



## HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Regular Board Meeting

February 21, 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**

Tuesday, February 21, 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:**

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – February 21, 2023  
AGENDA PAGE 2**

**6. RECOGNITIONS**

*HHS CIF Wrestlers*

**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. 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: January 17, 2023* Pgs. 2-4  
*(Supplemental Information)*

**B. FINANCE AND BUSINESS**

- 1) *Warrant Orders week beginning 1/19/23 to week ending 2/9/23* Pgs. 6-19  
*(Supplemental Information)*

**C. PERSONNEL SERVICES**

- 1) *Classified Employment* Pg. 21  
2) *Coaching Resignation* Pg. 22  
3) *Classified Resignation* Pg. 23  
4) *Extra Duty/Stipend Assignment* Pg. 24  
5) *Coaching Employment* Pg. 25

**D. GENERAL BUSINESS**

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

- 1) *Removal/disposal of obsolete technology equipment, weight room equipment and televisions at HHS* Pg. 27  
2) *MOU & Agreement to provide student teachers between United States University & HUSD* Pgs. 28-30  
3) *School Affiliation Agreement between University of Phoenix & HUSD* Pgs. 31-38  
4) *Holtville Unified School District 2023-24 School Calendar* Pg. 39  
5) *HHS Basketball Coaches Clinic in Las Vegas, NV 5/19/21 – 5/21/23* Pg. 40

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
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**GENERAL BUSINESS continued**

- 6) *Finley School teachers AVID visits to Dorothy Hall Elementary School in Yuma, AZ* Pg. 40
- 7) *HHS Out of State and Overnight Colorado River Baseball Invitational in Needles/Laughlin, NV 3/1/23-3/4/23* Pg. 40
- 8) *Attorney/Client Retainer Agreement between Law Offices of Arthur Palkowitz & HUSD* Pgs. 41-43
- 9) *HHS Winter Athletic schedules* Pgs. 44-50
- 10) *2022-23 SPSA School Plan for Student Achievement for each school site* Pgs. \*\*\*
- 11) *Student Teaching Letter of Agreement between Western Governors University and HUSD* Pgs. 51-55
- 12) *Job Description for Digital Media and Graphic Designer* Pgs. 56-58

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

**10. INFORMATION ITEMS**

- A) *2022-23 Mid-Year LCAP Update*
- B) *2022-23 Differentiated Assistance (DA) and Comprehensive Support and Improvement (CSI) & Additional Targeted Support and Improvement (ATSI) for HUSD*
- C) *2022-23 Expanded Learning Opportunities Program – Winter Session Update*

**11. PUBLIC HEARING**

*Pursuant to Government Code Section 3547(a) regarding the Initial Proposal from the District to the California School Employees Association, Chapter 338, for 2022-23 reopener negotiations.*  
Pg. 61

**12. ACTION/DISCUSSION ITEMS**

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

- A) *Adopt Initial Proposal from the District to the California School Employees Association, Chapter 338, for 2022-23 reopener negotiations so that negotiations may commence*  
(Mr. Ruiz) Pgs. 63-64

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

- B) *Approve bid proposal for Independent Audit Services*

(Mr. Wells) Pgs. 65-66

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

- C) *Approve the 2022-23 Comprehensive School Safety Plan*

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

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

**BOARD OF TRUSTEES  
HOLTVILLE UNIFIED SCHOOL DISTRICT  
REGULAR MEETING – February 21, 2023  
AGENDA PAGE 4**

***ACTION/DISCUSSION ITEMS continued***

- D) Approval for Steven Lobstein to teach High School subjects at Sam Webb High School, grades 9<sup>th</sup> – 12<sup>th</sup> under Ed Code 44258.3 for the 2022/23 school year** (Mr. Ruiz)

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

- E) Approval for Veronica Estrada to teach Math Support at Holtville Middle School, grades 6<sup>th</sup> – 8<sup>th</sup> under Ed Code 44258.3 for the 2022/23 school year** (Mr. Ruiz)

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

- F) Approval for Joanne Rojas to teach Math Support at Holtville Middle School, grades 6<sup>th</sup> – 8<sup>th</sup> under Ed Code 44258.3 for the 2022/23 school year** (Mr. Ruiz)

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

- G) Approval for Amy Lansman to teach High School subjects at Freedom Academy School, grades 9<sup>th</sup> – 12<sup>th</sup> under Ed Code 44258.3 for the 2022/23 school year**

(Mr. Ruiz)

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

**13. FUTURE BOARD MEETING DATE**

*Monday, March 13, 2023 is the next Regular Board Meeting*

**14. ADJOURNMENT**

**15. CLOSED SESSION (if needed)**

- 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

**\*\*\*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 – January 17, 2023**

**{Page 1 of 3}**

The Board of Trustees of the Holtville Unified School District met in a Regular Session on January 17, 2023, at the Holtville Unified School District Board Room 621 E 6<sup>th</sup> Street, Holtville, California. The meeting was called to order at 5:03 p.m. by the Presiding Chairman.

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

**MEMBERS ABSENT:** Matt Hester, Member

**MODIFICATION OF THE AGENDA:** None

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

**CLOSED SESSION**

Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release  
Student Discipline Pursuant to California Education Code Section 48900 #6904519852 & #3479725067  
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:** 6:20 p.m.  
Nothing to report. The Board will return to closed session after open session.

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

Nothing

**COMMUNICATIONS FROM THE SCHOOL DISTRICT**

HTA – Mr. Quarcelino wished everyone a Happy New Year  
CSEA – Mrs. Larios wished everyone a Happy New Year  
Student Rep – Pedro Campos announced that the ASB has a new rule 3. If an ASB officer does not attend three meetings then they will be removed. Class reps for each class are having monthly meetings in order to increase fundraising. The class of 2023 will be selling tickets for a tri-tip dinner. There will be a pep assembly on January 20<sup>th</sup>. The senior prom is scheduled for April 22<sup>nd</sup> at the Imperial fair grounds. There has been discussion for a possible Valentine's dance.

**COMMUNICATIONS FROM THE SCHOOL DISTRICT continued**

Garewal – attended the CSBA conference with Mr. Ruiz. He attended a session regarding EL and Dual Immersion.

Wells – gave the Board members a monthly business briefing. As of 11/30/22 the County of Imperial Treasurer’s office pooled investment report is \$1.035 billion. The monthly effective rate of return is 2.11%, and the fiscal YTD rate of return is 1.79%. Total cash balance as of 11/30/22 is \$16,810,071. The 2022-23 P-1 average daily attendance report = 1,480.67 compared to the 2021-22 P-2 which was 1,468.59. The upcoming HUSD financial reports are in February, the Audit Report, and the Second Interim Report in March 2023. Facilities update included all the marquees are up at the sites. The fencing projects are near complete at Pine and HHS- pending hardware. The Finley driveway/parking lot are underway, the admin/CLH/RR buildings to be delivered in the summer. They are working through DSA issues for the fire alarm and also working on estimates for the HHS Gym/Food Service building.

**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: December 12, 2022.

FINANCE AND BUSINESS – Warrant orders week beginning 12/15/22 to week ending 1/12/23. PERSONNEL SERVICES – Classified Employment of Odile Lomas, Yard Aide (Pine); Alma Reyes Torres, Paraprofessional (Pine); Angie Zarazua, Health Clerk 5.75 to 8 hours (HMS); Kimberly Garcia, Cafeteria Worker II (District); Marina Mendez, Cafeteria Worker II (District); Sandra Saldivar, Cafeteria Worker II (District). Coaching Resignation of Mike Goodsell, Girls Basketball Coach (HMS). Classified Resignation of Evelyn Zambrano, Paraprofessional (Finley). Certificated Maternity Leave of Chelsea Garcia, Teacher (Finley) 1/23/23 – 5/1/23. GENERAL BUSINESS – Removal/Disposal of kitchen equipment. K-12 Workforce Ag. Pathway Certification Program 2022-23 MOU. 2022-23 SARC (School Accountability Report Card) for each school site. All approved by unanimous votes, Ayes: 4, Nays: 0. Vote: 4-0.

**INFORMATION ONLY**

To hear comments from the public to receive input regarding the initial proposal from the Holtville Teachers Association (“HTA”) to the Holtville Unified School District. There were no questions or comments from the Board or the Public.



**ACTION/DISCUSSION ITEMS**

Moved by Trustee Garewal, Seconded by Trustee Duarte to approve Board Resolution 2022/23-008 Intent to Offer or Expand Full-Day Traditional Kindergarten and/or Kindergarten, and Authorizing Projects and Filing Applications for Funding under the California Preschool, Transitional Kindergarten and Full-Day Kindergarten Facilities Grant Program. Mr. Wells explained that by passing this Resolution the District can try to get funding for modernization, since the TK and Kinder classrooms are in need of modernization. Roll Call Vote: Garewal; Aye: Abatti; Aye; Duarte; Aye: Grizzle; Aye. Passed by unanimous votes Ayes: 4, Nays: 0. Moved by Trustee Abatti, Seconded by Trustee Garewal to approve 2022-23 Arts, Music, and Instructional Materials Discretionary Block Grant Expenditure Plan. Mr. Wells explained that this is a preliminary plan with hopes that the grant will be utilized for operational and construction. Preferential Student Vote: Aye. Passed by unanimous votes Ayes: 4, Nays: 0.

**FUTURE BOARD MEETING DATE**

Regular Board Meeting: Tuesday, February 21, 2023

**ADJOURNMENT**

The meeting adjourned at 6:46 p.m. The Board returned to Closed Session

**CLOSED SESSION**

Closed Session in accordance with Government Code section 54957: Public Employee Discipline/Dismissal/Release  
Student Discipline Pursuant to California Education Code Section 48900 #6904519852 & #3479725067  
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: 6:46 p.m. Out: 7:35 p.m.**

The Governing Board voted unanimously in closed session to terminate classified probationary employment of employee #9605223 and employee #3889223 effective January 17<sup>th</sup>, 2023.  
The Governing Board in close session by unanimous vote took action to expel the following students from Holtville Unified School District pursuant to Educational Code Section 48900: #6904519852 & #3479725067.

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**Kevin Grizzle, Clerk  
Holtville Unified School District  
Board of Trustees**

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

***WARRANTS***

Register 000226 - 01/19/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000226, Dated 01/19/2023

23207764	5,403.83	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23207765	147.01	Printed	010		AUTO ZONE (000049/1)
23207766	1,615.96	Printed	010		CALIFORNIA SCHOOLS VEBA (000083/1)
23207767	14,100.47	Printed	010		CARDMEMBER SERVICES (000322/2)
23207768	107.88	Printed	130		COSTCO (000110/1)
23207769	193.72	Printed	010		D LUPITAS RESTAURANT (000119/1)
23207770	42.00	Printed	010		David West (000758/1)
23207771	1,068.00	Printed	010		DAVID WEST INSURANCE (000121/1)
23207772	14.92	Printed	130		DEL SOL MARKET (000125/1)
23207773	8,399.10	Printed	010		Department of General Services (000760/1)
23207774	4,254.13	Printed	010		Department of General Services (000760/1)
23207775	4,254.13	Printed	010		Department of General Services (000760/1)
23207776	147.00	Printed	010		Department of Justice Accounting Office (000130/1)
23207777	1,791.00	Printed	010		DEPT OF TOXIC SUBSTANCE CONTRO (000132/1)
23207778	380.00	Printed	010		DESERT MUFFLER R RADIATOR (001100/1)
23207779	207.83	Printed	130		DOMINOS PIZZA (000142/1)
23207780	167,637.30	Printed	210		ESR Construction (000864/1)
23207781	119.50	Printed	130		FBC OF HENDERSON LLC (000154/2)
23207782	756.65	Printed	010		FIDELITY SECURITY LIFE INSURANCE CO (000276/1)
23207783	90,749.90	Printed	560		FIRST FDN PUBLIC FIANCE (001002/1)
23207784	5,075.85	Printed	010		GIGA KOM (000179/2)
23207785	3,676.50	Printed	010		HIGHLINE CHARTER, INC (000637/1)
23207786	1,725.58	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23207787	9,321.14	Printed	010		HOLTVILLE UNIFIED FOOD SERVICE (000201/1)
23207788	2,326.32	Printed	110		HOWARD INDUSTRIES (000892/2)
23207789	84.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
23207790	975.00	Printed	010		IRON ORNAMENTAL WORKS (001000/2)
23207791	525.16	Printed	010		LEDEZMA, FERNANDA (000611/1)
23207792	156.53	Printed	010		LUZ CHABOLLA (000495/1)
23207793	233.63	Printed	010		MANGE, KACI (001094/1)
23207794	160.00	Printed	010		ROMANS WATER (000331/1)
23207795	8,551.52	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
23207796	200.00	Printed	010		Sherman Garnett & Associates (001089/1)
23207797	10,129.10	Printed	010		SISC II Life Ins (000474/1)
23207798	181,883.22	Printed	010		SISC III- INS (000361/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 01/19/2023, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N

Register 000226 - 01/19/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000226, Dated 01/19/2023 (continued)					
23207799	7,209.70	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
23207800	370.80	Printed	010		TERRILL, TIFFANY (000588/1)
23207801	200.00	Printed	010		Tiger Fast Break Club (000226/3)
23207802	107.72	Printed	010		TITAN MANUFACTURING DISTRIBUTING, INC (000958/1)
23207803	447.90	Printed	010		Tommys Screen Printing (000395/1)
23207804	222.67	Printed	010		UNFIRST CORPORATION (000727/2)
23207805	4,684.50	Printed	010		VISION SERVICE PLAN (000424/1)
23207806	10,297.28	Printed	010		VOL. EMPLOYEES BENEFITS ASSOC (000480/1)

549,954.45

Number of Items

43 Totals for Register 000226

7

Org Summary

Holtville Unified School District

Check # 23207764 through 23207806 Total Count 43 \$549,954.45

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000227, Dated 01/26/2023

23208537	2,138.00	Printed	010		A T & T (000008/1)
23208538	282.93	Printed	010		AGUIRRE, LILLIAN (000503/1)
23208539	4,973.31	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23208540	162.55	Printed	010		Baja Desert Tire Co (000052/2)
23208541	332.00	Printed	010		Billy Tees, Inc (000830/1)
23208542	3,741.83	Printed	010		C R and R INCORPORATED (000070/2)
23208543	483.73	Printed	130		COSTCO (000110/1)
23208544	854.09	Printed	010		Cronkright, Carson (000916/3)
23208545	572.40	Printed	010		D LUPITAS RESTAURANT (000119/1)
23208546	59.83	Printed	010		DEL SOL MARKET (000125/1)
23208547	31,269.97	Printed	010		DELL MARKETING LP (000126/1)
23208548	53.20	Printed	010		Edmentum, Inc (000910/2)
23208549	20,576.21	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000151/1)
23208550	35,747.15	Printed	210		ESR Construction (000864/1)
23208551	208.39	Printed	130		FBC OF HENDERSON LLC (000154/2)
23208552	708.65	Printed	010		FORENSIC DRUG TESTING (000162/1)
23208553	255.55	Printed	010		FRAZIER, STEPHEN (000990/1)
23208554	148.00	Printed	010		GARCIA, NAYELI (000721/1)
23208555	983.68	Printed	010		GAS COMPANY (000172/1)
23208556	218.80	Printed	010		GEORGES PIZZA (000177/1)
23208557	73,175.61	Printed	010		GIGA KOM (000179/2)
23208558	45.86	Printed	010		GONZALEZ, ROGELIO (000639/1)
23208559	428.90	Printed	010		GUZMAN, LILIAN (000525/2)
23208560	272.53	Printed	010		HERAZ, ANN (000689/1)
23208561	1,309.08	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23208562	500.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
23208563	1,980.60	Printed	010		IMPERIAL COUNTY OFFICE OF ED (000218/1)
23208564	25,988.30	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
23208565	3,255.81	Printed	010		IMPERIAL VALLEY TELECOMMUNICATIONS AUTHORITY (000210/2)
23208566	43.04	Printed	010		IMPERIAL VALLEY RESOURCE MANAG (000231/1)
23208567	275.00	Printed	010		IRON ORNAMENTAL WORKS (001000/2)
23208568	105.98	Printed	110		LEDEZMA, FERNANDA (000611/1)
23208569	671.11	Printed	010		MADRIGAL, MARIANA (001028/1)
23208570	552.36	Printed	010		MIGUEL MATA (000496/1)
23208571	2,372.62	Printed	010		Moving Minds (000181/2)

Register 000227 - 01/26/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000227, Dated 01/26/2023 (continued)

23208572	24.98	Printed	010		Music & Arts (000489/2)
23208573	835.03	Printed	010		QUILL CORP (000318/1)
23208574	343.84	Printed	010		QUILL CORP (000318/1)
23208575	837.94	Printed	010		QUILL CORP (000318/1)
23208576	626.00	Printed	010		RAMOS, PATRICIA (000578/1)
23208577	87.54	Printed	010		ROMANS WATER (000331/1)
23208578	437.50	Printed	010		Rural Community Assist Corp (000867/1)
23208579	148.00	Printed	010		RYCKMAN, JESSICA (001103/1)
23208580	2,205.36	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
23208581	14.97	Printed	130		SMART and FINAL (000362/1)
23208582	47.63	Printed	130		SMART and FINAL (000362/1)
23208583	57.39	Printed	130		SMART and FINAL (000362/1)
23208584	1,593.82	Printed	010		Sutter, Jennifer (000754/2)
23208585	4,939.41	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
23208586	564.42	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
23208587	7,562.50	Printed	010		TinyEYE Technology Corp (001090/1)
23208588	17,091.95	Printed	010		TITAN MANUFACTURING DISTRIBUTING, INC (000958/1)
23208589	463.82	Printed	010		UNFIRST CORPORATION (000727/2)
23208590	364.15	Printed	010		VanHaren, KRYSTLE (000597/1)
23208591	155.70	Printed	010		WATER TREATMENT SERVICES (000483/1)

253,149.02

Number of Items

55 Totals for Register 000227

County Check Register

ReqPay94a

Org Summary

Holtville Unified School District

Check #

23208537 through

23208591 Total Count

55

\$253,149.02

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 01/26/2023, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

E.S.C.A.P.E

ONLINE

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030 - Holtville Unified School District

Generated for Shelli Hindman (SHINDMAN), Jan 25 2023 2:19PM



Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000229, Dated 02/02/2023

23210035	154.23	Printed	010		A T & T (000008/1)
23210036	5,643.08	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23210037	900.00	Printed	010		ARTIANO SHINOFF ABED BLUMENFEL (000041/2)
23210038	20,732.20	Printed	560		BANK OF NEW YORK MELLON TRUST ISSUER & LOAN SERVICES (000056/3)
23210039	648.41	Printed	010		CALIBER SCREENING (000075/1)
23210040	2,000.00	Printed	010		CARLOS PADILLA (000660/1)
23210041	490.30	Printed	010		CITY OF HOLTVILLE (000102/1)
23210042	361.12	Printed	010		COMMERICAL AVENUE TRUCK (001051/1)
23210043	222.56	Printed	010		COUNTY MOTOR PARTS (000111/3)
23210044	202.68	Printed	010		D LUPITAS RESTAURANT (000119/1)
23210045	13.15	Printed	130		DEL SOL MARKET (000125/1)
23210046	1,359.88	Printed	130		DOMINGOS PIZZA (000142/1)
23210047	119.50	Printed	130		FBC OF HENDERSON LLC (000154/2)
23210048	287.21	Printed	010		FERGUSON ENTERPRISES INC (000156/2)
23210049	48.47	Printed	010		GEORGES PIZZA (000177/1)
23210050	1,350.08	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23210051	68.50	Printed	130		IMPERIAL COUNTY PUBLIC HEALTH (000219/1)
23210052	137.00	Printed	130		IMPERIAL COUNTY PUBLIC HEALTH (000219/1)
23210053	102.75	Printed	130		IMPERIAL COUNTY PUBLIC HEALTH (000219/1)
23210054	68.50	Printed	130		IMPERIAL COUNTY PUBLIC HEALTH (000219/1)
23210055	213.82	Printed	010		JONES BROS GLASS (000248/1)
23210056	191.14	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
23210057	1,700.00	Printed	010		MCF Consulting, INC (000948/1)
23210058	223.66	Printed	010		MIRANDA, JUAN CARLOS (000866/1)
23210059	94.92	Printed	010		Music & Arts (000489/2)
23210060	30.99	Printed	010		PITNEY BOWES BANK INC PURCHASE POWER (000308/2)
23210061	151.62	Printed	010		QUILL CORP (000318/1)
23210062	2,182.03	Printed	010		R S D (000320/1)
23210063	38,396.56	Printed	010		RingCentral Inc (000930/2)
23210064	979.72	Printed	010		SCHOOL OUTFITTERS (000347/2)
23210065	585.90	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
23210066	6,591.11	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
23210067	525.96	Printed	010		SPARKLETTS WATERS (000370/1)
23210068	251.30	Printed	010		Sprint Communication Company (000816/2)
23210069	6,583.32	Printed	010		SUE DICKSONS SONGS THAT TEACH (000376/1)

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000229, Dated 02/02/2023 (continued)

23210070	1,719.20	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
23210071	504.00	Printed	010		U S POSTMASTER (000621/1)
23210072	2,592.92	Printed	010		Verizon Wireless Services LLC (000422/1)
23210073	2,141.16	Printed	010		VISTA HIGHER LEARNING INC (000425/1)
23210074	749.50	Printed	010		ZOOM VIDEO COMMUNICATIONS, INC (000912/3)

101,318.45

Number of Items

40 Totals for Register 000229

Org Summary

Holtville Unified School District

Check # 23209593 through 23210074 Total Count 41 \$113,318.45

Register 000228 - 02/02/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000228, Dated 02/02/2023

23209593	12,000.00	Printed	010		IMPERIAL VALLEY MSP PROGRAM (000228/1)
	12,000.00	Number of Items		1	Totals for Register 000228

Register 000230 - 02/09/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000230, Dated 02/09/2023

23210849	559.52	Printed	010		Acuna, Diana (001107/1)
23210850	5,334.69	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
23210851	475.08	Printed	010		AUTO ZONE (000049/1)
23210852	1,764.46	Printed	010		AVILA, DAVID (000510/1)
23210853	375.93	Printed	010		BAKER DISTRIBUTING COMPANY (000053/1)
23210854	250.00	Printed	010		BANK OF NEW YORK MELLON TRUST (000056/1)
23210855	155.46	Printed	010		BDJTech (000925/3)
23210856	7.86	Printed	010		Bentez, Ariana (000757/1)
23210857	2,029.92	Printed	010		CALIFORNIA ASSOCIATION FFA (000077/1)
23210858	1,656.29	Printed	010		CALIFORNIA SCHOOLS VEBA (000083/1)
23210859	8,627.09	Printed	010		CARDMEMBER SERVICES (000322/2)
23210860	9,568.70	Printed	010		CHARTER UP, LLC (001104/1)
23210861	1,669.18	Printed	010		COSTCO (000110/1)
23210862	410.98	Printed	010		D LUPITAS RESTAURANT (000119/1)
23210863	42.00	Printed	010		David West (000758/1)
23210864	1,080.00	Printed	010		DAVID WEST INSURANCE (000121/1)
23210865	94.51	Printed	010		DE LIRA, ANTHONY (001034/1)
23210866	578.53	Printed	130		DEL SOL MARKET (000125/1)
23210867	1,544.43	Printed	130		DOMINOS PIZZA (000142/1)
23210868	329.75	Printed	010		EAN SERVICIOS, LLC (000688/2)
23210869	544.60	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000151/1)
23210870	130,155.52	Printed	010		ENCORE IMAGE INC (001035/1)
23210871	4,883.33	Printed	010		ENTERPRISE FM TRUST (000767/1)
23210872	725.08	Printed	010		FERGUSON ENTERPRISES INC (000156/2)
23210873	705.70	Printed	010		FIDELITY SECURITY LIFE INSURANCE CO (000276/1)
23210874	130.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
23210875	1,200.13	Printed	010		GEORGES PIZZA (000177/1)
23210876	17,445.30	Printed	010		GIGA KOM (000179/2)
23210877	15.62	Printed	010		GONZALEZ, ROGELIO (000639/1)
23210878	2,405.62	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
23210879	4,208.89	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
23210880	17,285.37	Printed	010		Imperial County Sheriff (000938/1)
23210881	300.00	Printed	010		IMPERIAL SECTION FFA (000223/1)
23210882	5,000.00	Printed	010		JESSE D HARTLINE (000244/1)
23210883	570.00	Printed	010		JR ACHIEVEMENT OF S.D. COUNTY (001019/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/09/2023, 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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Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000230, Dated 02/09/2023 (continued)

23210884	437.76	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
23210885	567.96	Printed	010		LEDEZMA, FERNANDA (000611/1)
23210886	97.00	Printed	010		MECHANICS BANK HOLTVILLE BRANCH (000321/1)
23210887	1,500.00	Printed	010		MEDIC FIRST (000700/2)
23210888	1,517.13	Printed	010		Moving Minds (000181/2)
23210889	70.57	Printed	010		Music & Arts (000489/2)
23210890	328.29	Printed	010		ORTIZ,XOCHITL (000528/1)
23210891	210.52	Printed	010		PIZAÑO, NADIA (000993/1)
23210892	14,600.00	Printed	210		PRECISION ENGINEERING (000741/1)
23210893	6.45	Printed	010		QUILL CORP (000318/1)
23210894	30.16	Printed	010		QUILL CORP (000318/1)
23210895	28.63	Printed	010		QUILL CORP (000318/1)
23210896	419.29	Printed	010		QUILL CORP (000318/1)
23210897	115.91	Printed	010		QUILL CORP (000318/1)
23210898	221.88	Printed	010		QUILL CORP (000318/1)
23210899	225.21	Printed	010		QUILL CORP (000318/1)
23210900	46.32	Printed	010		QUILL CORP (000318/1)
23210901	131.44	Printed	010		QUILL CORP (000318/1)
23210902	595.38	Printed	010		R S D (000320/1)
23210903	270.62	Printed	010		ROMANS WATER (000331/1)
23210904	212.00	Printed	010		RUIZ,CELSO (000576/1)
23210905	8,303.25	Printed	010		SCHOLASTIC BOOK FAIRS (001042/1)
23210906	485.76	Printed	010		SECURITAS SECURITY SERVICES SE (000355/1)
23210907	9,122.27	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
23210908	2,159.60	Printed	010		SISC II Life Ins (000474/1)
23210909	5,145.15	Printed	010		SISC III (000473/1)
23210910	173,046.17	Printed	010		SISC III- INS (000361/1)
23210911	252.60	Printed	130		SMART and FINAL (000362/1)
23210912	6.88	Printed	130		SMART and FINAL (000362/1)
23210913	75.93	Printed	130		SMART and FINAL (000362/1)
23210914	111.93	Printed	130		SMART and FINAL (000362/1)
23210915	10.00	Printed	130		SPARKLETT'S WATERS (000370/1)
23210916	6,456.50	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
23210917	320.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
23210918	231.18	Printed	010		UNFIRST CORPORATION (000727/2)

Register 000230 - 02/09/2023

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000230, Dated 02/09/2023 (continued)

23210919	19.46	Printed	010		UPS (000409/1)
23210920	301.30	Printed	010		Velazquez, Gerardo (000795/1)
23210921	4,698.72	Printed	010		VISION SERVICE PLAN (000424/1)
23210922	11,878.45	Printed	010		VOL EMPLOYEES' BENEFITS ASSOC (000480/1)

466,387.21      Number of Items      74      Totals for Register 000230

Org Summary

<b>Holtville Unified School District</b>				
Check #:	23210849 through	23210922 Total Count	74	\$466,387.21



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

***PERSONNEL***

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CLASSIFIED EMPLOYMENT FOR 2022/23  
**DATE:** FEBRUARY 21, 2023

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The Board is requested to approve the following Classified Employment:

- |                    |                  |        |
|--------------------|------------------|--------|
| 1. Clarissa Orozco | Paraprofessional | Finley |
| 2. Ivanna Avalos   | Paraprofessional | Pine   |
| 3. Odile Lomas     | Yard Aid         | Pine   |

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** COACHING RESIGNATION  
**DATE:** FEBRUARY 21, 2023

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The Board is requested to accept the following Coaching Resignation:

1. Christina Croak                                      Head Swim Coach                                      HHS

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** CLASSIFIED RESIGNATION  
**DATE:** FEBRUARY 21, 2023

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The Board is requested to accept the following Classified Resignation:

- |                     |                  |        |
|---------------------|------------------|--------|
| 1. Estefany Vasquez | AVID Tutor       | HMS    |
| 2. Jennifer Nuno    | Paraprofessional | Finley |

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** EXTRA DUTY/STIPEND ASSIGNMENT  
**DATE:** FEBRUARY 21, 2023

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

1. Lindsay Cox K-12 Workforce Ag. Pathway Certification Program stipend in the amount of \$2500.00 to be paid in full in January 2023

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** COACHES FOR 2022-23 SCHOOL YEAR  
**DATE:** FEBRUARY 21, 2023

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

Melissa Snyder	Head Varsity Softball	\$4,588
Aimee Walker	Assistant Softball	\$1,434
Emily Zarate	Assistant Softball	\$1,434
Katelyn Smith	Assistant Softball	\$2,868
Lexis Smith	Volunteer Assistant Softball	-----
Jon Ayon	Head Varsity Baseball	\$4,588
Tim De Leon	Assistant Baseball	\$2,868
Alex Dollente	Volunteer Assistant Baseball	-----
Rafael Lopez	Volunteer Assistant Baseball	-----
Raymond Ayon	Assistant Baseball	\$2,868
Ross Bolin	Volunteer Assistant Baseball	-----
Jacob Sapp	Volunteer Assistant Baseball	-----
John Reschert	Head Boys Golf Coach	\$4,588
Chad Van Acker	Volunteer Assistant Boys Golf	-----
Richard McClure	Head Swim Coach	\$4,588
Christina Croak	Volunteer Assistant Swim	-----
George McClure	Head Boys Tennis	\$4,588
Julian Dover	Volunteer Assistant Boys Tennis	-----
Jesus Quesada	Head Track & Field	\$4,588
Devron Gray	Assistant Track & Field	\$2,868
Jose Navarro	Volunteer Assistant Track & Field	-----

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

***GENERAL BUSINESS***

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** OBSOLETE ITEMS  
**DATE:** FEBRUARY 21, 2023

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

1. 33 Computer monitors
2. 32 Computers
3. 1 VHS
4. 2 Hammer Strength Squat Racks
5. 1 Adjustable Incline Bench
6. 4 Televisions





MEMORANDUM OF UNDERSTANDING AND AGREEMENT  
TO PROVIDE STUDENT TEACHERS

This Memorandum of Understanding and Agreement to provide Student Teachers ("Agreement"), is entered into this January 16, 2023 by and between the United States University ("University") and **Holtville Unified School District** ("School").

THIS AGREEMENT is made and entered into as of this DATE by and between UNITED STATES UNIVERSITY, a California corporation, hereinafter called the "University," and the **Holtville Unified School District** hereinafter called the "School."

WITNESSETH

WHEREAS, pursuant to the provisions of Section 44320(b) of the Education Code, the governing board of any school district is authorized to enter into an agreement with a state university, the University of California, or any other university or college accredited by the State Board of Education as a teacher education institution, to provide teaching experience through STUDENT TEACHING to students enrolled in teacher training curricula of such institutions; and, NOW, THEREFORE, it is mutually agreed between the University and the School hereto, as follows:

GENERAL TERMS

I. The School shall provide teaching experience through STUDENT TEACHING in schools and classes of the School in terms of "semester units" for students who possess a valid Certificate of Clearance and are assigned by the University to STUDENT TEACHING in schools or classes of the School. Such STUDENT TEACHING shall be under the direct supervision and instruction of such employees of the School, as the School and the University through their duly authorized representative may agree upon.

- The School shall provide each STUDENT TEACHER with a set of School rules, guidelines, and expectations.
- The School may, for good cause, refuse to accept any student of the University assigned to STUDENT TEACHING in the School, and upon request of the School made for a good cause; the University shall terminate the assignment of any student of the University to STUDENT TEACHING in the School.
- "STUDENT TEACHING" as used herein and elsewhere in the Agreement, means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of the School holding valid credentials issued by the Commission on Teacher Credentialing, other than emergency credentials, authorizing them to serve as classroom teachers in the schools in which the pre-professional teaching experience or STUDENT TEACHING is provided.

II. The University will compensate the COOPERATING TEACHER \$500.00 per STUDENT TEACHER for the Cooperating Teacher services. The School acknowledges that the issuance of such compensation directly to the Cooperating Teacher and will not render the Cooperating Teacher an employee or agent of the University and that the University will not withhold or in any way be responsible for the payment of any federal, state or local income or occupational taxes, FICA taxes, unemployment compensation or worker's compensation, vacation pay, sick leave, retirement benefits or any other payments for or on behalf of the Cooperating Teacher.



III. The University shall provide and maintain commercial, general liability insurance acceptable to the District in the minimum of \$1,000,000 combined single limit and \$3,000,000 general aggregate with no exclusion for sexual abuse and molestation. The University shall furnish proof thereof in the form of a certificate of insurance within 30 days of the effective date of this agreement. Neither the University nor the School will provide worker compensation insurance for STUDENT TEACHERS. Since all STUDENT TEACHERS are students at United States University, they are either covered by the mandatory student health insurance or have comparable health insurance coverage.

IV. The assignment of a student at the University for STUDENT TEACHING in the School shall be deemed to be effective for the purposes of this Agreement as of the date supplied by the Teacher Education Program Coordinator to the proper authorities of the School. A Certificate of Clearance for teaching issued by the Commission on Teacher Credentialing, or equivalent, will be provided to the School by each STUDENT TEACHER prior to the effective date of the assignment.

The UNIVERSITY certifies pursuant to Education Code, Section 45125.1, that a criminal FBI & DOJ fingerprint clearance check has been conducted on all employees/student teachers prior to assignment with the SCHOOL and that no employees/student interns have been convicted of a serious or violent felony, as specified in Education Code, Section 45122.1 and Penal Code Sections 1192.7(c) and 667.5(c), or any other prohibited offense. UNIVERSITY certifies that if an employee/student teacher providing services to the SCHOOL are subsequently convicted or pleads no contest to any crime listed in this section, the UNIVERSITY will immediately notify the SCHOOL and immediately terminate the employee's/student intern's assignment with the SCHOOL. The SCHOOL reserves the right to request for all employees/student interns placed within the SCHOOL to complete at their sole expense an additional FBI & DOJ Fingerprint Clearance for the SCHOOL.

V. The University agrees to indemnify, defend and hold harmless the School, its officers, agents, and employees from any and all claims and losses accruing or resulting in connection with the performance of this agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the University in the performance of this Agreement.

VI. The term of this Agreement shall be from January 16, 2023 through January 16, 2026, and thereafter from year to year unless terminated by either party upon a minimum of thirty (30) days advance written notice to the other party. Notwithstanding anything herein to the contrary, the provisions of the Agreement may be altered, changed or amended, by mutual written consent of the parties hereto.



United States University

Holtville Unified School District

A handwritten signature in black ink, appearing to read 'K Bragg', is written over a light gray rectangular background.

By: \_\_\_\_\_  
Name (Signature)

By: \_\_\_\_\_

Field Experience Coordinator, Dr. Kelly Bragg  
Title Name (Print)

\_\_\_\_\_  
Title Name (Print)

1/16/2023  
Date

\_\_\_\_\_  
Date



**UNIVERSITY OF PHOENIX  
SCHOOL AFFILIATION AGREEMENT  
California**

This Affiliation Agreement made and entered into this 31<sup>st</sup> day of January 2023, by and between The University of Phoenix, Inc., an Arizona for-profit corporation, hereinafter referred to as the "UNIVERSITY" and Holtville Unified School District, an entity domiciled in the State of California, hereinafter referred to as the "SCHOOL."

**I. PURPOSE**

The purpose of this Agreement is to provide education experiences for selected UNIVERSITY students, hereinafter "STUDENTS", which take place at the SCHOOL and in which the SCHOOL will participate.

**II. OBLIGATIONS OF THE UNIVERSITY**

1. The UNIVERSITY will offer educational programs accredited by appropriate organizations; and will determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.
2. The UNIVERSITY will keep all records and reports on STUDENT experiences in accordance with UNIVERSITY policy and regulatory requirements.
3. The UNIVERSITY will plan with the SCHOOL, in advance, its schedule of STUDENT assignments to the designated areas, including dates and numbers of STUDENTS.
4. The UNIVERSITY agrees to inform STUDENTS that STUDENTS shall be responsible for following the rules and regulations of the SCHOOL, including recognition of the confidential nature of information regarding pupils and their records.
5. The UNIVERSITY will provide to the SCHOOL a copy of course objectives for the learning experience. The SCHOOL, together with the UNIVERSITY, will make arrangements for evaluating the learning experience.
6. The UNIVERSITY will assign a faculty supervisor who will collaborate with the SCHOOL'S mentoring teacher. For purposes of this Agreement, the term "mentoring teacher" shall be defined as the district educator who has been assigned to supervise the STUDENT.
7. STUDENTS are not employees, agents, representatives or subcontractors of the UNIVERSITY.
8. To help defray costs associated with the placement of STUDENTS at the SCHOOL, the UNIVERSITY shall pay compensation in accordance with Exhibit A, attached hereto and incorporated herein, upon completion of STUDENT'S assignment at the SCHOOL, or at such other time as the parties agree.

### III. OBLIGATIONS OF THE SCHOOL

1. The SCHOOL shall maintain sole responsibility for the instruction, education and welfare of its pupils. SCHOOL shall be responsible for providing adequate staffing necessary to maintain the highest level of quality education for its pupils.
2. The SCHOOL agrees that STUDENTS assigned to it for counseling, administration, teaching, and/or observation experiences are under the supervision, control, and responsibility of the SCHOOL.
3. The SCHOOL shall retain the right, in its sole discretion, to request the removal of any individual from any area of the SCHOOL premises. STUDENTS shall be instructed by the UNIVERSITY to promptly and without protest leave an area whenever they are requested to do so by an authorized SCHOOL representative.
4. The SCHOOL shall provide qualified mentoring teachers for STUDENTS. Mentoring teachers will be resource persons for STUDENTS and UNIVERSITY faculty while at the SCHOOL. Mentoring teachers selected by SCHOOL will: a) assist in orienting STUDENTS to the SCHOOL, the classroom, and the pupils; b) explain all SCHOOL and district policies, rules, and regulations to STUDENTS; c) provide prompt and substantive feedback to STUDENTS regarding all performance activities and interactions with SCHOOL personnel, pupils, and parents; d) complete evaluations of STUDENTS' progress and submit them to the University faculty supervisor, after reviewing them with the applicable STUDENT; e) immediately inform the University faculty supervisor of any concerns regarding a STUDENT; f) establish a time to meet and discuss with STUDENTS their activities, impressions, reflections, and suggestions for goals and areas of improvement; g) (For student teaching) supervise STUDENTS on a daily basis - if the mentoring teacher is absent from the classroom for any reason, a certified substitute must be assigned to the classroom. Student teachers holding a 30 day sub permit are allowed to sub in their assigned classroom or other school site classrooms with the approval of university personnel.
5. The SCHOOL shall provide to UNIVERSITY and STUDENTS the policies and procedures and other relevant materials to allow STUDENTS to function appropriately within the SCHOOL.
6. STUDENTS assigned to the SCHOOL shall follow the SCHOOL'S protocols for health and safety. The SCHOOL will provide necessary emergency medical services to STUDENTS.
7. The SCHOOL shall permit STUDENTS access to the library facilities/curriculum laboratories available to their personnel. STUDENTS may not remove materials from the SCHOOL without appropriate approval.
8. The SCHOOL shall keep confidential and shall not disclose to any person or entity (a) STUDENT applications; (b) STUDENT health records or reports; and/or (c) any STUDENT records as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, concerning any STUDENT participating in the education experiences provided by SCHOOL, unless such disclosure is authorized by the STUDENT or is ordered by a court of competent jurisdiction. SCHOOL shall adopt and enforce policies and procedures necessary to protect the confidentiality of STUDENT records as defined herein.
9. STUDENTS shall not be considered employees or agents of the SCHOOL with the exception of STUDENTS who are current teachers of record and are approved by the UNIVERSITY and SCHOOL to complete their teaching internship (clinical practice) in their own classroom.

#### **IV. INDEMNIFICATION**

1. Each party (the "Indemnifying Party") shall indemnify, defend and hold harmless, at the request of the other party (the "Indemnified Party") from and against any and all claims, losses, liabilities, costs, and expenses including reasonable attorney's fees, established by judgment or alternative resolution award, arising from (a) any material breach of this Agreement by the Indemnifying Party or (b) the negligent acts or omissions in the performance of obligations hereunder by the Indemnifying Party or any employee, agent, or other representative of the Indemnifying Party.
2. UNIVERSITY and SCHOOL shall provide prompt notification to one another and, to the extent allowed by law, shall reasonably cooperate with one another in the defense of, any lawsuits, claims, or threatened claims that pertain to services provided pursuant to this Agreement.

#### **V. INSURANCE**

1. UNIVERSITY and SCHOOL each shall maintain, as a minimum, Commercial General Liability Insurance written on an occurrence basis with insurance companies acceptable to the other party for limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, as assurance of its accountability for any such losses, claims, liabilities, or expenses.
2. Upon written request, a party shall provide the other party with a certificate evidencing such insurance coverage.
3. Insurance required by UNIVERSITY to be maintained hereunder may be provided under: (a) an individual policy; (b) a blanket policy or policies which may include other liabilities, properties and locations of UNIVERSITY or its affiliates; (c) a plan of self-insurance, provided that UNIVERSITY or any guarantor of UNIVERSITY'S obligations under this Agreement maintains, during the period of such self-insurance, a net worth of at least Fifty Million Dollars (\$50,000,000); or (d) a combination of any of the foregoing insurance programs.

#### **VI. REPRESENTATIONS AND WARRANTIES**

1. Each party to this Agreement represents and warrants that (i) it has the full power and authority to enter into this Agreement and to carry out the transactions contemplated hereby applicable to it; and (ii) it has taken all action necessary to authorize the execution, delivery and performance of this Agreement, and this Agreement has been duly executed and delivered to such party.

#### **VII. GENERAL PROVISIONS**

1. Neither the SCHOOL nor the UNIVERSITY will discriminate against any person because of race, color, religion, sex, or national origin, nor discriminate against any STUDENT or student applicant with a disability pursuant to law as set forth in the Americans with Disabilities Act.
2. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the UNIVERSITY and the SCHOOL and their employees, STUDENTS, or agents, but rather is

an Agreement by and among two independent contractors. Each STUDENT is placed with the SCHOOL in order to receive educational experience as part of the academic curriculum; duties performed by a STUDENT are not performed as an employee of the SCHOOL but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by SCHOOL personnel. Unless required by state law, the SCHOOL nor the UNIVERSITY is required to provide workers' compensation coverage for the STUDENTS participating in the educational experience. UNIVERSITY acknowledges that nothing in this Agreement shall be construed to confer any right upon the UNIVERSITY or UNIVERSITY personnel to participate in, control, or direct operations at the SCHOOL.

3. The SCHOOL shall timely notify the UNIVERSITY when any UNIVERSITY employee or STUDENT has been involved in a reported incident and the UNIVERSITY shall have the opportunity to participate in any on-going investigation and shall have access to any oral or written reports and any other documentation related to the reported incident.
4. The SCHOOL and its employees shall not be entitled to compensation from the UNIVERSITY for services or actions of benefit to the UNIVERSITY which are part of or related to the educational program, however, as a professional courtesy, the mentoring teacher may be entitled to payment of the reasonable and customary honorarium or, alternatively, may at some campuses have the opportunity to enroll in a UNIVERSITY course upon completion of the supervisory assignment.
5. This Agreement constitutes the entire agreement as to the rights and obligations of the parties hereto and supersedes all prior and contemporaneous agreements and undertaking of the parties pertaining to the referenced subject matter.
6. Amendments to this Agreement may be made at any time, provided, however, that any amendments, modifications or alterations shall be made only in writing and shall become effective only upon the written approval of both the UNIVERSITY and the SCHOOL. Further, this Agreement may not be assigned by either party without prior written approval of the other party.
7. No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing signed by the party waiving the breach.
8. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.
9. This Agreement is not intended to create any rights or interests for any other person or entity other than the SCHOOL or the UNIVERSITY.
10. This Agreement will be governed by the laws of the State of California and shall in all respects be interpreted, enforced, and governed by California laws.
11. The SCHOOL and the UNIVERSITY may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. This Agreement may be executed by facsimile or PDF. Said facsimile or PDF shall be deemed an original and fully enforceable and admissible in any legal proceeding. Delivery of an executed counterpart signature page by facsimile or PDF is as effective as executing and delivering this Agreement in the presence of the other party to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each party to the other party(ies). In proving this Agreement, the SCHOOL or the UNIVERSITY must produce or account only for the executed counterpart of the party to be

charged.

Notwithstanding the foregoing, the SCHOOL and the UNIVERSITY may consent to electronic signatures for the purpose of executing this Agreement by email or other electronic means, subject to compliance with any applicable laws, rules or regulations. Any such documents that are delivered electronically and accepted are deemed to be "in writing" to the same extent and with the same effect as if the Agreement had been signed manually. In no event will electronic execution expand such assent to include any terms other than those explicitly set for in this Agreement.

12. **Criterion for the Selection of District-Employed Supervisors (DES)**  
The matching of student and district-employed supervisor (DES) must be a collaborative process between the SCHOOL AND UNIVERSITY.

The criterion for the selection of the DES is listed below:

1. DES holds a CLEAR Credential in the content area for which they are providing supervision
2. DES holds a minimum of five or more years of content area K-12 teaching experience.
3. DES must have demonstrated exemplary teaching practices, including excellence in: classroom management; student engagement; lesson planning, delivery, differentiation, and assessment; and mentorship of teachers and teacher candidates.
4. DES must be willing to model effective instructional practices and to guide, nurture, and provide daily feedback to our candidate
5. DES must allow the teacher candidate to complete state-mandated 4 weeks of solo teaching, and TPA assessment requirements, including video recording of students.

DES must complete the California Commission on Teacher Credentialing state required eight (8) hour training if they have not already met this requirement.

## **VIII. DISPUTE RESOLUTION**

1. In the event a controversy, claim or dispute ("Dispute") arising out of or relating to this Agreement arises between the Parties, either Party may request by notice to the other Party that the dispute be escalated to the Parties' respective senior management personnel. Upon request, each Party's respective senior management personnel will conference by telephone or in person with the other Party's senior management personnel within a reasonable period of time not to exceed fifteen (15) calendar days of such notice to determine if the dispute may be resolved. If such senior management personnel are unable to resolve the dispute within thirty (30) calendar days of such meeting, either Party may resort to alternate dispute resolution such as mediation or otherwise seek recourse from the courts. Either Party may seek injunctive or other urgent equitable relief at any time.

## **IX. TERM AND NOTICE**

1. This Agreement shall become effective on January 31, 2023, and shall remain in effect until terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. Notwithstanding any such termination, all STUDENTS already enrolled in and participating in education experiences at SCHOOL at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences





If to the SCHOOL:

Holtville Unified School District  
621 E. Sixth St.  
Holtville, CA 92250

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first subscribed above.

**UNIVERSITY:**

**SCHOOL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Phone                      Fax

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A**

In accordance with Section II, paragraph 8, UNIVERSITY shall compensate the following upon completion of the STUDENT's assignment:

Mentoring Teacher

\$30.00/per week per student teaching assignment

**HOLTVILLE UNIFIED SCHOOL DISTRICT CALENDAR\***

\*\*\*DRAFT\*\*\* 2023-24 \*\*\*DRAFT\*\*\*



**WHERE TRADITION MEETS VISION**



August 15-18, 2023	Teacher Contract Days (Non-School Days)
August 21, 2023	FIRST DAY OF SCHOOL (MINIMUM DAY)
September 4, 2023	Labor Day Observed - Holiday
September 15, 2023	Deficiency Notices
October 13, 2023	End of 1st Quarter
October 23-27, 2023	Parent Conf. Week/Report Cards
November 9, 2023	Deficiency Notices
November 10, 2023	Veteran's Day Observed - Holiday
November 17, 2023	Minimum Day
November 20-24, 2023	Thanksgiving Break
December 15, 2023	End of Quarter/Minimum Day
Dec 18 - Jan 1, 2024	Christmas Break
January 1, 2024	New Year's Day Observed - Holiday
January 10, 2024	12:30 pm Release Day (Students Only)
January 15, 2024	MLK B-Day Observed - Holiday
February 9, 2024	Deficiency Notices
February 12, 2024	Lincoln's B-Day Observed- Holiday
February 19, 2024	Washington's B-Day Observed - Holiday
March 1, 2024	Fair Day - Local Holiday
March 15, 2024	End of 3rd Quarter
March 28, 2024	Minimum Day
March 29, 2024	Good Friday Observed - Holiday
April 1-5, 2024	Spring Break
May 3, 2024	Deficiency Notices
May 27, 2024	Memorial Day Observed - Holiday
June 5, 2024	End of 4th Quarter
June 6, 2024	LAST DAY OF SCHOOL (MINIMUM DAY)
June 7, 2024	Teacher Check-Out/Last Contract Day
June 19, 2024	Juneteenth Holiday Observed
July 4, 2024	Independence Day Holiday Observed
	Early Release Teacher PD Day
	First and Last School Days (Min. Days)
	Staff Development/Non-School Day
	End of Quarters
	Holidays No School
	Minimum Day 12:00 pm Release
	<b>BOARD APPROVED - XXXX</b>

August 2023	September 2023	October 2023
S M T W Th F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S= 9 C= 13	S M T W Th F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 S= 20 C= 20	S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S= 22 C= 22
November 2023	December 2023	January 2024
S M T W Th F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 S= 16 C= 16	S M T W Th F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S= 11 C= 11	S M T W Th F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S= 21 C= 21
February 2024	March 2024	April 2024
S M T W Th F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 S= 19 C= 19	S M T W Th F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S= 19 C= 19	S M T W Th F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 S= 17 C= 17
May 2024	June 2024	July 2024
S M T W Th F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S= 22 C= 22	S M T W Th F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 S= 4 C= 5	S M T W Th F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 S= 17 C= 17
	<i>June 4 - Pine Promotion</i>	<i>June 5 - HMS Promotion</i>
		<i>June 6 -HHS Graduation</i>

51  
55  
48  
48  
55  
55  
26  
27  
180  
185

S=School Days, C=Contract Days

\*Please note: this calendar applies to students and Certificated staff only. Classified Staff should consult with their immediate supervisors regarding their workdays.

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**MEMORANDUM**

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**TO:** BOARD OF TRUSTEES  
**FROM:** CELSO RUIZ, SUPERINTENDENT  
**SUBJECT:** OUT OF STATE AND/OR OVERNIGHT TRIPS  
**DATE:** FEBRUARY 21, 2023

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

- 1) HHS Basketball Coaches (Tony Ramos, Brody Garcia, Aurelio Avila) to Las Vegas, NV Basketball Coaches Clinic 5/19/23 – 5/21/23
- 2) Finley Teachers AVID visits to Yuma, AZ Dorothy Hall Elementary School 12/1/22, 1/19/23, 1/31/23, 2/2023 & 3/2023
- 3) HHS Baseball team to the Colorado River Baseball Invitational in Needles/Laughlin, NV 3/1/23 – 3/4/23

## **ATTORNEY - CLIENT RETAINER AGREEMENT**

This Attorney-Client Retainer Agreement (“Agreement”) is the written fee contract that California law requires lawyers to have with their clients. Law Offices of Arthur M. Palkowitz (“Attorneys”), agree to provide legal services to Holtville Unified School District, (“District”) on the terms set forth below:

**1. SCOPE OF SERVICES:** The District retains us as its Attorneys for the purposes of providing general legal advice and counsel for the District shall from time to time as required. We will represent the District on specific litigation as instructed and we will provide research and advise of specific issues as requested by the Superintendent, or the President of the Board. We will provide all legal services reasonably requested to represent the District's interest.

**2. CLIENT'S DUTIES:** The Client is the District and not any individual, Board member or administrator. The District agrees to provide specific instruction where services are requested, to abide by this agreement and to pay our bills on time and to cooperate and require its employees to cooperate with us in any activities we undertake on the District's behalf.

**3. LEGAL FEES:** The District agrees to pay for legal services as follows:

- (a) Paralegal services at \$82.00 per hour;
- (b) Attorneys’ time at \$225.00 per hour.

No fee will be charged for general clerical or secretarial services.

Bills will be sent monthly, stating clearly the amount, rate, basis for calculation, description and date of service. The District agrees to pay each bill within 30 days. Interest at the rate of 10% may be charged on any unpaid balance.

**4. COSTS:** All costs, disbursements and litigation expenses are the responsibility of the District. Costs are those expenses which must be paid to third parties or otherwise incurred in

the course of the representation. Costs include, but are not limited to, court fees, service or process charges, photocopying services, notary fees, computer assisted legal research, long distance telephone charges, messenger and delivery fees, postage, in-office photocopying at \$.15 per page, facsimile charges, deposition costs, parking fees, mileage at IRS standard business rate, investigation expenses, consultant or expert witnesses and similar items. We agree to obtain written consent before incurring any outside services.

5. **NEGOTIATION OF FEES:** Attorneys' fees are not set by law, but rather are negotiable between the attorney and client.

6. **ARBITRATION CLAUSE:** Client and Law Firm are agreeing to have any and all disputes (except where Client may request arbitration of a fee dispute by the State Bar) that arise out of, or relate to this Agreement, including but not limited to claims of negligence or malpractice arising out of or relating to the legal services provided by Law Firm to Client, decided only by binding arbitration in accordance with the provisions of the Code of Civil Procedure section 1280 *et seq.*, and not by court action, except as provided by California Law for judicial review of arbitration proceedings. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Law Firm and Client shall each have the right of discovery in connection with any arbitration proceeding in accordance with, and to the full extent allowed by, the California Rules of Civil Procedure section 1283.05. Client, however, may request arbitration of a fee dispute by the State Bar or San Diego County Bar Association as provided by Business and Professions Code Section 6200, *et seq.*

7. **ERROR AND OMISSIONS INSURANCE:** Attorneys maintain errors and omissions insurance coverage applicable to the services to be rendered under this agreement.

8. **DURATION:** This agreement shall be effective for the period of January 1, 2023 through June 30, 2023 and continuing unless terminated by either party.

HOLTVILLE UNIFIED SCHOOL DISTRICT

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Celso Ruiz, Superintendent

LAW OFFICES OF ARTHUR M. PALKOWITZ

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Arthur M. Palkowitz, Esq.



# Holtville Boys Golf

<b>Day</b>	<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
Wednesday	2-22	Palo Verde	Away	2:00 PM
Friday	2-24	Calexico	<b>BWCC</b>	1:00 PM
Tuesday	2-28	Southwest	<b>BWCC</b>	1:00 PM
Thursday	3-2	Brawley	Del Rio	1:00 PM
Tuesday	3-7	Central	<b>BWCC</b>	1:00 PM
Thursday	3-9	Palo Verde	TBD	1:00 PM
Monday	3-13	Vincent	<b>BWCC</b>	1:00 PM
Tuesday	3-14	Imperial	<b>BWCC</b>	1:00 PM
Wednesday	3-15	JV Match	Desert Trails	1:00 PM
Friday	3-17	Borrogo	<b>BWCC</b>	3:00 PM
Tuesday	3-21	Calexico	<b>BWCC</b>	1:00 PM
Thursday	3-23	Southwest	Los Barrancas	12:45 PM
Monday	3-27	Antelope	Coyote Wash	TBD
Tuesday	3-28	Brawley	<b>BWCC</b>	1:00 PM
Wednesday	3-29	JV Match	<b>BWCC</b>	1:00 PM
Thursday	3-30	Central	<b>BWCC</b>	1:00 PM
Monday	4-3	Palo Verde	Away	1:00 PM
Tuesday	4-4	JV Match	Desert Trails	1:00 PM
Wednesday	4-5	Imperial	Del Rio	1:00 PM
Wednesday	4-12	Borrogo	Away	3:00 PM
Tuesday	4-18	Vincent	<b>BWCC</b>	1:00 PM
Wednesday	4-19	JV Match	Desert Trails	1:00 PM
Thursday	4-20	Calexico/Antelope	<b>BWCC</b>	1:00 PM
Wednesday	4-26	IVL Individual Championship	Rams Hill	2:00 PM

# Holtville Baseball

<b>Day</b>	<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
Thursday	3-2	Spring Creek	River Valley	11:00 AM
Friday	3-3	Lowry (Winnemucca, NV)	River Valley	10:30 AM
Friday	3-3	River Valley (Mohave Valley, AZ)	River Valley	2:00 PM
Friday	3-3	Mohave (Bullhead City, AZ)	Mohave HS	5:00 PM
Saturday	3-4	Needles	Needles HS	10:30 AM
Tuesday	3-7	Imperial	Away	4/7pm
Friday	3-17	Imperial	Home	4/7pm
Wednesday	3-22	Brawley	Away	4/7pm
Tuesday	3-28	Calexico	Away	4/7pm
Friday	3-31	<b>Central</b>	<b>Home</b>	4/7pm
Monday	4-3	Southwest SD	Away	4:00 PM
Monday	4-3	Southwest JV Tournament	TBD	TBD
Tuesday	4-4	Southwest JV Tournament	TBD	TBD
Tuesday	4-4	Viewpoint	Christian HS	1:00 PM
Wednesday	4-5	Southwest JV Tournament	TBD	TBD
Wednesday	4-5	Castaic	Valhalla	4:00 PM
Thursday	4-6	Lions Tournament	TBD	TBD
Tuesday	4-18	<b>Central</b>	Away	4/7pm
Thursday	4-21	<b>Central</b>	<b>Home</b>	4/7pm
Tuesday	4-25	<b>Palo Valo Verde</b>	Away	4/7pm
Friday	4-28	<b>Palo Valo Verde</b>	<b>Home</b>	4/7pm
Tuesday	5-2	<b>Palo Valo Verde</b>	Away	4/7pm
Friday	5-5	<b>Calipat</b>	Away	4/7pm
Tuesday	5-9	<b>Calipat</b>	<b>Home</b>	4/7pm
Thursday	5-11	<b>Calipat</b>	Away	4/7pm

# Holtville Softball

<b>Day</b>	<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
Tuesday	2-21	San Ysidro	Away	3:30 PM
Wednesday	2-22	Southwest EC	Away	3:30 PM
Monday	2-27	Christian	Home	3:30 PM
Wednesday	3-1	Sweetwater	Home	3:30 PM
Saturday	3-4	TBD	TBD	TBD
Wednesday	3-8	Steele Canyon	Away	3:30 PM
Thursday	3-9	Bonita Vista	Away	3:30 PM
Friday	3-10	Academy of Our Lady of Peace	Home	3:30 PM
Saturday	3-11	<b>West Hills</b>	<b>Mt Miguel HS</b>	<b>9:45 AM</b>
Saturday	3-11	Point Loma	Mt Miguel HS	1:15 PM
Monday	3-13	Coronado	Home	3:30 PM
Wednesday	3-15	Canyon Hills	Away	3:30 PM
Thursday	3-16	Steele Canyon	Home	3:30 PM
Thursday	3-16	Southwest JV Tournament	TBD	TBD
Friday	3-17	Southwest JV Tournament	TBD	TBD
Saturday	3-18	Southwest JV Tournament	TBD	TBD
Saturday	3-18	Varsity Tournament	TBD	TBD
Tuesday	3-21	Southwest EC	Home	4/6:30pm
Friday	3-24	Imperial	Away	4/6:30pm
Thursday	3-30	Mira Mesa	Away	3:30 PM
Tuesday	4-4	<b>Brawley</b>	<b>Home</b>	4/6:30pm
Tuesday	4-18	<b>Central</b>	Away	4/6:30pm
Friday	4-21	<b>Calexico</b>	<b>Home</b>	4/6:30pm
Tuesday	4-25	<b>Brawley</b>	Away	4/6:30pm
Friday	4-28	<b>Central</b>	<b>Home</b>	4/6:30pm
Tuesday	5-2	<b>Calexico</b>	Away	4/6:30pm
Thursday	5-4	<b>Brawley</b>	<b>Home</b>	4/6:30pm
Tuesday	5-9	<b>Central</b>	Away	4/6:30pm
Thursday	5-11	<b>Calexico</b>	<b>Home</b>	4/6:30pm

# Holtville Swim

<b>Day</b>	<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
Tuesday	2-21	Calipat/Central	ECAC	4:00 PM
Tuesday	2-28	Calipat/Imperial	Calipatria HS	3:30 PM
Thursday	3-16	Calipat/Brawley	Brawley City Pool	3:15 PM
Saturday	3-25	Ben Hedberg Invite	Granite Hills HS	9:00 AM
Tuesday	3-28	Calipat/Southwest	<b>Home</b>	3:30 PM
Thursday	3-30	Calipat/Calexico	Calexico HS	4:00 PM
Wednesday	4-19	Calipat/Palo Verde	Palo Verde HS	4:00 PM
Thursday	4-27	IVL Finals	ECAC	11:00 AM

# Holtville Boys Tennis

<b>Day</b>	<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
Friday	2-24	Vincent Memorial	Home	3:30 PM
Saturday	2-25	Valhalla Tournament	TBD	TBD
Wednesday	3-8	Brawley	Away	3:30 PM
Wednesday	3-13	Calexico	Home	3:30 PM
Wednesday	3-15	Southwest	Home	3:30 PM
Monday	3-20	Central	Away	3:30 PM
Wednesday	3-22	Vincent Memorial	Home	3:30 PM
Monday	3-27	Brawley	Home	3:30 PM
Wednesday	3-29	Calexico	Away	3:30 PM
Monday	4-3	Southwest	Away	3:30 PM
Wednesday	4-5	Central	Home	3:30 PM
Tuesday	3-25	IVL Prelims	Southwest HS	11:00 AM
Wednesday	3-26	IVL Finals	Southwest HS	11:00 AM

## Holtville Track & Field

<b>Day</b>	<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
Saturday	3-11	Desert Relays	Central	9:00 AM
Thursday	3-16	Imperial	Away	4:00 PM
Wednesday	3-22	Palo Verde	Away	4:00 PM
Thursday	3-30	Brawley	Away	4:00 PM
Wednesday	4-5	Southwest	Away	4:00 PM
Thursday	4-20	Calexico	Away	4:00 PM
Thursday	4-27	Central	Away	4:00 PM
Tuesday	5-2	IVL Prelims	Central	1:00 PM
Thursday	5-4	IVL Finals	Southwest	7:00 PM
Saturday	5-13	CIFSDS Prelims	Mt. Carmel HS	TBD
Saturday	5-20	CIFSDS Finals	Mt. Carmel HS	TBD
Friday-Saturday	5/26-5/27	CIF State Championships	TBD	TBD

# Holtville Boys Volleyball

<b>Day</b>	<b>Date</b>	<b>Opponent</b>	<b>Location</b>	<b>Time</b>
Monday	2-27	Vincent Memorial	Away	5:00 PM
Tuesday	3-7	Brawley	Away	5:00 PM
Thursday	3-9	Vincent Memorial	Home	5:00 PM
Monday	3-13	Southwest	Away	5:00 PM
Thursday	3-16	Central	Home	5:00 PM
Monday	3-20	Calexico	Away	5:00 PM
Thursday	3-24	Calexico Mission	Away	5:00 PM
Tuesday	3-28	Imperial	Home	5:00 PM
Thursday	3-30	Brawley	Home	5:00 PM
Monday	4-3	Desert Mirage	Home	3:30 PM
Wednesday	4-5	Southwest	Home	5:00 PM
Monday	4-18	Central	Away	5:00 PM
Thursday	4-20	Calexico	Home	5:00 PM
Thursday	4-27	Imperial	Away	5:00 PM
Friday	4-28	Calexico Mission	Home	2:00 PM



# Western Governors University

4001 South 700 East, Suite 700, SLC, UT 84107

## STUDENT TEACHING LETTER OF AGREEMENT - CALIFORNIA

### Tier 1: Primary Partner

This Student Teaching Letter of Agreement (Agreement) is made between Western Governors University, a Utah nonprofit corporation (WGU), and Holtville Unified School District ("District"), and is effective as of the date of the signature below ("Effective Date").

Thank you for working with Western Governors University (WGU) for the placement of student teachers. Our goal is to establish a relationship of collaboration that benefits your district/school and WGU Teacher Candidates, and that allows us to work together for continuous improvement. We look forward to working together for the benefit of your future educators.

WGU is regionally accredited by the Northwest Commission on Colleges and Universities (NWCCU), and the WGU Teacher Education programs are further accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Association for Advancing Quality in Educator Preparation (AAQEP). WGU represents that each Teacher Candidate assigned to the District for Student Teaching is validly enrolled in an approved WGU credentialing program and meets the District's background requirements.

#### A. Mutual Expectations

A Primary Partner is a district/school where WGU places Teacher Candidates for a Field Experience with Cooperating Teachers, with an aim to co-construct a mutually beneficial arrangement for clinical preparation and the continuous improvement of Teacher Candidates, and to share accountability for Teacher Candidate outcomes. The school administrator and Cooperating Teacher will have the opportunity to provide critical feedback to inform program improvement through surveys at the end of each cohort.

#### B. Definitions

For the purposes of this Agreement, capitalized terms will have the following meanings:

- Teacher Candidate refers to a student enrolled in a WGU program leading to an education credential.
- Cooperating Teacher (or host teacher) refers to a District employee who is the teacher-of-record in the classroom where the Teacher Candidate is assigned. A Cooperating Teacher may or may not be a Clinical Supervisor.
- Clinical Supervisor refers to a present or former employee of District, retired educator, or any other individual meeting the criteria of "supervisor" established by WGU for this position, and engaged by WGU or District, to supervise a Teacher Candidate's progress during a minimum of six observations. WGU shall be responsible for the selection, assignment, training, and compensation of Clinical Supervisors. WGU welcomes nominations of Clinical Supervisors by the District/school.
- Preclinical Experience refers to the active participation by a Teacher Candidate in a wide range of in-classroom experiences in order to develop the skills and confidence necessary to be an effective teacher and prepare for Student Teaching. Students reflect on and document at least 75 hours of in-classroom observations (15 hours of which must involve direct engagement with students in a classroom) leading up to Student Teaching.
- Student Teaching (or demonstration teaching) refers to the greater of the then-current WGU full-time and continuous requirement in California (currently 13 weeks, or 16 weeks for special education) or the State's and/or District's minimum requirement for Student Teaching. Student Teaching shall satisfy all applicable WGU and State requirements.
- Field Experience refers collectively to the Preclinical Experience and Student Teaching.



### C. Cooperating Teacher Standards

District, with the input of WGU, will provide the Teacher Candidate with a Student Teaching assignment in a school and classes of District under the direct supervision and instruction of a Cooperating Teacher that meets the following minimum requirements:

- Has documented completion of training/professional development equivalent to 10 hours that includes: a two-hour orientation to the program curriculum, and eight hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, as required by the California Commission on Teacher Credentialing (CTC);
- Holds a teaching credential or license for the subject area and/or grade level being taught;
- Has a minimum of three years of teaching experience, five years preferred, with two or more years teaching in the placement school and/or District, and have strong evaluations;
- Evidence of positive impact on student learning in the classroom as demonstrated by ratings at or above effective when a state, district, or school provides such ratings;
- Successfully and with positive impact mentored student teachers, colleagues, and/or other adults;
- Competently uses technology for communicating via email and completing online evaluation forms; and
- Consistently models the dispositions and ethical considerations expected of WGU Teacher Candidates:
  - Caring and considerate
  - Affirming of diversity and cross-culturally competent
  - Reflective practitioner
  - Equitable and fair
  - Committed to the belief that all students can learn
  - Collaborative
  - Technologically proficient
  - Professional leadership

### D. WGU Responsibilities

WGU will:

- Select qualified Teacher Candidates who have been prepared with the appropriate educational background, knowledge, skills, and professional disposition to participate in Field Experience.
- Pay an honorarium per Teacher Candidate, either directly to the Cooperating Teacher or to the District, for the Cooperating Teacher's services. The Cooperating Teacher may also receive professional development hours connected to the successful completion of WGU Cooperating Teacher training.
- Require Teacher Candidates to: (i) complete a background check acceptable to District, and (ii) have a current Tuberculosis (TB) Risk Assessment and/or examination. Upon request, Teacher Candidates will be required to provide documentation to District prior to participating in Field Experience activities.
- Provide opportunities for feedback regarding improvement of WGU Teacher Candidate preparation.
- Provide professional development training to Cooperating Teachers regarding WGU processes and procedures.
- Maintain an online site for support, resources, and training for Cooperating Teachers.

- Facilitate a cohort seminar in which Teacher Candidates will participate with a community of peers to receive support during Student Teaching and the final performance assessment.

#### E. District Responsibilities

District, or school administrator, will:

- Nominate one or more qualified Cooperating Teacher(s) by providing a completed copy of the Student Teacher Acceptance Form to the WGU Field Placement Team.
- Allow the Clinical Supervisor access to the host school and classroom for the specific purpose of observing Teacher Candidates. Clinical supervision may include an in-person site visit, video capture, or synchronous video observation.
- Provide Teacher Candidates with any District policies and procedures to which they are expected to adhere to during the Field Experience and while on District premises.
- Through the involvement of the Cooperating Teacher, participate with the Clinical Supervisor and Teacher Candidates in two evaluations: one mid-way through Student Teaching, and a Final Evaluation at the end of Student Teaching. WGU shall be responsible for the format of the evaluations.
- Provide Teacher Candidates opportunities to observe, assist, tutor, instruct, implement effective teaching strategies, and conduct research, as appropriate, during the Field Experience.
- Provide, when possible, opportunities for Teacher Candidates to use technology to enhance student learning and monitor student progress and growth.
- Provide, when possible, opportunities for Teacher Candidates to experience working with diverse student populations including English Language Learners and Students with Exceptional Learning Needs.
- Require Cooperating Teachers to complete and document training/professional development equivalent to 10 hours that includes: a two-hour orientation to the program curriculum, and eight hours of training in effective supervision approaches such as cognitive coaching, adult learning theory, and current content-specific pedagogy and instructional practices, as required by the California CTC.
- Encourage administrators and Cooperating Teachers to participate in WGU's Feedback Surveys (offered at the end of the Spring and Fall Cohorts) to report on Teacher Candidate quality and preparation and to provide program feedback to WGU for continuous improvement.

#### F. Additional Terms

- **Term.** This Agreement shall commence on the Effective Date and shall continue for three (3) years from the Effective Date, or until such time as either party gives the other party thirty (30) days advance written notice of its intent to terminate the Agreement; provided, however, that all Teacher Candidates at District as of the date of such notice shall be permitted to complete their Student Teaching.
- **Points of Contact.** Each party shall designate a point of contact between the parties for communication and coordination of Student Teaching. Contact information is set forth following the signature block.
- **Education Records.**
  - District acknowledges that the education records of assigned Teacher Candidates are protected by the Family Educational Rights and Privacy Act (FERPA), and agrees to comply with FERPA and limit access to those employees or agents with a need to know. Pursuant to FERPA, and for the purposes of this Agreement, WGU hereby designates District as a "school official" with a legitimate educational interest in such records.
  - WGU shall instruct Teacher Candidates of the necessity of maintaining the confidentiality of all District student records. District shall not grant Teacher Candidates or WGU employees access to individually identifiable student information unless the affected student's parent or guardian has first given written consent using a form approved by District that complies with FERPA and other applicable law.

- **Video Recordings.**

During Student Teaching, Teacher Candidates complete a teacher performance assessment, which measures Teacher Candidate readiness to teach. A teacher performance assessment is designed for Teacher Candidates to submit real artifacts—lesson plans, video, and student work samples—to show the authenticity of the local teaching context and the way the Teacher Candidates respond to students when teaching in a real setting. In order to collect artifacts required for a teacher performance assessment, Teacher Candidates may be required to submit video recordings of themselves teaching in the classroom.

Additionally, recordings provide WGU an avenue to evaluate the performance of Teacher Candidates, and the Teacher Candidates with opportunities to evaluate themselves, reflect, and improve their instruction.

WGU provides the following guidelines to Teacher Candidates. District understands that Teacher Candidates are not employees or agents of WGU and that any further precautions regarding the privacy of the District's students should be agreed directly between the District and Teacher Candidates.

*Teacher Candidate Guidelines*

- Secure appropriate permission from the parents/guardians of your students and from adults who appear in the video recording.
  - To protect confidentiality, remove your name and use pseudonyms or general references (e.g., "the district") for your state, school, district, and cooperating teacher. Mask or remove all names on any typed or written material (e.g., commentaries, lesson plans, student work samples) that could identify individuals or educator preparation programs. During video recording, use only the first names of students.
  - You must follow appropriate protocol to submit recordings to WGU.
  - You may not display the video publicly (i.e., personal websites, YouTube, Facebook).
  - You may not use any part of the recordings for any personal or professional purposes outside of performance evaluation.
  - You must destroy all video recordings once the evaluation is complete.
- **Right to Accept or Terminate a Placement.** District may refuse to accept for placement, or may terminate the placement, of any Teacher Candidate based upon its good faith determination that the Teacher Candidate is not meeting performance standards or is otherwise deemed unacceptable to District. In such cases, District shall notify WGU in writing and shall state the reasons for such decision.
  - **WGU Insurance.** WGU warrants and represents that it provides and maintains general liability insurance with limits of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate and, upon District's request, shall provide a certificate of insurance as evidence of coverage. WGU shall maintain, at its sole expense, workers' compensation insurance as required by law.
  - **Professional Liability Insurance.** Teacher Candidates will be responsible for procuring and maintaining, at their own expense, professional liability insurance for the duration of the Field Experience with minimum limits of: (i) \$1,000,000 per occurrence and \$3,000,000 annual aggregate, (ii) \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
  - **Status of Parties.** Nothing in this Agreement is intended to or shall be construed to constitute an agency, employer/employee, partnership, or fiduciary relationship between the parties. Neither party will have the authority to, and will not, act as agent for or on behalf of the other party or represent or bind the other party in any manner.
  - **Non-Discrimination.** Both parties agree to fully comply with all applicable non-discrimination laws of District's state and municipality, and of the United States. Both parties will accept, assign, supervise and evaluate qualified Teacher Candidates regardless of race, sex, sexual orientation, creed, national origin, age, disability, veteran status, or any other basis protected by law.
  - **Entire Agreement.** This Agreement represents the entire understanding between the parties and supersedes all prior oral or written agreements, and no modification shall be valid unless in writing and

signed by both parties. No Teacher Candidate or other third party shall be a beneficiary of or have any right to enforce the terms of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

**WGU**

**DISTRICT**

By: Stacey Ludwig Johnson  
Title: VP, Academic Operations, Teachers College

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Point of Contact:**  
Email: [fieldplacement@wgu.edu](mailto:fieldplacement@wgu.edu)  
Phone: 866-889-0132 (Option 1)

**Point of Contact:**  
Email:  
Phone:

For legal notices:  
General Counsel  
Western Governors University  
4001 South 700 East, Suite 700  
Salt Lake City, UT 84107-2533

For legal notices:

**HOLTVILLE UNIFIED SCHOOL DISTRICT  
MANAGEMENT/CONFIDENTIAL  
\$39,818.00 - \$48,947.00 (\$19.06-\$23.44 Hourly)**

**Digital Media and Graphic Designer**

**DESCRIPTION**

Under general supervision, designs and produces a wide variety of graphic designs and digital content for instructional, display, informational and promotional purposes; provides photography and video services to support various campus programs and campaigns; creates print-ready and digital files; updates existing documents to conform with ADA standards; and performs related duties as assigned.

**DUTIES AND RESPONSIBILITY**

- Creates, designs, lays out and produces a variety of visual communication pieces including course catalogs and schedules, stationery and forms, promotional mailers and folders, special-event flyers and invitations, performance programs and posters, handbooks, banners, temporary signage, campus maps, textile graphics and electronic media.
- Consults with staff to determine the best methods for specialized print graphics; serves as an expert resource to faculty and staff on a variety of design, layout, and printing processes; supports and responds to software and design-based inquiries from the district community.
- Creates original layouts as requested; assists in the overall production of specialized and original graphics; designs and produces screen printing and dye sublimation projects using various media.
- Coordinates with District and outside print shops regarding printing and finishing work.
- Produces original photographic and/or video content for use in projects; coordinates with District or outside photographers and videographers, and/or purchases stock photography and art when required; collects, organizes, and maintains model, photo and video releases or proper content licenses.
- Maintains library files of district logos, bulletins, past projects, designs, displays and related items available for future projects; maintains charts and graphs related to documents, surveys and reports useful for routine publication; orders and maintains inventory of graphic materials, supplies and equipment.
- Assists in producing website design, social media, portal content and other traditional and new media communication images and content.
- Produces email designs for mass marketing to targeted audiences.
- Keeps abreast of new developments in graphic design and print production including design and production software, and all types of paper, media and ink used in the print and web industry; utilizes current design and technology trends to recommend the most effective style, technique and medium for production within budget and time constraints.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the district.

**OTHER DUTIES**

- May serve on District committees as a technical resource.
- Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

- Principles, practices, materials, and techniques used in print design and preparation of files for a variety of print processes.
- Type fonts/families and colors, inks and paper stock used in printing.
- Artistic sensibility mixed with technical skills.
- Digital cameras and photographic techniques.
- Methods to create Americans with Disabilities Act-compliant files and electronic content.
- Industry standard graphic design software including page layout, photo manipulation and enhancement, vector illustration, web page layout, word processing and spreadsheet programs.
- Email marketing and social media trends, platforms, publishing, and tracking procedures.
- Principles and practices of sound business communication including correct English usage, spelling, grammar, and punctuation.
- District policies and procedures regarding branding guidelines and consistency.

## **SKILLAS AND ABILITIES:**

- Exercise artistic skill in conceptualizing, designing, and laying out visually appealing graphic materials.
- Interpret information and situations, create artistic designs, and make recommendations in accordance with sound design, layout and composition principles and applicable policies and guidelines.
- Apply graphic design style and techniques appropriate for differing audiences and purposes.
- Organize, set priorities, and exercise sound, independent judgment within areas of responsibility.
- Complete large and small projects to meet customer needs and deadlines.
- Analyze problems, evaluate alternatives, and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Perform basic cost-benefit analysis in determining work processes and materials.
- Work collaboratively with a wide variety of internal customers simultaneously.
- Operate a computer, standard business software and advanced graphics, design, presentation, and desktop publishing software.
- Understand copyright law and privacy issues.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with all those encountered in the course of work.

## **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent
- Two years' experience in related field working with students (tutor, paraprofessional, substitute teacher, program coordinator, college advisor, coach, etc.), or Certificates or associate degree in related field in graphic arts, visual communication, digital media, or a related field, and or an equivalent combination of training and experience.

## **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

Possession of a valid California Driver's License and maintain eligibility for automobile insurance

## **PHYSICAL DEMANDS**

While performing the duties of this class, employees are regularly required to:

- Sit.
- Talk and hear, in person and by telephone.
- Use hands repetitively to finger, handle, feel or operate standard office equipment or certain print shop equipment.
- Reach with hands and arms.
- Employees are frequently required to walk and stand and lift up to 10 pounds and occasionally up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **MENTAL DEMANDS**

Employees are regularly required to:

- Use written and oral communication skills.
- Read and interpret data, information, and documents.
- Analyze and solve problems.
- Observe and interpret situations.
- Learn and apply new information or skills.
- Perform highly detailed work.
- Work on multiple, concurrent tasks.
- Work with frequent interruptions.
- Work under intensive deadlines.
- Interact with District managers, staff, the public and others encountered in the course of work.

## **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees usually work in typical office conditions where the noise level is quiet, and occasionally work in outdoor weather conditions. Employees occasionally work in a print shop environment around large, high-speed copiers, offset printers and related equipment where the noise level is generally loud. Employees may be exposed to fumes and airborne particles.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

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

***INFORMATION ITEMS***



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

***PUBLIC HEARING***

**Holtville Unified School District**

**PUBLIC HEARING ANNOUNCEMENT**

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The community and general public are invited to attend a public hearing regarding the initial proposal from the District to the California School Employees Association (“CSEA”), Chapter 338, for 2022-2023 Reopener Negotiations.

The meeting will take place on Tuesday, February 21<sup>st</sup>, 2023 at the Holtville Unified School District Board Room, located on 621 E. Sixth Street, Holtville, Ca. 92250. The meeting will begin at 6:00 p.m.

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Ann Heraz, Administrative Assistant

Posted on February 17, 2023  
HUSD Administration Office

**HOLTVILLE UNIFIED SCHOOL DISTRICT**

School Board Meeting Agenda

***ACTION/DISCUSSION***

**Initial Proposal  
of the Holtville Unified School District  
to the  
California School Employees Association and its Holtville Chapter No. 338**

**To Fully Resolve and Settle Re-openers for the 2022-2023 School Year and  
Fully Settle Negotiations for the 2023-2024 School Year**

February 21, 2023

The District retains the right to amend, modify, add to, and otherwise change its proposals during the course of negotiations.

**Article 1: Duration of Agreement (automatic reopener)**

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~~ ~~2021~~ until June 30, ~~2025~~ ~~2024~~. This Article shall reopen automatically in each year of the Agreement.

1.2 There shall be no reopener negotiations during the ~~2023-2024~~ ~~2021-22~~ school year. During the ~~2022-23~~ ~~and 2023-24~~ ~~2024-2025~~ school years, only the following Articles may be reopened: Article 14 (WAGES), ARTICLE 1 (DURATION), ARTICLE 15 (HEALTH AND WELFARE BENEFITS), and two additional or new articles of each party's choice.

[No other changes to Article 1: Duration of Agreement; however, update other sections of the Agreement referencing the term of the agreement and reopener negotiations accordingly]

**Article 14: Wages (automatic reopener)**

**The District proposes recalculating all steps and ranges within the 2022-2023 salary schedule, incorporating minimum wage requirements, and making adjustments to the bottom and top ranges to achieve uniformity consistent with the proposed changes.**

**The District shall provide a \_\_\_\_\_% on schedule increase to the 2022-2023 salary schedule.**

[No other changes to Article 14: Wages]

**Article 15: Health and Welfare Benefits (automatic reopener)**

Include 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.

[No other changes to Article 15: Health and Welfare Benefits]

**Article 7: Hours**

Add this provision:

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 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.

[No other changes to Article 7: Hours]

WHK										
School District	ADA	Single Year		Multiyear						Optional Bond Audit
		June 30, 2023		June 30, 2023		June 30, 2024		June 30, 2025		
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
<b>Elementary Districts</b>										
Seeley Union Elementary	337	\$10,890	\$10,890	\$10,890	\$10,890	\$11,250	\$11,250	\$11,600	\$11,600	5,750
Westmorland Union Elementary	297	\$11,300	\$11,300	\$11,300	\$11,300	\$11,700	\$11,700	\$12,050	\$12,050	5,750
<b>Unified Districts</b>										
Holville Unified	1,469	\$13,530	\$13,530	\$13,530	\$13,530	\$13,940	\$13,940	\$14,360	\$14,360	5,750
Imperial Unified	4,064	\$13,530	\$13,530	\$13,530	\$13,530	\$13,940	\$13,940	\$14,360	\$14,360	5,750
San Pasqual Valley Unified	516	\$13,530	\$13,530	\$13,530	\$13,530	\$13,940	\$13,940	\$14,360	\$14,360	5,750
<b>County Office</b>										
Imperial County Office of Education (ICOE)	524	\$15,840	\$15,840	\$15,840	\$15,840	\$16,350	\$16,350	\$16,850	\$16,850	5,750
<b>Special Districts / JPAs</b>										
Imperial Valley Telecommunications Authority (IVTA)	n/a	\$4,950	\$4,950	\$4,950	\$4,950	\$5,250	\$5,250	\$5,550	\$5,550	N/A
Self-Insured Program for Imperial County (ICOE - SIPIC)	n/a	\$4,950	\$4,950	\$4,950	\$4,950	\$5,250	\$5,250	\$5,550	\$5,550	N/A

Christy White										
School District	ADA	Single Year		Multiyear						Optional Bond Audit
		June 30, 2023		June 30, 2023		June 30, 2024		June 30, 2025		
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
<b>Elementary Districts</b>										
Seeley Union Elementary	337	\$15,400	\$15,400	\$15,400	\$15,400	\$15,900	\$15,900	\$16,300	\$16,300	5,000
Westmorland Union Elementary	297	\$15,400	\$15,400	\$15,400	\$15,400	\$15,900	\$15,900	\$16,300	\$16,300	5,000
<b>Unified Districts</b>										
Holville Unified	1,469	\$20,450	\$20,450	\$20,450	\$20,450	\$21,000	\$21,000	\$21,600	\$21,600	5,000
Imperial Unified	4,064	\$25,400	\$25,400	\$25,400	\$25,400	\$26,200	\$26,200	\$27,000	\$27,000	5,000
San Pasqual Valley Unified	516	\$17,300	\$17,300	\$17,300	\$17,300	\$17,900	\$17,900	\$18,400	\$18,400	5,000
<b>County Office</b>										
Imperial County Office of Education (ICOE)	524	\$27,700	\$27,700	\$27,700	\$27,700	\$28,500	\$28,500	\$29,300	\$29,300	5,000
<b>Special Districts / JPAs</b>										
Imperial Valley Telecommunications Authority (IVTA)	n/a	\$9,950	\$9,950	\$9,950	\$9,950	\$10,300	\$10,300	\$10,600	\$10,600	N/A
Self-Insured Program for Imperial County (ICOE - SIPIC)	n/a	\$14,500	\$14,500	\$14,500	\$14,500	\$15,000	\$15,000	\$15,400	\$15,400	N/A

CWDI		Single Year		Multiyear						Optional
School District	ADA	June 30, 2023		June 30, 2023		June 30, 2024		June 30, 2025		Bond Audit
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
<b>Elementary Districts</b>										
Seelye Union Elementary	337	\$8,000	\$8,000	\$7,200	\$7,200	\$7,600	\$7,600	\$8,000	\$8,000	3,500
Westmorland Union Elementary	297	\$8,000	\$8,000	\$7,200	\$7,200	\$7,600	\$7,600	\$8,000	\$8,000	3,500
<b>Unified Districts</b>										
Holville Unified	1,469	\$11,000	\$11,000	\$9,900	\$9,900	\$10,400	\$10,400	\$10,900	\$10,900	3,500
Imperial Unified	4,064	\$26,000	\$26,000	\$23,400	\$23,400	\$24,600	\$24,600	\$25,800	\$25,800	5,000
San Pasqual Valley Unified	516	\$9,000	\$9,000	\$8,100	\$8,100	\$8,500	\$8,500	\$8,900	\$8,900	3,500
<b>County Office</b>										
Imperial County Office of Education (ICOE)	524	\$10,000	\$10,000	\$9,000	\$9,000	\$9,500	\$9,500	\$10,000	\$10,000	3,500
<b>Special Districts / JPAs</b>										
Imperial Valley Telecommunications Authority (IVTA)	n/a	\$5,500	\$5,500	\$4,900	\$4,900	\$5,200	\$5,200	\$5,500	\$5,500	N/A
Self-Insured Program for Imperial County (ICOE - SIPIC)	n/a	\$5,500	\$5,500	\$4,900	\$4,900	\$5,200	\$5,200	\$5,500	\$5,500	N/A