



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Special Board Meeting

March 17, 2025

Board of Trustees

Ben Abatti Jr., President

Julie Duarte, Clerk

Kevin Grizzle, Member

Larry Iten, Member

Jared Garewal, Member

Superintendent

Celso Ruiz

Assistant Superintendent

John Paul Wells

Holtville

where tradition meets vision



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

Monday, March 17, 2025

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

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

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

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

1. PRELIMINARY

Call to Order

Flag Salute

Roll Call

Present Absent

Ben Abatti Jr., President

Julie Duarte, Clerk

Kevin Grizzle, Member

Larry Iten, Member

Jared Garewal, Member

Luis Martinez, 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) Negotiations with the CSEA Chapter 338 – Pursuant to Government Code Section 3549.1

B) Conference with Labor Negotiator Pursuant to Government Code Section 54957.6: Agency Negotiator: Superintendent; Employee organization: Holtville Teachers Association

5. REPORTABLE CLOSED SESSION ACTIONS:

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
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6. RECOGNITIONS

HHS Students

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

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

8. COMMUNICATIONS FROM THE SCHOOL DISTRICT

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

9. CONSENT AGENDA

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

A. GENERAL FUNCTION

1) *Adoption of Minutes: February 18, 2025 & March 10, 2025* Pgs. 3-6
(Supplemental Information)

B. FINANCE AND BUSINESS

1) *Warrant Orders week beginning 2/20/25 to week ending 3/13/25* Pgs. 8-21
(Supplemental Information)

C. PERSONNEL SERVICES

1) *Classified Employment* Pg. 23
2) *Certificated Employment* Pg. 24
3) *Certificated Leave* Pg. 25
4) *Certificated Retirement* Pg. 26
5) *Classified Resignation* Pg. 27

D. GENERAL BUSINESS

The Board is asked to approve the following items:

1) *Temporary Athletic Team Coach Certification 24-25* Pg. 29
2) *2025 IID Special Project Grant Application* Pg. 30-31
3) *MOU between IVROP CTE & HUSD* Pgs. 32-38

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

- 4) Overnight HHS AG Team State Conference in Sacramento, CA 3/31-4/6 Pgs. 39
- 5) Wilkinson, Hadley, King & Co. Regular Financial Audit Engagement Letter for the year ending June 30, 2025 Pgs. 40-49
- 6) College & Career Access Pathways (CCAP) A Dual Enrollment Partnership Agreement Pgs. 50-57
- 7) ASB Fundraiser for HMS Shields, Cheer and Flags Teams Pg. 58
- 8) AVID Center Products & Services Quote/Order Pgs. 59-61
- 9) 2025-26 CIF Application for Renewal of Multi-School Membership Pg. 62
- 10) Halycon Compromise Assessment Service Agreement Pgs. 63-75
- 11) HUSD Hourly Salary Schedule Effective 4/1/25 Pg. 76

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

10. PUBLIC HEARING

Public Hearing Pursuant to Government Code Section 3547 (a) Regarding the Initial Proposal from the California School Employees Association, Holtville Chapter No. 338 to the District for reopener negotiations

11. INFORMATION ITEMS

- A) Construction update – Greg Cox
- B) At this time, we can hear comments from the public to receive input regarding the initial proposal from the California School Employees Association (CSEA) to the Holtville Unified School District

12. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

- A) Approve the California College Guidance Initiative (CCGI) and Holtville Unified School District K-12 LEA Partnership Agreement

(Mr. Velazquez) Pgs. 80-83

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

- B) Approve the 2024-25 Second Interim Report

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

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

13. FUTURE BOARD MEETING DATE

Monday, April 14, 2025, is the next Regular Board Meeting

14. ADJOURNMENT

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
SPECIAL MEETING – March 17, 2025
AGENDA PAGE 4**

15. CLOSED SESSION if needed

- A) Negotiations with the CSEA Chapter 338 – Pursuant to Government Code Section 3549.1
- B) Conference with Labor Negotiator Pursuant to Government Code Section 54957.6: Agency Negotiator: Superintendent; Employee organization: Holtville Teachers Association

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

MISSION STATEMENT

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

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

CONSENT AGENDA

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

MINUTES

**Holtville Unified School District
Regular Board Meeting
Minutes – February 18, 2025**

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The Board of Trustees of the Holtville Unified School District met in a Regular Session on February 18, 2025, at the Holtville Unified School District Board Room 621 E 6th Street, Holtville, California. The meeting was called to order at 5:00 p.m. by the Presiding Chairman.

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

MEMBERS ABSENT: Luis Martinez, Student Rep

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
Conference with Labor Negotiator Pursuant to Government Code Section 54957.6: Agency Negotiator: Superintendent; Employee Organization: Holtville Teachers Association

REPORT OF CLOSED SESSION In: 5:03 p.m. **Out:** 6:15 p.m.
Nothing to report.

RECOGNITIONS

Mr. Garcia and Ms. Ledezma introduced the HMS Students of the Month: 6th grade – Xavier Ponce, Ericka Perez Nunez, Karen Acuna & Aryanna Melendez. 7th Grade – Nathalea Quezada Pasillas, Luna Plancarte, Kamilah Soto & Samara Nunez. 8th grade – Izabella Islas, Oliver Turner, Amy Armenta & Nataly Colio.

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

COMMUNICATIONS FROM THE SCHOOL DISTRICT

HTA President Crystal Arias had nothing to report.
CSEA – Mr. Castro stated that they are almost ready to make a good deal.
Duarte – gearing up for the fair.
Abatti – congratulated the students recognized. He attended the Mega reunion that took place the weekend of the Carrot festival. They did a fabulous job.
Ruiz – reported that Lucy received a grant to serve dinner at Finley school. The idea is to eventually incorporate other schools.

Arevalo – congratulated the HHS girls soccer winning the league title as well as boys wrestling 2nd in CIF, girls wrestling 3rd CIF.

CONSENT AGENDA

GENERAL FUNCTIONS

Moved by Trustee Garewal, Seconded by Trustee Grizzle to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: January 21, 2025. FINANCE AND BUSINESS – Warrant orders week beginning 1/23/25 to week ending 2/13/25. PERSONNEL SERVICES – Classified Employment of Abigail Cardenas, AVID Tutor (HHS); Alejandro Campos, Proctor (Pine); Nazarie Robinson, Paraprofessional (Finley); Diana Mendez, Yard Aide (Finley); Melissa Parsons, Yard Aide (Finley); Evelia Woolfolk, Cafeteria Worker II Sub (District); Alma Zarazua, SpEd Paraprofessional (Finley); Evelia Padilla, SpEd Bus Aide Temp (District). Classified Medical Leave of Absence of Norma Contreras, Cafeteria Worker II, 1/21/25 - **. Classified Resignations of Carina Gonzalez, Health Clerk (HHS), 1/30/25; Bibian Saldana, AVID Tutor (HHS), 1/23/25; Alma Zarazua, Bus Assistant (SpEd), 1/29/25. Certificated Medical Leave of Absence of Chelsea Garcia, Finley Teacher, 1/18/25-4/2/25. Coaching/Extra Duty Employment of Antonio Ramos, Head Boys Volleyball, \$5,253; Chad VanAcker, Head Boys Golf, \$5,253; Jon Reschert, Volunteer Assistant Boys Golf; Devron Gray, Head Track & Field, \$5,253; Tyler Bennett, Assistant Track & Field, \$1,641; Christine Quesada, Assistant Track & Field, \$1,641; Richard McClure, Head Swim Coach, \$5,253; George McClure, Head Boys Tennis, \$5,253; Jonathan Ayon, Head Baseball, \$5,253; Rafael Lopez, Assistant Baseball, \$3,283; Timothy DeLeon, Assistant Baseball, \$3,283; Michael Toten, Volunteer Assistant Baseball; Diego Briseno, Volunteer Assistant Baseball; Zacharias Soto, Volunteer Assistant Baseball; Jonathan Ruiz, Volunteer Assistant Baseball; Luis Gonzalez, Head Softball, \$5,253; Joanna Ruiz, Assistant Softball, \$3,283; Zamada Gutierrez, Assistant Softball, \$3,283. Certificated Retirement of Eulalia Hayden, Teacher (Finley) 6/6/25; Carmen Lewis, Teacher (Finley) 6/6/25; Gina Wright, Teacher (Pine) 6/6/25. GENERAL BUSINESS – Student Teaching Agreement Between HUSD & The Trustees of the California State University. Overnight/Out of State HHS Sports. 2024-25 HHS Spring Athletic Schedules. 2024-25 HUSD Comprehensive School Safety Plan. 2024-25 School Accountability Report Card for each school site. 2024-25 HUSD Home-To School Transportation Plan. All approved by unanimous votes, Ayes: 5, Nays: 0. Vote: 5-0.

INFORMATION ITEMS

Greg Cox gave an update on construction. The field lighting at HMS is complete. The fire alarm at HHS is 65% complete. The fence at HMS needs paint and a gate installed. The HHS gym/kitchen plans are complete. The breaking of ground should start in March and take around 18 months.

ACTION/DISCUSSION ITEMS

Moved by Trustee Grizzle, Seconded by Trustee Duarte to approve the 2023-24 Bond Audit Report. Mr. Wells briefly explained that the audit report is for the 2018 Measure G. The monies

**Holtville Unified School District
Regular Board Meeting
Minutes – February 18, 2025**

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have been used for construction. The citizen's oversight committee meets as mandated. Passed by unanimous votes Ayes: 5, Nays: 0.

FUTURE BOARD MEETING DATE

Regular Board Meeting: Monday, March 17, 2025

ADJOURNMENT

The meeting adjourned at 6:42 p.m.

CLOSED SESSION

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

Conference with Labor Negotiator Pursuant to Government Code Section 54957.6: Agency Negotiator: Superintendent; Employee Organization: Holtville Teachers Association

REPORT OF SESSION CLOSED In: 6:45 p.m. Out: 8:18 p.m.

The Governing Board in closed session by unanimous vote took action to send non-reelection notice to the following certificated employees: 2425274, 2425275, 2425286, 2425276, 2425277, 2425248, 2425273, 2425253, 2425252, 2425228, 2425251, 2425254, 2425202, 2425259, 3903237166, 2425238, 2425236, 2425278, 2425280, 2425281, 2425279, 1420171702.

ADJOURNMENT

The meeting adjourned at 8:18 p.m.

**Julie Duarte, Clerk
Holtville Unified School District
Board of Trustees**

**Holtville Unified School District
Regular Board Meeting
Minutes – March 10, 2025**

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The Board of Trustees of the Holtville Unified School District met in a Regular Session on March 10, 2025, at the Holtville Unified School District Board Room 621 E 6th Street, Holtville, California. The meeting was called to order at 5:01 a.m. by the Presiding Chairman.

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

MEMBERS ABSENT: Luis Martinez, Student Rep.

MODIFICATION OF THE AGENDA: None

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

CLOSED SESSION

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

B) Conference with Labor Negotiator Pursuant to Government Code Section 5497.6: Agency Negotiator: Superintendent; Employee organization: Holtville Teachers Association

REPORT OF CLOSED SESSION In: 5:03 p.m. **Out:** 7:16 p.m.

The Governing Board voted unanimously in closed session to terminate probationary classified employment of employees: #2425175094; #2425175099; #2425175101

ORAL COMMUNICATION FROM THE PUBLIC ON NON AGENDA ITEMS AND/OR ITEMS OF INTEREST TO THE PUBLIC THAT ARE WITHIN THE SUBJECT MATTER JURISDICTION OF THE BOARD. Nothing

FUTURE BOARD MEETING DATE

Special Board Meeting: Monday, March 17, 2025

ADJOURNMENT

The meeting adjourned at 1:55 p.m.

**Julie Duarte, Clerk
Holtville Unified School District
Board of Trustees**

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

WARRANTS

Register 000335 - 02/20/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000335, Dated 02/20/2025

25311427	1,000.00	Printed	010		A M DESERT STORM CONCRETE (000007/1)
25311428	388.86	Printed	010		A T & T (000008/2)
25311429	32.33	Printed	010		ALL VALLEY FENCE and SUPPLY (000020/1)
25311430	3,673.10	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
25311431	163.75	Printed	010		AUTO ZONE (000049/1)
25311432	8.70	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
25311433	1,764.75	Printed	130		CDE CASHIERS OFFICE (000095/1)
25311434	500.00	Printed	010		CENTRAL UNION HIGH BASEBALL (000614/3)
25311435	2,721.16	Printed	010		CITY OF HOLTVILLE (000102/1)
25311436	736.40	Printed	010		COASTAL SUPPLY CO, INC (001225/1)
25311437	2,235.00	Printed	110		Comprehensive Adult Student Assessment Systems (000087/1)
25311438	209.73	Printed	010		COX,LINDSAY (000522/1)
25311439	75.00	Printed	010		Cronkright, Carson (000916/3)
25311440	5,475.00	Printed	010		CURRIER and HUDSON (000117/2)
25311441	853.30	Printed	010		D LUPITAS RESTAURANT (000119/1)
25311442	260.00	Printed	010		Del Norte High School (000002/3)
25311443	200.00	Printed	010		Desert Sun Towing (000394/2)
25311444	1,500.00	Printed	010		Eleuterio Lopez (000675/1)
25311445	20.00	Printed	010		EWELL EDUCATIONAL SERVICES (001186/1)
25311446	71.75	Printed	130		FBC OF HENDERSON LLC (000154/3)
25311447	274.76	Printed	010		GEORGES PIZZA (000177/1)
25311448	1,687.81	Printed	130		GOLD STAR FOODS, INC (001163/3)
25311449	300.03	Printed	010		GUZMAN,LILIAN (000525/2)
25311450	1,755.05	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
25311451	992.25	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
25311452	300.00	Printed	010		ICOE (000210/1)
25311453	17,302.05	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
25311454	196.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
25311455	300.03	Printed	010		IRUNGARARY,MARIA (000534/1)
25311456	797.55	Printed	010		JOHNSTON, CARL J (000533/1)
25311457	746.43	Printed	010		JV AIR CONDITIONING (001310/1)
25311458	575.51	Printed	010		Leaming Plus Associates (001129/1)
25311459	1,910.68	Printed	010		Music & Arts (000489/2)
25311460	747.23	Printed	010		RAMOS, PATRICIA (000578/1)
25311461	542.50	Printed	010		RingCentral Inc (000930/2)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/20/2025, 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 000335 - 02/20/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000335, Dated 02/20/2025 (continued)					
25311462	75.00	Printed	010		ROSAS, SUJHEY (001303/1)
25311463	118.00	Printed	010		RUBEN MACIAS (001255/1)
25311464	300.03	Printed	010		RUIZ, JOANNA (001194/1)
25311465	165.26	Printed	010		RUIZ, CELSO (000576/1)
25311466	1,787.61	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
25311467	250.00	Printed	010		SIEGEL, MARY (000520/1)
25311468	75.89	Printed	130		SMART and FINAL (000362/1)
25311469	466.70	Printed	010		SWEETWATER SOUND HOLDINGS, LLC (001239/1)
25311470	103.42	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311471	495.71	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311472	62.42	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311473	56.67	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311474	1,197.79	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311475	143.03	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311476	604.58	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311477	1,257.48	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311478	278.71	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311479	73.80	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311480	1,336.68	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311481	98.92	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25311482	1,212.40	Printed	010		Tommys Screen Printing (000395/1)
25311483	9,300.00	Printed	010		TRINITY TREE SERVICE (000660/1)
25311484	400.00	Printed	010		U S POSTMASTER (000621/1)
25311485	305.85	Printed	010		UNFIRST CORPORATION (000727/2)
25311486	70.00	Printed	010		VALENZUELA, GEORGETTE (001308/1)
25311487	5,750.00	Printed	010		WILKINSON HADLEY KING and CO L (000436/1)
25311488	320.00	Printed	010		ZAMORAS BACKFLOW (000444/1)

76,622.66 Number of Items 62 Totals for Register 000335

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/20/2025, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

Org Summary

Holtville Unified School District

Check # 25311427 through 25311488 Total Count 62 \$76,622.66

Register 000336 - 02/27/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000336, Dated 02/27/2025					
25312487	665.60	Printed	010		AGUIRRE, LILLIAN (000503/1)
25312488	1,223.18	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
25312489	4,462.45	Printed	010		C R and R INCORPORATED (000070/2)
25312490	20,200.45	Printed	010		CARDMEMBER SERVICES (000322/2)
25312491	115.64	Printed	010		Cronkright, Carson (000916/3)
25312492	1,540.88	Printed	010		CURRICULUM ASSOCIATES (000116/2)
25312493	337.45	Printed	010		D LUPITAS RESTAURANT (000119/1)
25312494	122.88	Printed	010		DEL SOL MARKET (000125/1)
25312495	42,649.20	Printed	010		DELL MARKETING LP (000126/1)
25312496	343.00	Printed	010		Department of Justice Accounting Office (000130/1)
25312497	71.75	Printed	130		FBC OF HENDERSON LLC (000154/3)
25312498	306.22	Printed	010		FEDERAL EXPRESS CORP (000155/1)
25312499	650.36	Printed	010		GAS COMPANY (000172/1)
25312500	408.46	Printed	010		GEORGES PIZZA (000177/1)
25312501	2,462.15	Printed	130		GOLD STAR FOODS, INC (001163/3)
25312502	842.11	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
25312503	205.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
25312504	1,350.00	Printed	010		IMPERIAL COUNTY BEHAVIORAL (000216/1)
25312505	17,395.39	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
25312506	786.25	Printed	010		Jack Schreder & Associates (000824/2)
25312507	703.18	Printed	010		JOHNSTON, CARL J (000533/1)
25312508	4,556.85	Printed	010		KONICA MINOLTA BUSINESS (000642/4)
25312509	3,580.02	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25312510	3,580.02	Printed	010		KONICA MINOLTA PREMIER FINANCE (000642/3)
25312511	2,716.92	Printed	130		PAPA JOHNS PIZZA (001318/1)
25312512	69.37	Printed	010		PITNEY BOWES BANK INC PURCHASE POWER (000308/2)
25312513	39.99	Printed	010		PIZANO, NADIA (000993/1)
25312514	46.90	Printed	010		R S D (000320/1)
25312515	84.04	Printed	010		ROMANS WATER (000331/1)
25312516	1,794.45	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
25312517	82.56	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25312518	344.35	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25312519	686.26	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25312520	323.04	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25312521	526.21	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/27/2025, 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 000336 - 02/27/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000336, Dated 02/27/2025 (continued)					
25312522	176.48	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25312523	1,555.04	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25312524	939.57	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25312525	470.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
25312526	312.39	Printed	010		UNFIRST CORPORATION (000727/2)
25312527	481.84	Printed	010		VANACKER, CHAD (000584/1)
25312528	107.85	Printed	010		Velazquez, Gerardo (000795/1)

119,315.75 Number of Items 42 Totals for Register 000336

Org Summary

Holtville Unified School District

Check #	25312487	through	25312528	Total Count	42	\$119,315.75
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Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000337, Dated 03/06/2025

25313601	3,221.23	Printed	010		A T & T (000008/2)
25313602	1,806.10	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
25313603	29.48	Printed	010		AUTO ZONE (000049/1)
25313604	1,220.00	Printed	010		CABE (000072/2)
25313605	732.85	Printed	010		CALIBER SCREENING (000075/1)
25313606	1,437.21	Printed	010		CALIFORNIA SCHOOLS VEBA (000083/1)
25313607	6,704.32	Printed	010		CARDMEMBER SERVICES (000322/2)
25313608	800.15	Printed	010		CASTRO, YVONNE (000547/2)
25313609	375.00	Printed	010		CENTRAL HIGH SCHOOL (000099/2)
25313610	400.00	Printed	010		CHULA VISTA HIGH SCHOOL (000382/5)
25313611	7,500.00	Printed	010		COLBI TECHNOLOGIES, INC (000949/2)
25313612	386.45	Printed	010		D LUPITAS RESTAURANT (000119/1)
25313613	622.60	Printed	010		FIDELITY SECURITY LIFE INSURANCE CO (000276/1)
25313614	3,617.26	Printed	010		Frontline Technologies Group (000914/2)
25313615	62.49	Printed	010		GEORGES PIZZA (000177/1)
25313616	13.00	Printed	010		GONZALEZ, ROGELIO (000639/1)
25313617	875.66	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
25313618	289.10	Printed	010		HOLTVILLE USD- TRANSPORTATION DEPARTMENT (000661/1)
25313619	16,571.52	Printed	010		Imperial County Sheriff (000938/1)
25313620	10,000.00	Printed	010		IMPERIAL VALLEY COLLEGE (000665/1)
25313621	352.19	Printed	010		JV AIR CONDITIONING (001310/1)
25313622	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313623	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313624	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313625	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313626	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313627	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313628	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313629	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313630	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313631	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313632	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313633	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313634	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313635	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/06/2025, 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 000337 - 03/06/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000337, Dated 03/06/2025 (continued)

25313636	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313637	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313638	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313639	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313640	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313641	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313642	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313643	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313644	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313645	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313646	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313647	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313648	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313649	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313650	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25313651	52.42	Printed	010		LEDEZMA, FERNANDA (000611/1)
25313652	101.84	Printed	010		MCALPINE, LORI (000555/1)
25313653	309.34	Printed	010		MIGUEL MATA (000496/1)
25313654	100.99	Printed	010		MOEDANO,ROBERTO (000568/2)
25313655	111.81	Printed	010		PITNEY BOWES BANK INC PURCHASE POWER (000308/2)
25313656	270.16	Printed	010		PITNEY BOWES GLOBAL FINANCIAL (000307/3)
25313657	95.60	Printed	010		PIZANO, NADIA (000993/1)
25313658	30.91	Printed	010		RAMIREZ, RAQUEL (000779/1)
25313659	888.73	Printed	010		RUBEN MACIAS (001255/1)
25313660	783.73	Printed	010		RUSH STREET SUPPLY INC (001228/1)
25313661	5,292.71	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
25313662	85.00	Printed	010		SINGH HECTOR (000360/1)
25313663	745.95	Printed	010		SPARKLETTS WATERS (000370/1)
25313664	388.80	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25313665	496.79	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25313666	72.34	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25313667	754.57	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25313668	242.39	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25313669	857.42	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25313670	1,065.58	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/06/2025, 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 000337 - 03/06/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000337, Dated 03/06/2025 (continued)					
25313671	247.82	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25313672	579.06	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25313673	3,060.94	Printed	010		Verizon Wireless Services LLC (000422/1)
25313674	4,801.92	Printed	010		VISION SERVICE PLAN (000424/1)
25313675	11,487.84	Printed	010		VOL. EMPLOYEES' BENEFITS ASSOC (000480/1)
25313676	420.00	Printed	010		WELLS, JOHN PAUL (000719/1)

92,407.22 Number of Items 76 Totals for Register 000337

Org Summary

Holtville Unified School District

Check #	25313601	through	25313676	Total Count	76	\$92,407.22
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Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000338, Dated 03/13/2025					
25314604	6,500.00	Printed	010		Active Internet Technologies (001179/2)
25314605	118.53	Printed	010		ALL VALLEY FENCE and SUPPLY (000020/1)
25314606	1,473.62	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
25314607	100.00	Printed	010		ANTUNEZ AUTO BODY PARTS (000033/1)
25314608	218.45	Printed	010		AUTO ZONE (000049/1)
25314609	55.78	Printed	010		Baja Desert Tire Co (000052/2)
25314610	1,144.10	Printed	010		BAKER DISTRIBUTING COMPANY (000053/1)
25314611	3,138.88	Printed	010		BULK BOOKSTORE (001359/1)
25314612	344.00	Printed	010		Burgos, Reyna (001199/1)
25314613	4,462.45	Printed	010		C R and R INCORPORATED (000070/2)
25314614	1,228.63	Printed	010		CALIBER SCREENING (000075/1)
25314615	20.21	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
25314616	2,631.15	Printed	010		CARDMEMBER SERVICES (000322/2)
25314617	3,467.85	Printed	010		CITY OF HOLTVILLE (000102/1)
25314618	194.86	Printed	010		COSTCO (000110/1)
25314619	1,082.18	Printed	010		COX LINDSAY (000522/1)
25314620	2,956.39	Printed	010		Cronkright, Carson (000916/3)
25314621	6,225.00	Printed	010		CURRIER and HUDSON (000117/2)
25314622	733.35	Printed	010		D LUPITAS RESTAURANT (000119/1)
25314623	30.00	Printed	010		David West (000758/1)
25314624	1,128.00	Printed	010		DAVID WEST INSURANCE (000121/1)
25314625	355.50	Printed	010		DEL SOL MARKET (000125/1)
25314626	3,961.22	Printed	010		ENTERPRISE FM TRUST (000767/1)
25314627	42,916.25	Printed	210		ESR Construction (000864/1)
25314628	56,620.00	Printed	210		ESR Construction (000864/1)
25314629	872.00	Printed	010		EWELL EDUCATIONAL SERVICES (001186/1)
25314630	11,664.00	Printed	300		FINNEY ARCHITECTS, INC (001156/1)
25314631	1,298.32	Printed	010		Follet Higher Ed IVC BK Store No.654 MA6549936769 (000161/2)
25314632	178.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
25314633	678.56	Printed	010		GEORGES PIZZA (000177/1)
25314634	3,071.58	Printed	130		GOLD STAR FOODS, INC (001163/3)
25314635	1,598.86	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
25314636	67.00	Printed	010		HOLTVILLE USD- TRANSPORTATION DEPARTMENT (000661/1)
25314637	884.97	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
25314638	400.00	Printed	010		ICOE (000210/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/13/2025, 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 000338 - 03/13/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000338, Dated 03/13/2025 (continued)

25314639	6,246.99	Printed	010		IMPERIAL COUNTY ELECTIONS DEPT (000217/1)
25314640	89.84	Printed	010		KC MANUFACTURING INC (000252/1)
25314641	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314642	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314643	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314644	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314645	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314646	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314647	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314648	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314649	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314650	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314651	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314652	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314653	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314654	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314655	70.55	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
25314656	1,231.42	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
25314657	76.50	Printed	010		LOR'S SANITATION, LLC (000710/1)
25314658	825.00	Printed	010		MEDIC FIRST (000700/4)
25314659	113.36	Printed	010		PIZANO, NADIA (000993/1)
25314660	335.30	Printed	010		RIGOBERTO PONCE (001249/1)
25314661	24.62	Printed	010		RingCentral Inc (000930/2)
25314662	235.00	Printed	010		ROTO ROOTER SEWER (000332/1)
25314663	81.69	Printed	010		RUBEN MACIAS (001255/1)
25314664	249.35	Printed	010		RUIZ, CELSO (000576/1)
25314665	439.26	Printed	010		SCHOOL PATHWAYS LLC (000348/2)
25314666	8,939.33	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
25314667	1,988.80	Printed	010		SISC II Life Ins (000474/1)
25314668	210,114.99	Printed	010		SISC III- INS (000361/1)
25314669	227.29	Printed	010		SPARKLETTS WATERS (000370/1)
25314670	827.23	Printed	010		SWEETWATER SOUND HOLDINGS, LLC (001239/1)
25314671	678.08	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25314672	84.82	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25314673	146.16	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/13/2025, 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 000338 - 03/13/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000338, Dated 03/13/2025 (continued)					
25314674	783.21	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25314675	210.46	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25314676	266.96	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25314677	244.03	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
25314678	470.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
25314679	1,393.18	Printed	010		Tommys Screen Printing (000395/1)
25314680	877.71	Printed	010		UNFIRST CORPORATION (000727/2)
25314681	44,297.79	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)
25314682	855.00	Printed	010		WATER TREATMENT SERVICES (000483/1)
25314683	355.00	Printed	010		ZAMORAS BACKFLOW (000444/1)
445,586.31		Number of Items	80	Totals for Register 000338	

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 03/13/2025, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

Org Summary

Holtville Unified School District

Check # 25314604 through 25314683 Total Count 80 \$445,586.31

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED EMPLOYMENT
DATE: MARCH 17, 2025

The Board is requested to approve the following Classified Employment for the 2024/25 SY:

1. Ezekiel Nevarez SpEd Bus Assistant Temp 2/28/25

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED EMPLOYMENT
DATE: MARCH 17, 2025

The Board is requested to approve the following Certificated Employment for the 2024/25 SY:

1. Mercedes Lopez Guevara Teacher (Finley) 3/3/25

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED LEAVE OF ABSENCE
DATE: MARCH 17, 2025

The Board is requested to accept the following Certificated Leave of Absence:

- | | | |
|----------------------|----------------|-------------------|
| 1) Chelsea Garcia | Finley Teacher | 2/18/25 – 4/2/25 |
| 2) Mary Siegel Davis | Pine Teacher | 3/19/25 – 4/14/25 |
| 3) Alicia Arevalo | HHS Teacher | 4/28/25 – 6/6/25 |

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED RETIREMENT
DATE: MARCH 17, 2025

The Board is requested to accept the following Certificated Retirement:

- | | | |
|----------------------|------------------|--------|
| 1. Bonnie Sorenson | Teacher (HHS) | 7/1/25 |
| 2. Mary Siegel Davis | Teacher (Pine) | 6/6/25 |
| 3. Sandra Duran | Teacher (Finley) | 6/6/25 |

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED RESIGNATIONS
DATE: MARCH 17, 2025

The Board is requested to accept the following Classified Resignation:

- | | | |
|----------------|--------------|---------|
| 1. Miguel Lara | Grounds Temp | 3/20/25 |
|----------------|--------------|---------|

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

GENERAL BUSINESS

Temporary Athletic Team Coach Certification

School Year **2024-25**

TO THE STATE BOARD OF EDUCATION:

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

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

LOCAL SCHOOL BOARD CERTIFICATION:

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

District Name: **Holtville Unified School District**

Print Name: **Celso Ruiz**

Date Signed: **3/17/2025**

Signature of Person Signing for the District Board:

Mail signed forms to:

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



Special Project Grants for Imperial County School Districts

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

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

- A. *Fill out the application form and return it to Gina F. Chaparro, Assistant Director, District Fiscal Advisory Services, c/o Imperial County Office of Education via email at fas.icoe.org*
- B. *Completed applications must be turned in by March 26, 2025. Applications received after this date will not be considered.*
- C. *For assistance in filling out the application and any questions regarding the program, please contact Gina F. Chaparro at 1-760-312-6479.*

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

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

Imperial Irrigation District Special Project Grant Schedule 2025 - 2026	
February 28, 2025	Program announcement and distribution of applications
March 26, 2025	Grant applications due – submit to Gina Chaparro at ICOE
April 2, 2025	Review of grant applications by panel members
April 4, 2025	Notify all applicants of grant results
May 6, 2025	Acknowledgement of grant recipients at the IID Board meeting



IID

A century of service.

www.iid.com

Imperial Irrigation District

2025-2026 Special Project Grant Application

APPLICANT'S NAME John-Paul Wells	PHONE# (760) 356-2974
ADDRESS 621 E. 6th Street, Holtville, CA 92250	
SCHOOL DISTRICT Holtville Unified School District	
SUPERINTENDENT Mr. Celso Ruiz	
SUBJECT AREA AND/OR GRADES TAUGHT TK-12th Grade	
<p>PLEASE DESCRIBE THE PROGRAM OR EVENT YOU INTEND TO USE THE GRANT FUNDS FOR (OBJECTIVE, TIMELINE, MATERIALS, NUMBER OF STUDENTS INVOLVED, METHODS, ETC.) ATTACH ADDITIONAL SHEETS, IF NECESSARY.</p> <p>As all Imperial Valley residents are aware, the issue of water safety is of particular concern for our school children, especially for those in more rural communities such as Holtville. In educating our students at the TK-5 levels for both Finley Elementary School and Pine School, our teachers and school administration take an active role in providing our younger students with water safety lessons. Each year, our elementary students are provided water safety presentations. We seek the funds from this grant in order to offset some of the costs associated with staff time used to incorporate these lessons into our educational program.</p>	
<p>WHAT SPECIFIC NEEDS WILL THESE FUNDS ADDRESS?</p> <p>Funds will help offset costs of teacher instructional time devoted to water safety program, and provide additional materials used by students to further learning process (i.e. paper, poster paper, paints, markers, etc.).</p>	
PROVIDE PROJECT COST INFORMATION USING THE CHART BELOW	
PROPOSED ITEMS TO BE FUNDED THROUGH THE GRANT	ESTIMATED COSTS OF PROPOSED ITEMS
A. Instructional time: 1 hour x 30 teachers x \$47/hour x 1.220953 (payroll benefits)	\$ 1,721.54
B. Materials: \$20/classroom x 30 classrooms	\$ 600.00
C.	\$
D.	\$
E.	\$
TOTAL GRANT BUDGET REQUEST	\$ 2,321.54
SUPERINTENDENT'S SIGNATURE	DATE
APPLICANT'S SIGNATURE	DATE





MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (MOA) establishes a partnership between Imperial Valley Regional Occupational Program (IVROP) and the Holtville Unified School District (DISTRICT) for the delivery of core Career Technical Education (CTE) supportive services effective July 1, 2025.

This new MOA will cover the 2025-2026 academic school year. The necessity for the MOA comes as the result of the prior MOA that will expire at the end of June 2025. The previous 2024-2025 and subsequent prior MOAs were developed because of the change to the funding formula for school districts in California, as established by the Local Control Funding Formula (LCFF). The LCFF and the changes to the funding of CTE necessitate the development of an MOA for the purposes of explicitly detailing services and annually updating the partners that entered into an agreement with IVROP.

IVROP agrees to provide the following:

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

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

The DISTRICT agrees to provide the following:

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

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

The terms of this agreement are as follows:

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

Augmentation (GSA) and pupil count.

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

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

9-12 Pupil Enrollment (estimated using 21/22 Advanced Apportionment)	529
9-12 GSA funding (estimated using 21/22 Advanced Apportionment)	\$324
Percentage	25%
Estimated annual cost school year 2024/25	\$42,855

2. **Effective Date** – Services will be effective on July 1, 2025, upon signing of this agreement, for the 2025-2026 school year.
3. **Termination**– This MOA may be terminated by a written request to terminate received by IVROP January 31st for termination of services effective July 1st of the upcoming school year.
4. **Addendums** – Addendums to this document may be added as separate and supplemental, customizable services specific to the DISTRICT’s needs. Addendums will constitute a separate signed document that details services and costs beyond those listed in this MOA. The addendum will reference this existing MOA. The following are several examples of customizable services that districts have typically requested in the past:
 - An additional day of Career Specialist (CS) support
 - The hiring of an instructor on a part-time basis

5. **Scope of Services**

IVROP will provide the following services:

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

The CTE Coordinator and/or Program Manager will:

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

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

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

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

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

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

Support CTE instructors in sustaining high-quality CTE curriculum and instruction (align to State/Federal accountability measures) through the following, but not limited to: aligning career pathways, work-based learning and CTOS (or student leadership) support, maintain industry partnerships (employer connections, advisory meetings, and other stakeholder support), along with addressing any other critical issues and emerging accountability measures that may impact the CTE

programs. IVROP will accomplish this by attending trainings, conferences, and workshops related to these items that may impact CTE and inform the DISTRICT via district/school meetings of any changes and develop a plan of action to address any of these requirements. Specific activities include, but are not limited to:

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

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

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

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

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

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

- 10) Coordinate student worksite learning experiences with employers (work-based learning), with a focus on 11th and 12th grade students and any specific pathways or capstone classes as recommended by CTE teachers and school administration. This may include facilitating agreements and necessary follow-up/monitoring of employer worksite relationships for students in related CTE courses, ensuring student liability and work-related injury insurance coverage for off-campus work-based learning experiences. Potential opportunities may include:
 - a. Classroom presentations
 - b. Industry site tours
 - c. Worksite experiences
 - d. Job shadowing
 - e. Internships
 - f. Mentoring

Support student leadership development (CTSOs):

- 1) Support state approved CTSOs at each comprehensive school site.
- 2) Career Specialists will support instructors with in-class and afterschool CTSO and student leadership activities.
- 3) Provide local student leadership summit for CTSOs

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

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

E. Promotion, outreach, and communication of CTE programs

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

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

- A. Encourage parent participation in CTEAC and employer advisory meetings, serve as speakers, etc.
- B. Pursue ongoing funding opportunities and continue to provide supplemental grant funded family development and stabilization services where available targeting eligible students and/or families

in variety of areas such as student achievement and parental involvement (i.e., workshops for parenting, relationships, marriage, financial literacy, economic workshops, counseling, support group, parent engagement, parent education, and life skills).

- C. Provide information on IVROPCF scholarship opportunities for individual students and CTE student leadership groups/associations.
- D. Presentation to DISTRICT administration and board once per year.
- E. Annual IVROP meeting of JPA Superintendents.
- F. Provide Developmental Assets/Social Emotional Learning (SEL) related workshops and support.
- G. Support the District with CTE Teacher credentialing and follow up.

The Parties' Representatives shall be:

**Imperial Valley Regional
Occupational Program**

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

**Holtville Unified
School District**

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

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

For IVROP

By: _____
Edwin P. Obergfell
IVROP Superintendent

Date: _____

For DISTRICT

By: _____
Celso Ruiz
HUSD Superintendent

Date: _____

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

This document constitutes an Addendum to the agreement between Imperial Valley Regional Occupational Program (IVROP) and Holtville Unified School District signed on _____, 2025.

1. **Objective** - The objective of this Addendum is to describe the separate and supplemental, customized services specific to the DISTRICT'S needs.
2. **Effective Date** – Services will be effective July 1, 2025, upon signing of this agreement, for the 25-26 school year.
3. **Scope of Services** – Imperial Valley Regional Occupational Program will:
 - a) Employ a full-time CTE Instructor (Public Services) for 7 instructional hours per day for **180** instructional days and **5** in-service days
4. **Cost** – The costs for these services are detailed as follows:

Service Cost		Supervision Costs		Total	
Salaries	\$ 54,390	Salaries	\$ 1,100	\$	55,490
Benefits	\$ 23,302	Benefits	\$ 468	\$	23,770
Other	\$	Other	\$ -	\$	
Sub Total	\$ 77,692	Sub Total	\$ 1,568	\$	79,260
Indirect Costs	\$ 5,773	Indirect Costs	\$ 127	\$	5,900
Total Cost	\$ 83,465	Total Cost	\$ 1,695	\$	85,160

Total cost to the DISTRICT: \$ 85,160

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

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

For IVROP

For HUSD

By: _____
 Edwin P. Obergfell
 Superintendent

By: _____
 Celso Ruiz
 HUSD Superintendent

Date: _____

Date: _____

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: OVERNIGHT AND/OR OUT OF STATE TRIPS
DATE: MARCH 17, 2025

The Board is requested to approve the following overnight and/or out of state trips:

1. HHS Ag Team to State Conference in Sacramento, CA 3/31/25-4/6/25

January 20, 2025

To: Board of Education and Management

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

We are pleased to confirm our understanding of the services we are to provide for Holtville Unified School District (the District) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB) who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

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

We have also been engaged to report on the supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements. The following supplementary information is required by the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*:

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

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

1. LEA Organization Structure

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

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

- An opinion (or disclaimer of opinion) on compliance with state statutes, regulations, and the terms and conditions of state awards that could have a direct and material effect on each identified program in accordance with the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting prescribed in Title 5, California Code of Regulations, Section 19810*.

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

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and the requirements identified in the *2024-25 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting prescribed in Title 5, California Code of Regulations, Section 19810*, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. AS part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

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

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

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

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

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

1. Improper Revenue Recognition
2. Management Override of Controls

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

Audit Procedures – Internal Control

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

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

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

Audit Procedures – Compliance

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

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

The *2024-25 Guide for Annual Audits of California Local Education Agencies and State Compliance Reporting* (the Audit Guide) requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with state statutes, regulations, and the terms and conditions of state awards identified in the Audit Guide which are applicable to the District based on materiality levels identified in the Audit Guide. For the programs applicable to the District, we will perform the procedures identified in the Audit Guide and report noncompliance in accordance with direction provided in the Audit Guide. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to these programs in our report on state compliance.

Other Services

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Engagement Administration, Fees, and Other

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

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

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

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

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

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

Our fee for these services are expected to be \$14,360. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. Upon completion of the audit report and submission to the California State Controller's Office progress billings will be brought to 90% of the contracted amount. The final 10% of the contracted amount will be billed, and is due, upon receipt of the California State Controller's Office certification letter. In accordance with firm policies, work may be suspended if your account becomes 30 days past due and may not be resumed until your account is paid in full. Additionally, an audit report will not be issued for the year ended June 30, 2025 if 100% of prior audit fees have not been paid in full inclusive of the final 10% billed upon receipt of the California State Controller's Office certification letter for the prior period. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended at our standard hourly rates and to reimburse us for all out-of-pocket costs through the date of termination.

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

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

Reporting

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

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

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

Very truly yours,


Wilkinson Hadley King & Co. LLP

Response:

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

Management Signature: _____

Title: _____

Date: _____

Approved by Governance at a Public Meeting on: _____

**ADDENDUM
APPENDIX**

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

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

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

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

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

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

1. CCAP AGREEMENT

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

b. The COLLEGE and SCHOOL DISTRICT point of contact:

LOCATION	NAME	TELEPHONE	EMAIL
College:	Victor Torres	760-355-6311	victor.torres@imperial.edu
School District:	Celso Ruiz	760-234-8175	celso@husd.net

Note: Reference AB 288 (Education Code § 76004)

2. STUDENT SELECTION

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

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

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

Note: Reference AB 288 (Education Code § 76004)

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

4.

PROGRAM YEAR: 2023-2026 COLLEGE: Imperial Valley College
 SCHOOL DISTRICT: Holtville Unified School District HIGH SCHOOL: Holtville High School

TOTAL NUMBER OF STUDENTS TO BE SERVED: 150	TOTAL PROJECTED FTES: 20
--	--------------------------

COURSE NAME	SUBJ	NUMB	CRN	TERM	INSTRUCTOR	MODALITY	CREDITS
US History: Reconstruct-Presnt	HIST	121	10284	Fall 2023	Wright, B	ASYNCH	3
American Gov & Politics	POLS	102	10389	Fall 2023	Cauchon, S	ASYNCH	3
Oral Communication	COMM	100	10509	Fall 2023	Kjellander, P	ASYNCH	3
Introduction to Psychology	PSY	101	10621	Fall 2023	Morales, R F	ASYNCH	3
Introduction to Psychology	PSY	101	10749	Fall 2023	Morales, R F	ASYNCH	3
Oral Communication	COMM	100	10762	Fall 2023	Guinn, M G	ASYNCH	3
History of Art II	ART	102	10964	Fall 2023	Sizonenko, T D	ASYNCH	3
History of Art II	ART	102	11121	Fall 2023	Sizonenko, T D	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	11123	Fall 2023	Kim, C M	ASYNCH	3
Introduction to Sociology	SOC	101	11126	Fall 2023	Greif, D W	ASYNCH	3
Introduction to Sociology	SOC	101	11127	Fall 2023	Greif, D W	ASYNCH	3
Intro to Chicana/o Studies	CHIC	100	11128	Fall 2023	Chavez, M	ASYNCH	3
Intro to Chicana/o Studies	CHIC	100	11129	Fall 2023	Chavez, M	ASYNCH	3
Princ & Pract of Tchng Yng Ch	CDEV	100	11150	Fall 2023	Sheppard, D S	ASYNCH	3
Introduction to Psychology	PSY	101	21005	Spring 2024	Morales, R F	ASYNCH	3
Introduction to Psychology	PSY	101	20313	Spring 2024	Minor, M S	ASYNCH	3
Intro to Chicana/o Studies	CHIC	100	20976	Spring 2024	Diaz, A T	ASYNCH	3
Introduction to Psychology	PSY	101	20977	Spring 2024	Morales, R F	ASYNCH	3
Introduction to Sociology	SOC	101	20978	Spring 2024	Greif, D W	ASYNCH	3

Note: Reference AB 288 (Education Code 76004)

American Gov & Politics	POLS	102	20979	Spring 2024	Villicana, N M	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	20980	Spring 2024	Wright, B	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	20983	Spring 2024	Kim, C M	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	21063	Spring 2024	Kim, C M	ASYNCH	3
Introduction to Sociology	SOC	101	21101	Spring 2024	Greif, D W	ASYNCH	3
Intro to Chicana/o Studies	CHIC	100	21102	Spring 2024	Diaz, A T	ASYNCH	3
American Gov & Politics	POLS	102	21103	Spring 2024	Villicana, N M	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	21104	Spring 2024	Godsey, I C	ASYNCH	3
Oral Communication	COMM	100	21152	Spring 2024	Guinn, M G	ASYNCH	3
History of Art II	ART	102	21166	Spring 2024	Sizonenko, T D	ASYNCH	3
History of Art II	ART	102	21167	Spring 2024	Sizonenko, T D	ASYNCH	3
American Gov & Politics	POLS	102	30221	Summer 2024	Cauchon, S	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	30223	Summer 2024	Wright, B	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	30243	Summer 2024	Chung, J	ASYNCH	3
Introduction to Psychology	PSY	101	30244	Summer 2024	Morales, R F	ASYNCH	3
American Gov & Politics	POLS	102	30253	Summer 2024	Epps, R D	ASYNCH	3
Introduction to Psychology	PSY	101	30254	Summer 2024	Morales, R F	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	10284	Fall 2024	Wright, B	ASYNCH	3
American Gov & Politics	POLS	102	10303	Fall 2024	Villicana, N M	ASYNCH	3
American Gov & Politics	POLS	102	10389	Fall 2024	Villicana, N M	ASYNCH	3
Introduction to Psychology	PSY	101	10621	Fall 2024	Morales, R F	ASYNCH	3
Introduction to Psychology	PSY	101	10749	Fall 2024	Morales, R F	ASYNCH	3
History of Art II	ART	102	10964	Fall 2024	Sizonenko, T D	ASYNCH	3
Introduction to Sociology	SOC	101	11005	Fall 2024	Diaz, A T	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	11218	Fall 2024	Wright, B	ASYNCH	3
Introduction to Sociology	SOC	101	11219	Fall 2024	Greif, D W	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	11221	Fall 2024	Kim, C M	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	11222	Fall 2024	Kim, C M	ASYNCH	3
Introduction to Sociology	SOC	101	20978	Spring 2025	Greif, David	ASYNCH	3
American Gov & Politics	POLS	102	20297	Spring 2025	Villicana, Norma	ASYNCH	3

Note: Reference AB 288 (Education Code 76004)

Religions of the Modern World	RELS	100	21195	Spring 2025	Edwards, Aaron	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	20287	Spring 2025	Wright, Bradford	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	21156	Spring 2025	Stupin, Mary	ASYNCH	3
American Gov & Politics	POLS	102	20979	Spring 2025	Villicana, Norma	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	21063	Spring 2025	Stupin, Mary	ASYNCH	3
Cultural Anthropology	ANTH	102	21178	Spring 2025	Danner, Yuumi	ASYNCH	3
Introduction to Psychology	PSY	101	21005	Spring 2025	Morales, Roxanne	ASYNCH	3
Intro to Chicana/o Studies	CHIC	100	21209	Spring 2025	Diaz, Abril	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	21104	Spring 2025	Wright, Bradford	ASYNCH	3
Introduction to Psychology	PSY	101	21006	Spring 2025	Morales, Roxanne	ASYNCH	3
History of Art II	ART	102	21151	Spring 2025	Mangione, Araceli	ASYNCH	3
Intro to Chicana/o Studies	CHIC	100	21210	Spring 2025	Diaz, Abril	ASYNCH	3
American Gov & Politics	POLS	102	TBD	Summer 2025	TBD	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	TBD	Summer 2025	TBD	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	TBD	Summer 2025	TBD	ASYNCH	3
Introduction to Psychology	PSY	101	TBD	Summer 2025	TBD	ASYNCH	3
American Gov & Politics	POLS	102	TBD	Summer 2025	TBD	ASYNCH	3
Introduction to Psychology	PSY	101	TBD	Summer 2025	TBD	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	TBD	Fall 2025	TBD	ASYNCH	3
American Gov & Politics	POLS	102	TBD	Fall 2025	TBD	ASYNCH	3
American Gov & Politics	POLS	102	TBD	Fall 2025	TBD	ASYNCH	3
Introduction to Psychology	PSY	101	TBD	Fall 2025	TBD	ASYNCH	3
Introduction to Psychology	PSY	101	TBD	Fall 2025	TBD	ASYNCH	3
History of Art II	ART	102	TBD	Fall 2025	TBD	ASYNCH	3
Introduction to Sociology	SOC	101	TBD	Fall 2025	TBD	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	TBD	Fall 2025	TBD	ASYNCH	3
Introduction to Sociology	SOC	101	TBD	Fall 2025	TBD	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	TBD	Fall 2025	TBD	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	TBD	Fall 2025	TBD	ASYNCH	3
Introduction to Sociology	SOC	101	TBD	Spring 2026	TBD	ASYNCH	3

Note: Reference AB 288 (Education Code 76004)

American Gov & Politics	POLS	102	TBD	Spring 2026	TBD	ASYNCH	3
Religions of the Modern World	RELS	100	TBD	Spring 2026	TBD	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	TBD	Spring 2026	TBD	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	TBD	Spring 2026	TBD	ASYNCH	3
American Gov & Politics	POLS	102	TBD	Spring 2026	TBD	ASYNCH	3
Intro to Music Lit & Listening	MUS	102	TBD	Spring 2026	TBD	ASYNCH	3
Cultural Anthropology	ANTH	102	TBD	Spring 2026	TBD	ASYNCH	3
Introduction to Psychology	PSY	101	TBD	Spring 2026	TBD	ASYNCH	3
Intro to Chicana/o Studies	CHIC	100	TBD	Spring 2026	TBD	ASYNCH	3
US History: Reconstruct-Presnt	HIST	121	TBD	Spring 2026	TBD	ASYNCH	3
Introduction to Psychology	PSY	101	TBD	Spring 2026	TBD	ASYNCH	3
History of Art II	ART	102	TBD	Spring 2026	TBD	ASYNCH	3
Intro to Chicana/o Studies	CHIC	100	TBD	Spring 2026	TBD	ASYNCH	3

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

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

Note: Reference AB 288 (Education Code 76004)

6. MANDATED ANNUAL STATE REPORTING

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

7. CCAP AGREEMENT DATA MATCH AND REPORTING

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

8. PRIVACY OF STUDENT RECORDS

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

Note: Reference AB 288 (Education Code 76004)

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

9. FACILITIES USE

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

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: FUNDRAISERS
DATE: MARCH 17, 2025

The Board is requested to approve the following fundraiser event:

1. ASB Fundraiser selling chocolates for HMS Shields, Cheer and Flag Teams

AVID Center



Products and Services Quote/Order

Quote/Order #: Q-90636
 Client: Holtville Unified School District
 Address: 621 E 6th St Business Services
 Holtville, CA 92250

AVID Center Representative: Grecia Saavedra
 Phone: (858) 654-5015
 Email: gsaavedra@avid.org

Effective Date: July 01, 2025

Expiration Date: June 30, 2026

District Products			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
1	Co-District Director Leadership Payment 2	\$4,000.00	\$4,000.00
District Products SUBTOTAL:			\$4,000.00

Emmett S Finley Elem School			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3,625.00	\$3,625.00
1	AVID Weekly Elementary	\$725.00	\$0.00
Emmett S Finley Elem School SUBTOTAL:			\$3,625.00

Holtville High School			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4,599.00	\$4,599.00
1	AVID Weekly Secondary	\$710.00	\$710.00
Holtville High School SUBTOTAL:			\$5,309.00

Holtville Junior High School			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
1	AVID Membership Fees Secondary	\$4,599.00	\$4,599.00
1	AVID Weekly Secondary	\$710.00	\$710.00
Holtville Junior High School SUBTOTAL:			\$5,309.00

Pine Elementary School			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
1	AVID Membership Fees Elementary School	\$3,625.00	\$3,625.00
1	AVID Weekly Elementary	\$725.00	\$0.00
Pine Elementary School SUBTOTAL:			\$3,625.00

TOTAL: \$21,868.00
plus all applicable taxes

Additional Comments:

N/A

This AVID Center Products and Services Quote/Order is a Subsequent Quote/Order as defined in the General Terms and Conditions previously agreed to by AVID Center and the "Client" identified above ("Ts&Cs"). This Quote/Order and any exhibits or attachments hereto, together with the Ts&Cs (including the definitions of terms set forth at <https://www.avid.org/Page/3290> or another location on AVID Center's website designated by AVID Center), supersedes all previous Quote/Orders and constitutes a binding agreement between AVID Center and Client with respect to the AVID Products and Services specified above. Certain AVID Products and Services may be cancelled by Client as set forth in AVID Center's Rest Assured Policy at <https://www.avid.org/rest-assured-policy>.

AVID Center is committed to assisting Client with a successful implementation. Additional information regarding professional learning registrations is listed below:

- Newly implementing AVID sites are best supported by a core site team of educators – at least 8 for AVID Secondary or 4 for AVID Elementary. In the initial year of implementation, Client agrees to enroll participants into AVID Summer Institute ("SI") equal to the minimum core site team described herein, unless AVID Center agrees otherwise on this Quote/Order. If other professional learning events are taken instead of SI, prices will be adjusted accordingly upon completion of the training event.
- For each existing site in year 2 and beyond of AVID implementation, Client agrees to enroll one (1) participant into AVID Ignite, unless Client notifies otherwise. If a participant is not enrolled or a registrant does not attend, Client will receive a voucher to be used for AVID Ignite in the following summer after payment has been received.

Client will be invoiced for the greater of the number of participants from a site registered for the event or committed to on this Quote/Order. No payment is due at the time of execution of this Quote/Order, notwithstanding anything to the contrary in the General Terms and Conditions. At the time of invoicing, AVID Center will verify registration fees for each site listed on this Quote/Order and any registrations which have been previously paid will be removed from the invoice. Payment will be due within thirty (30) days following receipt of AVID Center's invoice related to this Quote/Order. Each party has caused this Quote/Order to be signed by its duly authorized representative. The terms of this Quote/Order will control in the event of a conflict with any terms or conditions set forth in any purchase order or other document or communication from Client and any such terms and conditions are hereby rejected by AVID Center and of no effect.

AVID Center,
a California Non-Profit Corporation 501(c)(3)

Holtville Unified School District

Sign: _____
 Print Name: _____
 Title: _____
 Date: _____
 Email: contracts@avid.org

Sign: _____
 Print Name: _____
 Title: _____
 Date: _____
 Email: _____

AVID Center
 9797 Aero Drive, Suite 100
 San Diego, CA 92123
 Employer ID # 33-0522594

**2025-2026 CIF APPLICATION FOR RENEWAL OF MULTI-SCHOOL MEMBERSHIP
(CIF Form 303 Renewal)**

THIS FORM MUST BE COMPLETED AND RETURNED TO YOUR CIF SECTION OFFICE NO LATER THAN MAY 31, 2025

CIF Section: San Diego

Date Of Application: March 13, 2025

Bylaw 303.B.(6)b.

- (i) All renewal applications must be submitted to the State Office by May 31 of the current school year to continue multi-school status for the following year.
- (ii) All fees for multi-school dues will be reflected on the invoice sent from the CIF State Office for the school's annual school dues and legal assessment.
- (iii) Any late applications will be assessed a late fee of \$200; the fee must be attached or the application will not be considered. If an application for renewal is not received by September 1 of the current school year, the school must also submit a statement as to the reason for the late application. This statement must accompany the late application. All late applications must be received by the CIF State Office by the last Friday in September to be considered for that school year.

PLEASE COMPLETE THIS FORM AND PROVIDE ALL SIGNATURES

Holtville High School 9-12
(CIF Member School requesting multi-school teams status) (Grade levels involved)
755 Olive Ave Holtville 92250
(Street Address) (City) (Zip)

Anthony Arevalo
(Principal designated to have administrative responsibility)

List school(s) or campus(es), and address to be unified with the above listed CIF member school for sports team purposes:

School Name: Freedom Academy of Imperial Valley

Address: 522 E. 8th St. Holtville, CA 92250

Principal's Name: Mitchell Drye

Please specify, even though you are a continuation high school, whether your board of education considers the school an alternative school.

List reason(s) for request: School within HUSD offering online classes. Some students are dual enrolled with HHS. Housed on HHS Campus

List sport(s) by team to be included (identify as student, boys, or girls): Cheer, Football, 8/6 Volleyball, 8/6 Cross Country, 8/6 Golf, 8/6 Wrestling, 8/6 Basketball, 8/6 Soccer, 8/6 Swimming, 8/6 Track & Field, 8/6 Tennis, 6-Flag FB, Baseball, Softball

Please check this box if you are applying for an exclusive multi-school relationship as per Bylaw 303.C.(1).

CBEDS Enrollments (required)

CIF MEMBER SCHOOL: 9-12: 516 +
 School/programs(s) to be unified: 9-12: 9 =
 * Total # of students : 525

CIF WILL INVOICE MEMBER SCHOOL THE FOLLOWING AMOUNT FOR CIF STATE DUES

* TOTAL # OF STUDENTS: 525
 x \$ 1.08 =
CIF STATE DUES: \$ 567

The following signatures indicate that State CIF Rule 303 has been read and certifies that all the required conditions have been met for this multi-school status request: (see attached CIF Bylaw 303):

[Signature] HHS 3-13-25
(Signed) (School) (Date)
[Signature] Freedom 3/13/25
(Signed) (School) (Date)

Principal, CIF Member School

Principal, Non Member School Involved
 (Attach additional pages as necessary)

(Signed) (Date) Commissioner, (CIF Section)

Permission to field multi- campus or unified sports teams as indicated in this application is granted for the 2025-2026 school year.

State CIF Executive Director

Date



HALCYON COMPROMISE ASSESSMENT SERVICE AGREEMENT

Prepared for
Holtville Unified School District

February 26, 2025

CONFIDENTIAL

Definitions

This Statement of work and Services Agreement is made effective as of _____, 2025 ("**Effective Date**"), by and between Halcyon Tech, Inc. ("**Halcyon**"), a Delaware corporation, having a principal place of business at 5900 Balcones Drive Suite 5464 Austin TX, 78731 and Holtville Unified School District ("**Client**") having a principal place of business at _____.

Executive Summary

Following a ransomware incident, many clients are concerned about the completion of their recovery and their ability to safely resume operations. The Halcyon Compromise Assessment provides:

- Analysis of the current environment for indicators of compromise from the ransomware event
- Achievement of assurance that the threat actor is not resident or has not returned to the environment
- Improvements to an organization to harden their security posture to prevent future attacks

Halcyon's Compromise Assessment is powered by the intellectual property of Halcyon's extensive ransomware threat research coupled with our purpose-built Halcyon Agent. The Halcyon Agent can detect and prevent suspicious activity or processes on the systems in the environment and provide continuous monitoring and tuning to ensure all backdoor access is eliminated and the threat of reinfection is mitigated. In addition, Halcyon has developed purpose-built analysis and recovery mechanisms into the agent to assist in post-incident recovery.

The following service components are associated with Halcyon Compromise Assessment.

Compromise Assessment – Approach

The following outlines the steps, typically performed in sequence, to complete the Halcyon Compromise Assessment Service. To prep each Client, the methodology includes the following high-level components:

1. **Client Kickoff Call** – upon execution, Client and Halcyon points of contact will meet to discuss all components of this plan, define timelines, and meeting cadence for the performance of the engagement.
2. **Remote Access** – Halcyon engineers will work with client administrators to install Halcyon's remote access solution on a designated endpoint to allow Halcyon to traverse the network to work independently. Halcyon will ensure the connection meets any unique client environmental variables and security policies. The solution allows for auditing and monitoring of activity as well as the ability for the Client to limit and isolate access to only assets authorized by the Client.
3. **Tools Deployment** – Once remote access is established, Halcyon will work with Client to deploy the Halcyon Agent and other endpoint technologies to harvest forensic logging and current network activity. Client agrees to assist in the deployment phase to ensure Halcyon tools are implemented correctly and without performance impact to the environment. Parties will mutually agree on the deployment mechanism and timeline.

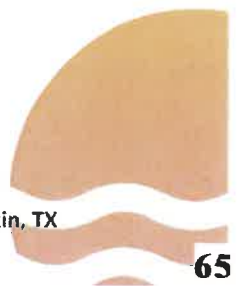


4. **Environment Access** – In most cases, Halcyon needs to be provided credentials to multiple systems to access local logs and available artifacts for review. Client agrees to authorize and implement Halcyon's access, as requested.
5. **Data Analysis and Reporting** – Once all tools have been deployed and all access is achieved, Halcyon will begin analyzing the data and start drafting the final report deliverables. These deliverables will be provided to Client in draft mode for review upon completion, typically one calendar week after the analysis has been performed. Timelines will be discussed and committed on the client kickoff call.
6. **Environmental Monitoring** – Once the Halcyon Agent is deployed, Halcyon will begin monitoring the security activities of those devices for any suspicious or anomalous activity related to a ransomware threat actor. This monitoring is performed by Halcyon and operates 24x7x365. Monitoring will continue until the project is closed. Clients who subscribe to the Agent can continue to utilize the already installed agents.

Compromise Assessment – Scope

- **Work Stream 1 - Firewall Analysis**
 - Review configuration of Firewall for misconfigurations and patching information
 - Review the last 60 days of logs for any suspicious or malicious activity
 - Focus is the primary firewalls, but can include up to 3 secondary firewalls
- **Work Stream 2 - Email Analysis**
 - Request global admin/super admin access to Client's email logs
 - Review the last 60 days of logs for any suspicious or malicious activity
 - Review configurations and mailbox rules for misconfigurations and security challenges
- **Work Stream 3 - Endpoint Analysis**
 - Analysis of all Windows endpoints to include a focus on critical endpoints and public-facing/Internet-facing systems
 - Deployment of forensics tools to collect forensics artifacts
 - Review the last 60 days of logs for any suspicious and malicious activity
- **Work Stream 4 – ESXi Analysis**
 - Analysis of all ESXi hosts within the environment to include a focus on suspicious or anomalous activity
 - All review will be performed manually for configuration and log review only
 - Review the last 60 days of logs for any suspicious and malicious activity

Ability to review logs are dependent on Client system's availability.



Compromise Assessment Deliverables

The Parties will deliver the following items by the agreed-upon deadline:

- Attend and meet on scheduled calls when requested by Client.
- Capture requested artifacts or files from Client to Halcyon by mutually agreed upon methods.
- Return Client data by mutually agreed upon methods.
- At the conclusion, Halcyon will submit a report with the outcome of the analysis performed and any recommendations associated to the effort for future security improvements by Client.

On-site Staff Augmentation – Scope and Approach

Often during a ransomware attack, clients may desire an experienced security professional to assist as either an incident response commander or facilitator of the services provided by Halcyon. While not necessary, this has often been found valuable to accelerate remediation and recovery attacks while improving communication and executive alignment with the client. As such, Halcyon provides this service on an as-needed basis.

On-site Staff Augmentation Deliverables

The Parties will mutually agree upon any deliverables above and beyond what is outlined in the service options above.

Halcyon Agent Installation

In order to receive Halcyon services, Client agrees to install and acquire a one year license to the Halcyon agent on all compatible systems within the environment. The assistance of the agents provides forensic and defensive protections to the client while performing services. Purchase of the Halcyon Agent is required for Halcyon service clients.

Client Responsibilities

Client is responsible for determining the objectives, scope, and extent of Halcyon's services and, in particular, ensuring all Client Data can be legitimately reviewed by Halcyon within the scope of applicable laws.



Services Selection

Services must be selected from the following table and initialed by the signatory.

Service	Scope	Price (USD)	Selection
Compromise Assessment	Services as defined above. Work conducted remotely.	\$40,000 USD	
Onsite Staff Augmentation	Travel onsite to assist with project deployment	\$350 USD per hour plus travel expenses	Declined
Software Licenses	To be quoted separately	\$40 USD	

Billing Considerations

For Fixed-Fee Services:

All services performed for fixed-fee engagements are invoiced upon completion of the deliverables listed herein.

Professional Considerations

The Compromise Assessment is a one-time charge to the Client of \$40,000 USD plus licensing of all installed Halcyon endpoints at a cost of \$40 per installed system for 12 months renewing annually (invoiced separately). The licenses are acquired per the following terms and conditions, <https://www.halcyon.ai/terms-of-service>. Invoicing for the Compromise Assessment service will be undertaken on selection and contract signature by Client. Payment terms are NET30. The invoice for the licenses for the deployed Halcyon endpoints will be issued 30-days after the end of the Greenlight Service, with NET30 payment terms.

This Service Agreement includes and refers to the contract terms in *Exhibit A- Service Contract Terms & Conditions*.

Payment for the total Fee is due within thirty (30) days of receiving the invoice.

If a Purchase Order Number is necessary for payment, it must be included in this Service Agreement.

In addition to the Fees listed below, Halcyon will bill the Client for all reasonable travel and living expenses incurred during the delivery of the service. These expenses will be invoiced monthly and adhere to the Halcyon Travel Policy, which is available upon request.

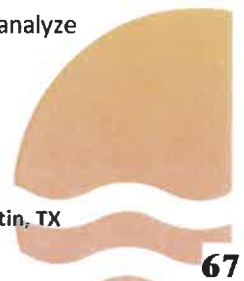
Unless explicitly stated otherwise in writing, the Client agrees to use, and Halcyon agrees to provide, all services under this Service Agreement within a period of one (1) year from the date this Service Agreement is signed.

Any modifications to this Service Agreement must be documented in writing using an approved Change Order Form that references this Service Agreement and is agreed upon and signed by both parties.

Unless otherwise specified, all work will be performed remotely. If onsite travel is needed it will be coordinated and approved by the Client Point of Contract.

Installation and Analysis can only be undertaken on systems that support the Halcyon Agent. Halcyon cannot analyze legacy systems that do not support installation of the Halcyon Agent.

All systems must be owned by the Client or permission must be granted from the owner of the systems.



SIGNATURES AND EFFECTIVE DATE

This Service Agreement is effective, once executed by an appropriate officer of both Halcyon and Client, commencing on the latter of the dates signed below. This Service Agreement contains the terms and conditions as referenced in *Exhibit A*, included herein, and under which Halcyon will deliver Services to Client.

Client/Customer Name	Vendor Name
Holtville Unified School District	Halcyon Tech Inc
Authorized Signature	Authorized Signature
Printed Name	Printed Name
	Aaron Mick
Title	Title
	Chief Operating Officer
Date	Date
Address for Notices	Address for Notices
<CLIENT ADDRESS>	Halcyon Tech Inc 5900 Balcones Drive Suite 5464 Austin, TX 78731

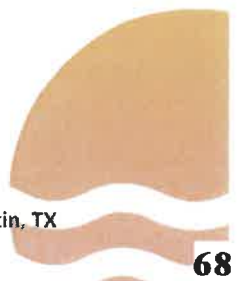


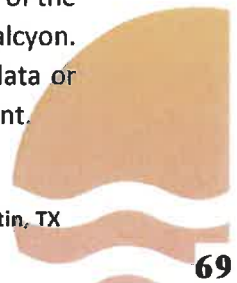
Exhibit A- Services Contract Terms & Conditions**1. DEFINITIONS**

Unless otherwise defined in the Service Agreement or this Exhibit A, the defined terms used in the Service Agreement and this Exhibit A shall have the following meanings:

- a. "Confidential Information" means proprietary information of a party or any of its clients or suppliers that is clearly marked "Confidential" or "Commercial in Confidence". Any information that due to its very nature is known or should be known to be confidential should be treated as Confidential Information. Client confidential information includes, but is not limited to, all data that Halcyon obtains or gains access to as part of the Halcyon Services (defined in 1b), and any Deliverable (defined in 1c) that contains aforementioned data. Halcyon Confidential Information includes, but is not limited to, Deliverables and content thereof excluding specific client data embedded in the report, templates and report structure, methodologies, policies and testing plans including structure and formats, scripts and tools.
- b. "Halcyon Services" or "Services" means services delivered by Halcyon including, but not limited to, security assessments, penetration tests, application assessments, code reviews, manual testing, implementation, architecture, and automated scanning with commercial, free, and proprietary tools.
- c. "Deliverable" means any report, document, status report, project plan, or other documentation provided to Client for the purpose of delivering, or following up on, Halcyon Services.
- d. "Intellectual Property Rights" means all present and future copyrights, trademark rights, service mark rights, trade secret rights, patent rights, moral rights, and other intellectual property and proprietary rights recognized in any jurisdiction.
- e. "Term" shall have the meaning set forth in Section 9.

2. DELIVERY

- a. Work Standards. Halcyon covenants that (i) it and the Halcyon personnel performing Services have the necessary knowledge, skills, and resources to perform the Services in accordance with the Service Agreement, and (ii) the Services will be performed for and Deliverables provided to Client in a good, diligent and workmanlike manner in accordance with industry standards and applicable laws and governmental regulations. If any material portion of the Services or Deliverables do not conform to the forgoing covenants, and Client notifies Halcyon within sixty (60) days of completion of the Services and delivery of Deliverables, then Halcyon will work diligently to re-perform the nonconforming portion of the Services so that they conform and redeliver the nonconforming portion of the Deliverables so that they conform. If the preceding remedies are not fulfilled within a reasonable time, upon request by Client, Halcyon will refund the price paid for the nonconforming portion of the Services and refund the price paid for nonconforming Deliverables that are returned to Halcyon. Halcyon will not be responsible for nonconformities arising from inaccurate or incomplete data or information provided by Client, or for failures or delays arising from lack of cooperation of Client.



- b. Client Cooperation. Client agrees to reasonably cooperate with Halcyon' performance of Services. Client further agrees to take any and all actions reasonably necessary to enable Halcyon to perform the Services contemplated herein in an effective and efficient manner. Each party shall designate one person in its organization to be the single Point of Contact ("PoC") for the other party with respect to the transactions contemplated by this Agreement.
- c. Delivery. All Deliverables for Halcyon Services will be delivered, in English, to Client in electronic form.
- d. Security and Safety. Halcyon covenants that it and Halcyon Personnel performing the Services, while present at the facilities of Client, will comply with the security and safety policies of Client that are provided to Halcyon.
- e. Warranty Disclaimer. Except for the covenants expressly stated in this Agreement or any Service Agreement, all Services and Deliverables are provided AS IS. Any and all third party products provided to Client are provided AS IS. To the extent assignable, Halcyon assigns to Client any third party warranty. THE PROVISIONS OF THIS SECTION ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, WRITTEN OR ORAL, STATUTORY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF TITLE, MECHANABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

3. FEES, TAXES, PAYMENT

- a. Fees. Halcyon will invoice Client upon the execution of the Service Agreement and upon any subsequent mutually agreed upon purchase order. Billing will be either fixed-fee or hourly and will include any additional license costs as described in the Service Agreement. If the Service Agreement does not stipulate fees, billing rates, or materials prices, Halcyon will invoice using the standard hourly billing rate plus list price for licenses. Any invoice for approved Halcyon endpoint licenses deployed during a Greenlight Service (if selected) will be issued 30-days after the end of the Greenlight Service.
- b. Travel Expenses. Client agrees to reimburse Halcyon for reasonable, pre-approved, travel and living expenses incurred for performance of Halcyon Services. Halcyon employees are subject to the Halcyon travel policy, which is available upon request.
- c. Payment. Halcyon will submit an itemized invoice emailed to the PoC or other designated email address, indicated on the Service Agreement. Payment on all invoices is due 30 days from the invoice date, unless otherwise expressly provided in this Agreement or Services Agreement. All payments shall be in US dollars. Invoices not paid in full within 45 days of the invoice date will bear interest from the due date until paid at the rate of 1.5% per month, but not exceeding the maximum rate permitted by applicable law. Halcyon may withhold or suspend services if any payment is past due.
- d. Taxes. Client agrees to pay, or reimburse, any applicable sales tax, value added taxes, goods and services taxes, or similar taxes properly invoiced with the fees for the related Services.



4. HALCYON SERVICES

- e. Assumption of Risk. Client agrees to notify appropriate personnel within its organization and any Host prior to scheduling relevant Services defined in the Service Agreement, including without limitation any Host point of contact, systems administrator, technical manager and security manager. Provided the Services are provided in accordance with the Service Agreement and this Exhibit A: (1) Client assumes all risk for adverse consequences to the Systems resulting from the requested Services; (2) Halcyon will bear no responsibility for any adverse consequences to the Systems resulting from the requested Services; and (3) Client releases and holds Halcyon and Halcyon Personnel harmless from any and all damages, losses and liabilities relating to the Systems arising as a consequence of the Services. Adverse consequences to the Systems could include, among others (i) Systems down time, (ii) loss of business, (iii) connectivity loss, (iv) degradation of bandwidth, (v) Systems loss and crashes, and (vi) information and access loss.
- f. Precautions. Halcyon represents that it will take reasonable precautions to avoid negative impact to Client systems and networks. Halcyon will report all activities to the designated Client Point of Contact ("Client POC") assigned by Client. Halcyon will also designate a point of contact ("Halcyon POC") on the engagement, typically the lead consultant.

CLIENT POC:

CLIENT POC Email:

HALCYON POC:

HALCYON POC Email:

- g. Halcyon Services Location. Halcyon Services may be rendered at Halcyon facilities, Client facilities, or at other mutually agreed locations. Client shall reasonably cooperate with Halcyon in its performance of Halcyon Services and shall provide access to its facilities, data, information and personnel as reasonably necessary for Halcyon's performance of Halcyon Services. Halcyon personnel performing the Halcyon Services, while present at Client facilities, shall comply with Client's reasonable security and safety policies that are provided to Halcyon. Client shall be responsible for ensuring that the applicable access to its facilities, data, information and personnel as reasonably necessary for Halcyon's performance of Halcyon Services.

5. CANCELLATION POLICY

Except as otherwise expressly provided in the Service Agreement, Client agrees to provide Halcyon with ten (10) business days' prior notice of its intention to delay, extend or release a scheduled Halcyon service assignment. If Client provides less than ten (10) business days' notice for delaying, extending or releasing assigned consultants, Halcyon may invoice and Client will pay for up to forty (40) hours of consulting services, or the number of hours set for the engagement, whichever is less, for each consultant delayed, extended or released.



6. USE OF NAME AND PUBLICITY

Each party agrees that it will not, without prior written consent of the other party in each instance, use in advertising, publicity or otherwise the name of such party or any of its affiliates, or any partner or employee of such party or its affiliates, nor any trade name, trademark, service mark, logo or slogan of such party or its affiliates.

7. NON-DISCLOSURE AND CONFIDENTIALITY

The obligations of the party ("Receiving Party") which receives Confidential Information, defined in 1a above, of the other party ("Disclosing Party") with respect to any particular portion of the Disclosing Party's Confidential Information shall not attach or shall terminate, as the case may be, when any of the following occurs:

- I. it was in the public domain or generally available to the public at the time of disclosure to the Receiving Party,
- II. it entered the public domain or became generally available to the public through no fault of the Receiving Party subsequent to the time of disclosure to the Receiving Party,
- III. it was already known to the Receiving Party prior to the date hereof,
- IV. it is disclosed to the Receiving Party under by a third party who is not under confidentiality restrictions,
- V. it was independently developed by the Receiving Party by individuals not having access to the Confidential Information of the Disclosing Party.

Know-how acquired by a party which does not include Confidential Information of the other party and information publicly known and generic information or knowledge that is generally employed by the trade shall not be considered Confidential Information.

All Confidential Information of the Disclosing Party shall remain the exclusive property of the Disclosing Party.

Each party acknowledges that during the term of this Agreement, it will be exposed to Confidential Information of the other party. Each party acknowledges that the use or disclosure of Confidential Information of the Disclosing Party in violation of this Agreement could severely and irreparably damage the economic interests of the Disclosing Party. The Receiving Party, therefore, agrees not to disclose any Confidential Information to any third party, or use any Confidential Information of the Disclosing Party in violation of this Agreement and to use Confidential Information of the Disclosing Party solely for the purposes of this Agreement. Upon demand by the Disclosing Party and, in any event, upon expiration or termination of this Agreement, the Receiving Party shall return to the Disclosing Party all copies of the Disclosing Party's Confidential Information in the Receiving Party's possession or control and destroy all derivatives and other vestiges of the Disclosing Party's Confidential Information obtained or created by the Receiving Party.

The Receiving Party may disclose Confidential Information of the Disclosing Party to its employees, officers, directors and representatives who have a reasonable need to know such Confidential Information for purposes of this Agreement. Disclosure of Confidential Information required by court or government order shall not constitute a violation of this provision provided the Disclosing Party has been given notice of such order by the Receiving Party if legally permitted and the Receiving Party reasonably cooperates with the Disclosing Party's efforts, if any, to limit disclosure by protective order or otherwise.



8. INTELLECTUAL PROPERTY RIGHTS AND OWNERSHIP

Work for Hire. Halcyon and Client acknowledge that the Deliverables delivered and the Services performed by Halcyon for Client is not deemed “work made for hire” under U.S. copyright law unless otherwise expressly defined in the applicable Service Agreement.

Client's Exclusive Property. Client specific data including but not limited to Client data in tables, figures, screenshots, IP addresses, network diagrams, user and password information (“Client IP”) shall remain Client's exclusive property and title thereto will at all times be with the Client.

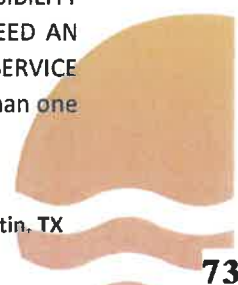
Halcyon Property. Notwithstanding the foregoing, nothing in this Agreement shall be construed to transfer ownership of (i) Halcyon proprietary information, knowhow, methodologies, intellectual property, materials, concepts or project tools created, acquired, or developed independently of the Services and Deliverables (“Halcyon IP”), which may be used by Halcyon to create the Deliverables or perform the Services, or (ii) materials and intellectual property of a third-party used to create the Deliverables (“Third-Party Components”). To the extent any Halcyon IP or Third-Party Components are made part of or embedded in the Deliverables, Halcyon hereby grants to Client a non-exclusive, perpetual, fully paid, royalty free (except to the extent stated in an SOW with regard to Third-Party Components), worldwide, irrevocable license to use, for its business purposes, that Halcyon IP and those Third-Party Components. Nothing in this Agreement shall preclude Halcyon from using general skill and knowledge acquired as a result of the Services, as well as Deliverable verbiage, report formatting, templates, and vulnerability information provided to Client so long as such use does not depend upon or disclose any Client IP or Confidential Information of Client.

9. TERM AND TERMINATION

- a. **Term.** This Agreement shall commence on the date that Client agrees to this Agreement (“Effective Date”) and will remain in full force and effect for an initial term of one (1) year (“Term”), unless earlier terminated pursuant to the terms of this Agreement. The Term shall automatically renew for successive one (1) year renewal terms (“Renewal Term”) unless either party notifies the other in writing of its intention not to renew the Term at least thirty (30) days prior to the expiration of the then-current Term or Renewal Term.
- b. **Termination.** Either party may terminate this Agreement without cause upon thirty (30) days written notice to the other party, provided that with respect to outstanding Service Agreements, termination shall be effective only upon completion or termination of the Service Agreement.
- c. **Survival.** Upon any termination or expiration of this Agreement Sections 7, 8, 11, 12(b)(c)(d), 15, 16 shall survive.

10. LIMITATION OF LIABILITY

IN NO EVENT WILL EITHER PARTY, OR ITS SUPPLIERS, BE LIABLE TO THE OTHER, WHETHER IN CONTRACT OR IN TORT OR UNDER ANY OTHER LEGAL THEORY (INCLUDING, WITHOUT LIMITATION, STRICT LIABILITY AND NEGLIGENCE), FOR LOST PROFITS OR REVENUES, LOSS OF USE OR LOSS OF DATA, OR FOR ANY INDIRECT, SPECIAL, EXEMPLARY, PUNITIVE, MULTIPLE, INCIDENTAL, CONSEQUENTIAL OR SIMILAR DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE PERFORMANCE OR NON-PERFORMANCE OF A SERVICE AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN NO EVENT WILL HALCYON' LIABILITY UNDER ANY CLAIM MADE BY CLIENT EXCEED AN AMOUNT EQUAL TO THE TOTAL AMOUNT OF FEES ACTUALLY PAID BY CLIENT TO HALCYON UNDER THE SERVICE AGREEMENT. No action regarding the Services or Deliverables, regardless of form, may be brought more than one



(1) year after the first to occur of either (a) the conclusion of Services and delivery of any Deliverables under the Service Agreement, or (b) such party's knowledge of the event giving rise to such cause of action. This limitation on actions does not apply to confidentiality obligations or the limited license of Section 8 regarding Deliverables.

11. NON-SOLICITATION

The parties agree that during the term of this Agreement and for a period of one year from the date of termination of this Agreement, neither party will solicit or induce or encourage to leave employment any officer, or employee of the other party to be hired as either an employee or contractor. Publication of open positions in any media of general circulation and requisitions to recruiting firms for open positions, without identifying the other party or its employees or officers, will not constitute solicitation or inducement. Violation of this provision shall, in addition to other relief, entitle the offended party to liquidated damages from the offending party equal to two times the solicited person's annual compensation immediately prior to the breach due 30 days after hiring.

12. FORCE MAJEURE, NOTICES, WAIVER OR DELAY, ARBITRATION

- a. **Force Majeure.** Neither party is liable for non-performance under this Agreement to the extent to which the non-performance is caused by events or conditions beyond that party's control, and the party makes all reasonable efforts to perform; provided, however, this paragraph shall not apply to either party's obligations with respect to payments of money pursuant to the terms of this Agreement.
- b. **Notices.** Any notice required or permitted under this Agreement shall be in writing and delivered or given by certified mail, email, or overnight courier service to the parties address specified on the signature page to this Agreement, or to such other address as the party may designate by notice as provided herein. Notice will be effective upon receipt as evidenced by mail or courier receipt or email confirmation.
- c. **Waiver or Delay.** No forbearance, failure or delay in exercising any right, power or privilege is a waiver thereof, nor does any single or partial exercise thereof preclude any other or future exercise thereof, or the exercise of any other right, power or privilege.
- d. **Applicable Law.** This Agreement will be governed by, and construed in accordance with, the laws of the State of Delaware USA without regard to its conflict of laws principles.

13. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and (i) supersedes all prior or contemporaneous oral or written communications, proposals and representations with respect to its subject matter; and (ii) prevails over any conflicting or additional terms of any quote, order, acknowledgement or similar communication between the parties during the term of this Agreement. No modifications to this Agreement will be binding unless in writing and signed by a duly authorized representative of each party.



14. SEVERABILITY

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall not be affected and shall continue in effect. The invalid or unenforceable provision shall be deemed modified to make it enforceable to the greatest possible extent.

15. COUNTERPARTS

The Service Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same agreement. Delivery of an executed counterpart of the Service Agreement by facsimile or any other reliable means shall be effective for all purposes as delivery of a manually executed original counterpart. Either party may maintain a copy of the Service Agreement in electronic form. The parties further agree that a copy produced from the delivered counterpart or electronic form by any reliable means (for example, photocopy, facsimile or printed image) shall in all respects be considered an original.

16. ASSIGNMENT

Neither party may assign the Service Agreement or this Exhibit A, or any of its rights or obligations hereunder or thereunder except with the prior written consent of the other party; provided, however that either party may assign the Service Agreement or this Exhibit A, without the other party's consent, to a successor in interest to the business of such party in connection with a merger, sale of substantially all of its assets, change of control or by operation of law, or to an affiliate.



HOLTVILLE UNIFIED SCHOOL DISTRICT

Hourly Salary Schedule-Effective 4/1/2025

Description	Salary Rate
CE HTA ExtraDuty	\$ 47.00
Current Minimum Wage	\$ 16.50
ASES Hrly CL Tutors	\$ 19.00
ASES Hrly CL Lead	\$ 21.00
ELOP Hrly CL Tutors	\$ 19.00
CE MGT ExtraDuty	\$ 88.00

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

PUBLIC HEARING

HOLTVILLE UNIFIED SCHOOL DISTRICT

School Board Meeting Agenda

INFORMATION ITEMS

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

ACTION/DISCUSSION

K-12 DATA SHARING AND SERVICES PARTNERSHIP AGREEMENT

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

On behalf of:
The California College Guidance Initiative

And

HOLTVILLE UNIFIED SCHOOL DISTRICT

Agreement No. 00010048

This K-12 Data Sharing and Services Partnership Agreement (“Agreement”) is entered into by and between the Foundation for California Community Colleges, a nonprofit 501(c)(3) organization (“Foundation”), on behalf of the California College Guidance Initiative (“CCGI”), and the **HOLTVILLE UNIFIED SCHOOL DISTRICT** (“Local Educational Agency” or “LEA”), collectively (“Parties”) to set forth the roles and responsibilities of the Parties related to LEA’s uploading of its students’ Education Records to www.CaliforniaColleges.edu (“CaliforniaColleges Website”) and Foundation’s provision of account support services on the CaliforniaColleges Website, the state of California’s official college and career planning platform. The Parties understand and intend that CCGI be designated as an outsourced provider of institutional services and a “school official” with legitimate educational interests in such Educational Records as described in 34 C.F.R. 99.31(a).

I. DEFINITIONS

The following capitalized terms when used in this Agreement shall have the meanings ascribed to them respectively, in this Definitions section, unless such term is otherwise expressly defined in this Agreement.

“**Agreement**” shall have the meaning set forth in the preamble above and includes all linked addenda, schedules, and other attachments hereto (see below), as each may be amended from time to time to align CCGI’s practices with California state policy, institutional policies of the public college systems in California and the California Student Aid Commission, and to update improvements in CCGI’s security practices. Amendments to the addenda, schedules, and other attachments linked below will only take effect upon thirty (30) days’ notice to LEA. Should there be any conflict between the terms of this K-12 Data Sharing and Services Partnership Agreement and any other terms linked below, this K-12 Data Sharing and Services Partnership Agreement shall take precedence, any other conflicts shall follow the following order of precedence: (1) Terms and Conditions of Partnership, (2) Data Privacy and Security Addendum, (3) Data File Specifications, available at <https://www.cacollegeguidance.org/tcp/>. The Data File Specifications provide instructions for uploading Student Data onto the California Colleges Website.

[Terms and Conditions of Partnership](#)

[Data Privacy and Security Addendum](#)

[Data File Specifications](#)

“**CaliforniaColleges Website**” shall mean the website located at www.CaliforniaColleges.edu. The Foundation is responsible for directly contracting and compensating a third-party technology vendor (“Vendor”) for the continued operation and maintenance of www.CaliforniaColleges.edu under a separate agreement. Information describing the current Vendor can be found in the **Data Privacy and Security Addendum**, which is incorporated by reference. This definition shall also include any successor website performing the same function as www.CaliforniaColleges.edu.

“**Education Record**” shall have the meaning as set forth in 34 CFR §99.3 or under applicable state law. Education Records are those records that directly relate to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. The term Education Record shall not include records that are otherwise excluded under 34 CFR §99.3 or applicable state laws.

“**Student Data**” shall mean any information (a) contained in a student’s Education Record maintained by or for the LEA and provided to the CaliforniaColleges Website by an employee or agent of the LEA; or (b) acquired directly from a student or parent/legal guardian of the student through the use of the CaliforniaColleges Website, as assigned to the student or parent/legal guardian by LEA. Student Data does not include information created by a student, including, but not limited to: college lists, career assessment results, portfolios, creative writing, photographs, and account information that enables ongoing ownership of that information which is governed by CaliforniaColleges Website privacy policy.

II. TERM AND TERMINATION

A. **Term.** This Agreement will be deemed to be effective as of the date the Agreement is fully executed by all signatories to the Agreement and will continue until terminated by either Party. No fees will be assessed under this Agreement while CCGI continues to be the provider of operational tools for the State of California.

B. **Termination for Convenience.** The Parties shall have the right to terminate this Agreement for any reason or no reason, without penalty, at any time by providing the other with written notice of termination in accordance with Section V of this Agreement at least sixty (60) calendar days in advance of the Termination Date. However, it is mutually understood and agreed that if the Foundation does not receive sufficient funding from the State of California to provide the Services described in this Agreement, Foundation may without penalty, terminate this Agreement by providing LEA with written notice of termination in accordance with Section V of this Agreement at least forty-five (45) calendar days in advance of the Termination Date.

III. DISTRICT RESPONSIBILITIES

A. Data Sharing

1. LEA shall comply with all applicable federal and state laws regarding privacy and security of Education Records and Student Data, including but not limited to those identified and discussed in the **Data Privacy and Security Addendum** attached at <https://www.cacollegeguidance.org/tcp/> and hereby incorporated by reference.
2. LEA shall upload course catalog files at least once a year to enable the use of academic planning tools by a student planning coursework at a high school operated by LEA.
3. LEA agrees to verify accuracy of courses entered by LEA into the University of California (“UC”) Course Management Portal (“CMP”) at the UC Office of the President.
4. LEA agrees to upload Education Records, in accordance with the **Data File Specifications**, attached at <https://www.cacollegeguidance.org/tcp/>, and hereby incorporated by reference. In alignment with state policy and/or to evolve functionality that serves students in the planning for and transition to college, the Data File Specifications may be iterated over time and additional optional fields may be added to the Data File Specifications. LEA data may be submitted via sFTP or an API if available.
 - a. LEA agrees to provide a centralized upload (not school site by school site) of Education Records from the local Student Information System (“SIS”) into the CaliforniaColleges Website or an FTP server, both hosted by Amazon Web Services, using a standard data format with naming conventions and using a pre-defined protocol. If CCGI has an API integration with LEA’s SIS provider, data may alternatively be shared via said API.

B. Implementation

1. LEA shall make staff, appropriate technology resources, and space available for ongoing professional development and user support.
2. LEA agrees to collaborate with Foundation staff to provide both individual user experience and technical feedback in order to improve implementation for all users.

3. LEA agrees to identify a point of contact to (1) assist the Foundation during implementation phase; and (2) navigate or immediately report any issues regarding availability of the CaliforniaColleges Website.
4. LEA is responsible for identifying and maintaining which educators at the LEA are provided accounts on the California Colleges Website. To do so LEA is responsible for compliance with Section I of the Terms and Conditions of Partnership, “Educator Account Creation, Authorization, and Maintenance” attached at <https://www.cacollegeguidance.org/tcp/> and hereby incorporated by reference.

IV. FOUNDATION RESPONSIBILITIES

A. Technical and Service Level Support. The CaliforniaColleges Website is operated and maintained by Vendor. Service level support for the CaliforniaColleges Website is provided directly by Vendor. LEA should reach out to operations@californiacolleges.edu in order to facilitate communication with Vendor regarding technical issues with CaliforniaColleges Website.

B. Fees and Payments for Services. Foundation will provide the Services under this Agreement to LEA free of charge while Foundation continues to receive funding from the State of California. In the event that funding from the State of California is not sustained in future years, the Parties understand that the Foundation may assess and charge a fee for services provided to the LEA. In the event a fee is assessed, this Agreement will be amended, in writing, to affect that arrangement. Foundation shall provide LEA with a 45-day notice if funding from the State of California is reduced or discontinued.

C. Scope of Services. “Services” means the services and support offered by Foundation under this Agreement or on the CaliforniaColleges Website.

1. Foundation shall provide the necessary support for the integration of Education Records and Student Data into individual student accounts on the CaliforniaColleges Website. Foundation agrees to cooperate with representatives from the LEA to ensure the data is properly uploaded in accordance with the requirements and instructions as more fully set forth and incorporated herein as **Data File Specification** available at <https://www.cacollegeguidance.org/tcp/> to this Agreement.
2. CCGI shall maintain and process Education Records and Student Data on behalf of the LEA in a manner that meets the standards of the California Community Colleges, California State University (“CSU”), California Student Aid Commission (“CSAC”), and UC systems for verified transcript data.
3. Foundation will provide an audit report of LEA’s a-g course listings in the UC CMP database to identify discrepancies. Foundation agrees to provide technical assistance, guidance, and support to LEA staff for purposes of reconciliation of any identified discrepancies.
4. Foundation shall provide access to CSU and UC eligibility analyses, both individual student reports and aggregate tracking and reporting capability for counselors.
5. Foundation shall provide students with the ability to launch their application to the California Community Colleges using the CCCApply platform in a manner that tracks submission on the CaliforniaColleges Website.
6. Foundation shall provide students with the ability to auto-populate applications for admission to all CSU campuses with course data from their individual account on the CaliforniaColleges Website, when such data matches to the CMP at the UC Office of the President, and which enables students, their parent/guardian, educators in their school, and LEA to track application submission.
7. Foundation shall provide students with the ability to launch their application for admission to the UC using the UC application in a manner that tracks submission on the CaliforniaColleges Website. Additionally, beginning fall of 2024, students will have the ability to auto-populate course data into their UC application.
8. Foundation shall provide students with the ability to initiate their Free Application for Federal Student Aid (“FAFSA”) from within the CaliforniaColleges.edu, in a manner that allows students, their parent/guardian, educators at their school site, and LEA to track the launch of this application and

which enables CCGI to provide CSAC with information that supports the Cal-grant eligibility determination process.

9. Foundation shall provide students with the ability to launch additional college and financial aid applications, as they may become available, as additional institutions develop articulation agreements with CCGI.
10. Foundation shall provide the following support for LEA:
 - a) Technical assistance to support alignment between LEA's a-g course list in the UC CMP and the LEA SIS.
 - b) Training opportunities.
 - c) Implementation planning and support for strategic goal setting.
 - d) User support to respond to student, educator, or parent/guardian questions or other inquiries.

V. NOTICE

Any request, notice or other communication by either Party shall be given in writing and shall be deemed given when actually delivered physically or via electronic mail to the addresses specified below:

CCGI:

Name: Contracts Manager
Email: ccgicontracts@californiacolleges.edu
Mailing Address:
 Foundation for California Community Colleges
 1102 Q Street, Suite 4800
 Sacramento, CA 95811

LEA:

Name: Eric Velazquez
Email: evelazquez@husd.net
Mailing Address:
 Holtville Unified School District
 621 East Sixth Street
 Holtville, CA 92250

THE PARTIES HEREBY EXECUTE THIS AGREEMENT

HOLTVILLE UNIFIED SCHOOL DISTRICT	FOUNDATION/CCGI
By: _____	By: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____