

Student Grouping

- D-ELD instructional groups are based on the most recent ELPAC data and revised as new data becomes available
 - Initial grouping is based on overall language proficiency level
 - Individual domains (listening, speaking, reading, writing) may be included as a secondary data consideration for appropriate grouping
- Careful consideration to the number of students placed into each group should be taken, so language proficiency growth can be accelerated
- Maximum of two sequential language proficiency levels and/or grade levels per group, in order to allow the teacher to focus on specific language needs
 - i.e. 6th grade or 7th/8th grade, or
 - Newcomer/Emerging, Expanding, Bridging
- Newcomer EL students without ELPAC scores are temporarily placed into ELD groups, and groups are revised when the initial scores are available
- Master schedule
 - Whenever possible, ELD sections are scheduled in the same period to allow for mobility
- Students at PL 3 or higher can be mainstreamed
 - Must receive SEI/EL services at least twice per week
 - English class requires a separate syllabus for EL services

Assessment

- Initial and Summative ELPAC
 - At least 2 practice tests (one in Fall and one in Winter)
 - Optional training tests
- Quarterly STAR assessment
 - STAR Reading or Early Literacy
 - Prior to the end of each quarter
 - STAR assessments performance results are for diagnostic purposes and shall not affect students' course grade
- Regular Progress Monitoring
 - EL Progress Monitoring OPTTEL Form in Ellevation
 - Teacher observations
 - Course grades
 - Formative assessments
- Data analysis
 - STAR assessments results
 - Occurs within a week of each assessment
- Mobility between group levels
 - Occurs at the beginning of each quarter

Reclassification Criteria

- Criterion 1: Assessment of English Language Proficiency
 - Summative ELPAC Overall Performance Level 4, or
 - Summative Alternate ELPAC Level 3
 - School sites must convene to inform planning, placement, and personal goals for the short term and the next school year for students who score at Summative ELPAC Overall PL 3 or lower
- Criterion 2: Teacher Evaluations
 - Course grade of "C" or higher in Reading and Language Arts (K-8) or English (9-12)
 - Level 3 or higher in each of the five categories on the Student Oral Language Observation Matrix (SOLOM)
- Criterion 3: Parent Consultation
 - Includes current teachers, teachers from previous school year, and relevant academic coordinators
 - Held prior to reclassification decision
 - Discuss student performance on each criterion
 - Set goals for the next school year
 - Parent consultations and opinion, not consent, is required
 - Includes ideas, plans, and decisions for any change in classification
 - Includes support to be provided during the four-year RFEP monitoring period

- Criterion 4: Basic Skills Relative to English Proficient Students
 - Level 3 (Standard Met) or higher on CAASPP SBAC ELA (3-12), or
 - Level 3 (Understanding) on CAA ELA (3-12)
 - At or above Grade Level on STAR Reading or Early Literacy (K-2)

Resources

[CA ELD Standards \(CDE\)](#)
[SBE EL Roadmap Policy](#)
[ELA/ELD Framework \(CDE\)](#)

[CAASPP and ELPAC Practice and Training Tests](#)
[Interim Assessments \(CAASPP\)](#)
[California Educator Reporting System \(CERS\)](#)

[ELD Standards One-pagers \(Nathalie Longrée-Guevara\)](#)
[Designated ELD Strategies Reference Sheet](#)
[Academic Language Functions Toolkit](#)
[Discussion Protocol Handout](#)

[Strategies for ELD \(TCOE collection\)](#)
[Formative Assessment Practices to Support Student Learning videos \(Teaching Channel\)](#)
[Webinar Series on the CDE Integrated and Designated ELD \(WestEd\)](#)
[Integrated and Designated ELD Video Series \(CDE\)](#)

[HUSD District Calendar](#)
[Ellevation](#)
[Renaissance](#)
[HUSD EL Resources Padlet](#)

AUDIT CERTIFICATION

2021-22 FINANCIAL REPORT / AUDIT

Holtville Unified School District
Imperial County, California

In accordance with Assembly Bill 3627, Chapter 1002, as it pertains to amended Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before *January 31, 2023*, however, an extension has been granted and

THEREBY, as written verification of said review, the Governing Board of

Holtville Unified	School District reviewed and accepted on
04/17/2023	the Annual Financial Report as of June 30, 2022.

District Superintendent
(signature)

04/17/2023

Date

Please email a copy of the Audit Certification to fas@icoe.org and submit the original by March 15th to:

**Imperial County Office of Education
District Fiscal Advisory Services
1398 Sperber Road
El Centro, CA 92243**

TENTATIVE AGREEMENT

BETWEEN THE

HOLTVILLE UNIFIED SCHOOL DISTRICT

AND THE

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS
HOLTVILLE CHAPTER 338

TO FULLY RESOLVE AND SETTLE REOPENER
NEGOTIATIONS
FOR THE 2022-23 SCHOOL YEAR,
FULLY RESOLVE AND SETTLE NEGOTIATIONS FOR
THE 2023-24 SCHOOL YEAR,
AND TO ESTABLISH A NEW THREE-YEAR AGREEMENT
March 8, 2023

Article 1: Duration Of Agreement

1.1 This Agreement is entered into effective upon final ratification of a collective bargaining agreement between the Board of Trustees of the Holtville Unified School District, Holtville, California (the Governing Board) and California School Employees Association and its Holtville Chapter Number 338 (Association). Such Agreement shall remain in full force and effect from July 1, 2022 until June 30, 2025. This Article shall reopen automatically in each year of the Agreement.

1.2 There shall be no reopener negotiations during the 2023-2024 school year. During the 2024-2025 school year, only the following Articles may be reopened: Article 14 (WAGES), ARTICLE 1 (DURATION), ARTICLE 15 (HEALTH AND WELFARE BENEFITS), and three (3) additional or new articles of each party's choice.

[Other Articles in the Agreement that reference the term of the agreement and reopener negotiations will be updated consistent with Articles 1.1 and 1.2 above.]

Article 7: Hours

Add this provision to Article 7:

7.4 The District provides a method by which employees can record their time worked. The District may implement the use of time clocks and require employees to punch their own cards when they start and finish work and the when they commence and return from meal periods. The District will ensure its time keeping system is properly functioning. No employee shall have the authorization or be permitted to punch another employee's time card. If time clocks are not used, employees shall daily record their time and sign their own time sheets. Employees who fail to accurately record time worked in the manner required by the District may be subject to disciplinary action.

The current system to be used is the Frontline time keeping system, which allows employees to input hours worked with the purpose of eliminating paper time sheets. This current system may still require employees to sign in when first arriving at their work site. Unit members will be provided thirty (30) days advance notice should the District move to a different time keeping system.

Article 11: Vacation

Vacation Entitlement – Scheduling of Vacation During Breaks and Summer Months:

- 11.5.7 For members occupying the positions of Custodian, Grounds, Custodian/Grounds, and Maintenance, requests to schedule vacation during the Thanksgiving, Winter, and Spring Breaks will only be granted if the needs and upkeep of District facilities and operations are met. Vacation requests during the summer months of June through August shall be evaluated based upon the District's needs with regard to preparation for summer programs and the new school year. Supervisors will make efforts to approve vacation requests on a rotational basis for employees in these positions during periods when school is not in session, so long as the needs and upkeep of the District facilities and operations are met.

Article 14: Wages

Eliminate current 14.1 and replace with:

14.1 Effective July 1, 2022, the District shall implement the following changes to the 2021-22 CSEA Salary Schedule:

- Eliminate Ranges 7-9 and move all positions currently within those ranges to Range 10.
 - Establish \$16.00/hour as the new hourly rate for Range 10, Step 1.
 - Move all positions currently located at Range 10 to Range 11.
 - Recalculate all steps and ranges within the schedule so that there is a 1.50% increase between steps and a 2.00% increase between ranges.
 - Establish a new Range 32 and move all positions currently at Range 31 to Range 32.
- The above changes are contained in the new 2022-23 CSEA Salary Schedule attached as Exhibit B-1.

Eliminate current 14.2 and replace with:

14.2 Effective July 1, 2023, the District shall provide a uniform three and a quarter percent (3.25%) increase to the 2022-2023 salary schedule. (See the 2023-2024 CSEA Salary Schedule attached as Exhibit B-2).

Add the following articles, 14.7, 14.7.1, 14.7.2, 14.7.3, 14.7.4, 14.8:

14.7 Longevity Increments : Effective ^{July 1, 2023} ~~January 1, 2023~~, eligible classified unit members shall receive longevity salary increments as follows:

14.7.1 After a unit member has worked ten (10) full years according to his/her most recent hire date, the unit member will receive \$1,200 per year, divided into twelve (12) equal payments, which shall be added to his/her monthly salary.

14.7.2 Upon completion of fifteen (15) years of service according to his/her most recent hire date, the unit member will receive an additional \$600 per year, divided

into twelve (12) equal payments, which shall be added to his/her monthly salary, bringing the total annual longevity salary payment to \$1,800 per year.

14.7.3 Upon completion of twenty (20) years of service according to his/her most recent hire date, the unit member shall receive an additional \$600 per year, divided into twelve (12) equal payments, which shall be added to his/her monthly salary, bringing the total annual longevity salary payment to \$2,400 per year.

14.7.4 Unit members who qualify for the above increments must work twelve (12) months and eight (8) hours per day to receive the full increment. Part-time unit members who qualify for the above increments, but work less than twelve (12) months and/or less than eight (8) hours per day shall receive their longevity increments on a prorated basis.

14.8 Following ratification of this agreement by the Governing Board, the District will participate in the California Classified School Employee Summer Assistance Program (CSESAP), under the rules, regulations, and limitations provided by California Education Code and the California Department of Education (CDE). The program will begin in the first school year possible under the timelines set by CDE. Should the State of California discontinue the program, the District shall immediately cease participation, and return back any funds collected from unit members.

Article 15: Health and Welfare Benefits

Add underlined language:

15.3 Unit members newly hired or former unit members rehired in new position descriptions on or after July 1, 2003, shall be eligible for employee only health and welfare benefit coverages pursuant to Section 15.2 above only if they work six or more hours per day (30 hours per week, or at least 130 hours a month). Unit members hired prior to July 1, 2003 who are currently employed, work less than six (6) hours per day, and who are currently receiving the benefits identified in Section 15.2 above shall continue to be eligible for the same benefits as are those afforded to full-time unit members so long as they are continuously employed without a break in service and are not rehired in newly created position descriptions.

This Agreement fully settles and resolves 2022-23 reopener negotiations, also fully settles and resolves negotiations for the 2023-2024 school year, and establishes a new three-year agreement expiring on June 30, 2025. The new Agreement shall include the same provisions as the current

collective bargaining agreement between the parties as modified by this Tentative Agreement and which shall be updated to reflect current dates.

Celsa Bay
For the District

Date: 3/9/23

[Signature]
For the CSEA

Date: 3/9/23

Danila Vega
For the CSEA

Date: 3/9/23

RANGE	SALARY CLASSIFICATION	STEP A		STEP B		STEP C		STEP D		STEP E		STEP F		STEP G		STEP H	
		MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10	Food Service : Cafeteria Worker II Food Service : Assistant Cook Food Service: Cook	2,773	16.00	2,815	16.24	2,857	16.48	2,900	16.73	2,944	16.98	2,988	17.24	3,032	17.50	3,078	17.76
11	Proctor Clerk I: Resource Clerk I:	2,829	16.32	2,871	16.56	2,914	16.81	2,958	17.07	3,002	17.32	3,047	17.58	3,093	17.84	3,140	18.11
12	Food Service: Program Accounts I Special Education Transportation Assistant Lang/Speech/Hearing Paraprofessional Physical Education Assistant	2,885	16.65	2,929	16.90	2,973	17.15	3,017	17.41	3,062	17.67	3,108	17.93	3,155	18.20	3,202	18.47
13		2,943	16.98	2,987	17.23	3,032	17.49	3,078	17.75	3,124	18.02	3,171	18.29	3,218	18.57	3,266	18.84
14		3,002	17.32	3,047	17.58	3,093	17.84	3,139	18.11	3,186	18.38	3,234	18.66	3,282	18.94	3,332	19.22
15	Regular Classroom Paraprofessional SBC/RSP Paraprofessional Clerk II: Health Services Clerk II: Library	3,062	17.67	3,108	17.93	3,155	18.20	3,202	18.47	3,250	18.75	3,299	19.03	3,348	19.32	3,398	19.61
16		3,123	18.02	3,170	18.29	3,218	18.56	3,266	18.84	3,315	19.12	3,365	19.41	3,415	19.70	3,466	20.00
17	Groundsman	3,186	18.38	3,233	18.65	3,282	18.93	3,331	19.22	3,381	19.51	3,432	19.80	3,483	20.10	3,536	20.40
18	Custodian	3,249	18.75	3,298	19.03	3,348	19.31	3,398	19.60	3,449	19.90	3,501	20.20	3,553	20.50	3,606	20.81
19		3,314	19.12	3,364	19.41	3,415	19.70	3,466	19.99	3,518	20.29	3,571	20.60	3,624	20.91	3,678	21.22
20	School/Parent Community Liaison Custodian/Grounds/Basic Maintenance (TEMP help only) Custodian/Grounds	3,381	19.50	3,431	19.80	3,483	20.09	3,535	20.39	3,588	20.70	3,642	21.01	3,697	21.33	3,752	21.65
21	Cafeteria Manager	3,448	19.89	3,500	20.19	3,553	20.50	3,606	20.80	3,660	21.11	3,715	21.43	3,771	21.75	3,827	22.08
22	Library Technician Migrant Education Secretary Attendance Secretary Computer Lab Technician	3,517	20.29	3,570	20.60	3,624	20.91	3,678	21.22	3,733	21.54	3,789	21.86	3,846	22.19	3,904	22.52
23		3,588	20.70	3,641	21.01	3,696	21.32	3,751	21.64	3,808	21.97	3,865	22.30	3,923	22.63	3,982	22.97
24	Maintenance II Bus Driver Counseling Office Secretary Food Service: Accounts Supervisor 21st Century/Even Start Project Secretary Bus Driver/Custodian	3,659	21.11	3,714	21.43	3,770	21.75	3,827	22.08	3,884	22.41	3,942	22.74	4,001	23.08	4,061	23.43
25	Special Services Secretary Even Start Home Visitor/Tutor	3,733	21.53	3,789	21.86	3,845	22.18	3,903	22.52	3,962	22.86	4,021	23.20	4,081	23.55	4,143	23.90
26	Algebra Class Paraprofessional	3,807	21.96	3,864	22.29	3,922	22.63	3,981	22.97	4,041	23.31	4,101	23.66	4,163	24.02	4,225	24.38
27	Lead/Assistant Custodian	3,883	22.40	3,942	22.74	4,001	23.08	4,061	23.43	4,122	23.78	4,183	24.14	4,246	24.50	4,310	24.86
28	School Secretary	3,961	22.85	4,020	23.19	4,081	23.54	4,142	23.90	4,204	24.25	4,267	24.62	4,331	24.99	4,396	25.36
29	Speech/Language Pathology Assistant Maintenance III	4,040	23.31	4,101	23.66	4,162	24.01	4,225	24.37	4,288	24.74	4,352	25.11	4,418	25.49	4,484	25.87
30	Transportation: Bus Driver/Mechanic	4,121	23.78	4,183	24.13	4,246	24.49	4,309	24.86	4,374	25.23	4,440	25.61	4,506	26.00	4,574	26.39
31		4,203	24.25	4,266	24.61	4,330	24.98	4,395	25.36	4,461	25.74	4,528	26.12	4,596	26.52	4,665	26.91
32	Technician I: Computer Lab and Technology Support	4,288	24.74	4,352	25.11	4,417	25.48	4,483	25.87	4,551	26.25	4,619	26.65	4,688	27.05	4,758	27.45

Longevity Increments (as per Article 14.8) will be paid on a monthly basis per FTE:

- a) After 10 full years of employment = \$100 per month per FTE.
- b) After 15 full years of employment = \$150 per month per FTE.
- c) After 20 full years of employment = \$200 per month per FTE.

RANGE	SALARY CLASSIFICATION	STEP A		STEP B		STEP C		STEP D		STEP E		STEP F		STEP G		STEP H	
		MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10	Food Service : Cafeteria Worker II Food Service : Assistant Cook	2,863	16.52	2,906	16.77	2,950	17.02	2,994	17.27	3,039	17.53	3,085	17.80	3,131	18.06	3,178	18.33
11	Food Service: Cook Proctor Clerk I: Resource Clerk I:	2,921	16.85	2,965	17.10	3,009	17.36	3,054	17.62	3,100	17.88	3,146	18.15	3,194	18.42	3,242	18.70
12		2,979	17.19	3,024	17.45	3,069	17.71	3,115	17.97	3,162	18.24	3,209	18.52	3,258	18.79	3,306	19.06
13	Food Service: Program Accounts I Special Education Transportation Assistant Lang/Speech/Hearing Paraprofessional Physical Education Assistant	3,039	17.53	3,084	17.79	3,131	18.06	3,178	18.33	3,225	18.61	3,274	18.89	3,323	19.17	3,373	19.46
14		3,100	17.88	3,146	18.15	3,193	18.42	3,241	18.70	3,290	18.98	3,339	19.26	3,389	19.55	3,440	19.85
15	Regular Classroom Paraprofessional SDC/RSP Paraprofessional Clerk II: Health Services Clerk II: Library	3,162	18.24	3,209	18.51	3,257	18.79	3,306	19.07	3,356	19.36	3,406	19.65	3,457	19.94	3,509	20.24
16		3,225	18.60	3,273	18.88	3,322	19.17	3,372	19.45	3,423	19.75	3,474	20.04	3,526	20.34	3,579	20.65
17	Groundsman	3,289	18.98	3,339	19.26	3,389	19.55	3,439	19.84	3,491	20.14	3,543	20.44	3,597	20.75	3,651	21.06
18	Custodian	3,355	19.36	3,405	19.65	3,456	19.94	3,508	20.24	3,561	20.54	3,614	20.85	3,669	21.16	3,724	21.48
19		3,422	19.74	3,473	20.04	3,526	20.34	3,578	20.64	3,632	20.95	3,687	21.27	3,742	21.59	3,798	21.91
20	School/Parent Community Liaison Custodian/Grounds/Basic Maintenance (TEMP help only) Custodian/Grounds	3,491	20.14	3,543	20.44	3,596	20.75	3,650	21.06	3,705	21.37	3,760	21.69	3,817	22.02	3,874	22.35
21	Cafeteria Manager	3,560	20.54	3,614	20.85	3,668	21.16	3,723	21.48	3,779	21.80	3,836	22.13	3,893	22.46	3,951	22.80
22	Library Technician Migrant Education Secretary Attendance Secretary Computer Lab Technician	3,632	20.95	3,686	21.27	3,741	21.58	3,797	21.91	3,854	22.24	3,912	22.57	3,971	22.91	4,030	23.25
23		3,704	21.37	3,760	21.69	3,816	22.02	3,873	22.35	3,932	22.68	3,990	23.02	4,050	23.37	4,111	23.72
24	Maintenance II Bus Driver Counseling Office Secretary Food Service: Accounts Supervisor 21st Century/Even Start Project Secretary	3,778	21.80	3,835	22.12	3,892	22.46	3,951	22.79	4,010	23.14	4,070	23.48	4,131	23.83	4,193	24.19
25	Bus Driver/Custodian Special Services Secretary	3,854	22.23	3,912	22.57	3,970	22.91	4,030	23.25	4,090	23.60	4,152	23.95	4,214	24.31	4,277	24.68
26	Even Start Home Visitor/Tutor Algebra Class Paraprofessional	3,931	22.68	3,990	23.02	4,050	23.36	4,110	23.71	4,172	24.07	4,235	24.43	4,298	24.80	4,363	25.17
27	Lead/Assistant Custodian	4,010	23.13	4,070	23.48	4,131	23.83	4,193	24.19	4,256	24.55	4,319	24.92	4,384	25.29	4,450	25.67
28	School Secretary	4,090	23.59	4,151	23.95	4,213	24.31	4,277	24.67	4,341	25.04	4,406	25.42	4,472	25.80	4,539	26.19
29	Speech/Language Pathology Assistant Maintenance III	4,172	24.07	4,234	24.43	4,298	24.79	4,362	25.17	4,428	25.54	4,494	25.93	4,561	26.32	4,630	26.71
30	Transportation: Bus Driver/Mechanic	4,255	24.55	4,319	24.92	4,384	25.29	4,449	25.67	4,516	26.05	4,584	26.45	4,653	26.84	4,722	27.24
31		4,340	25.04	4,405	25.41	4,471	25.80	4,538	26.18	4,606	26.58	4,675	26.97	4,746	27.38	4,817	27.79
32	Technician I: Computer Lab and Technology Support	4,427	25.54	4,493	25.92	4,561	26.31	4,629	26.71	4,699	27.11	4,769	27.51	4,841	27.93	4,913	28.34

Longevity Increments (as per Article 14.8) will be paid on a monthly basis per FTE:

- a) After 10 full years of employment = \$100 per month per FTE.
- b) After 15 full years of employment = \$150 per month per FTE.
- c) After 20 full years of employment = \$200 per month per FTE.