



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Special Board Meeting

September 3, 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



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

Wednesday, September 3, 2025

CLOSED SESSION 11:30 A.M, OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION.

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

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) Superintendent's Evaluation – Government Code Section 54957

5. REPORTABLE CLOSED SESSION ACTIONS:

BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
SPECIAL MEETING – September 3, 2025
AGENDA PAGE 2

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

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

7. CONSENT AGENDA

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

A. GENERAL FUNCTION

- 1) *Adoption of Minutes: August 5, 2025*
(Supplemental Information)

Pgs. 3-4

B. FINANCE AND BUSINESS

- 1) *Warrant Orders week beginning 8/7/25 to week ending 8/28/25*
(Supplemental Information)

Pgs. 6-17

C. PERSONNEL SERVICES

- 1) *Certificated Employment*
2) *Classified Employment*

Pg. 19

Pg. 20

D. GENERAL BUSINESS

The Board is asked to approve the following items:

- 1) *MOU between Imperial County Consortium Teacher Induction Program & HUSD regarding the Provision Services for the 2025-26 SY*

Pgs. 22-27

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

8. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

- A)** *Approve the Side Letter of Agreement between the Holtville Unified School District & Holtville Teachers Association (HTA)*

(Mr. Ruiz) Pg. 29

Motion: _____ Second: _____

Ayes: ____ Nays: ____ Vote: ____ - ____

- B)** *Approve the Side Letter of Agreement between the Holtville Unified School District and the California School Employees Association (CSEA) and its Chapter 338 and the job description for Administrative Support Specialist SpEd*

(Mr. Ruiz) Pgs. 30-36

Motion: _____ Second: _____

Ayes: ____ Nays: ____ Vote: ____ - ____

BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
SPECIAL MEETING – September 3, 2025
AGENDA PAGE 3

ACTION/DISCUSSION continued

C) Approve the Request for Allowance of Attendance Due to Emergency Conditions
(Mr. Ruiz) Pgs. 37-48

Motion: _____ Second: _____
Ayes: _____ Nays: _____ Vote: _____

D) Approve the Job Description for Athletic Director, Classified Management
(Mr. Ruiz) Pgs. 49-50

Motion: _____ Second: _____
Ayes: _____ Nays: _____ Vote: _____

E) Approve the Updated Salary Schedule for Classified Management/Confidential to include Athletic Director
(Mr. Ruiz) Pg. 51

Motion: _____ Second: _____
Ayes: _____ Nays: _____ Vote: _____

9. *FUTURE BOARD MEETING DATE*

Monday, September 15, 2025 is the next Regular Board Meeting

10. *ADJOURNMENT*

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 – August 5, 2025**

{Page 1 of 2}

The Board of Trustees of the Holtville Unified School District met in a Special Session on August 5, 2025, at the Holtville Unified School District Board Room 621 E 6th Street, Holtville, California. The meeting was called to order at 11:01 a.m. by the Presiding Chairman.

MEMBERS PRESENT: Kevin Grizzle, Member; Larry Iten, Member; Jared Garewal, Member; Celso Ruiz, Superintendent; John Paul Wells, Assistant Superintendent.

MEMBERS ABSENT: Ben Abatti Jr., President; Julie Duarte, Clerk

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

REPORT OF CLOSED SESSION In: 11:04 a.m. Out: 12:26 p.m.
Nothing to report.

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

CONSENT AGENDA

Moved by Trustee Garewal, Seconded by Trustee Iten to approve the following consent Agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: July 22, 2025. FINANCE AND BUSINESS – Warrant orders week beginning 7/24/25 to week ending 7/31/25. PERSONNEL SERVICES – Certificated employment of Iliana Nunez, Teacher (HHS). Coaching Employment of Nayeli Garcia, Head Girls Volleyball. Classified Management/Confidential Employment of Rogelio Gonzalez, Maintenance Supervisor. Medical Leave of Jessica Rodriguez, Cafeteria Worker, 7/25/25-10/27/25. GENERAL BUSINESS – Grant Award Notification for Career Technical Education Incentive Grant \$145,217. HUSD 2024-25 Prop 28 Arts & Music in Schools Funding Annual Report. Agreement between SDSU Research Foundation & HUSD. All approved by unanimous votes, Ayes: 3, Nays: 0. Vote: 3-0.

ACTION/DISCUSSION ITEMS

Moved by Trustee Iten Seconded by Trustee Garewal approval for Nayeli Mancillas to provide Speech and Language Services in grades 9-12 for Holtville Unified School District on a Variable Term Waiver under ed Code 44265.3 for the 2025-26 school year. Passed by unanimous votes Ayes: 3, Nays: 0.

**Holtville Unified School District
Regular Board Meeting
Minutes – August 5, 2025**

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FUTURE BOARD MEETING DATE

Regular Board Meeting: Monday, August 18, 2025

ADJOURNMENT

The meeting was adjourned at 12:27 p.m.

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

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

WARRANTS

Register 000359 - 08/07/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000359, Dated 08/07/2025

26335089	3,453.43	Printed	010		A T & T (000008/2)
26335090	1,270.00	Printed	010		ACCREDITING COMMISSION FOR SCHOOL -WESTERN ASSOC (000014/1)
26335091	898.07	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
26335092	529.42	Printed	010		AUTO ZONE (000049/1)
26335093	765.00	Printed	010		AZTEC FIRE & SAFETY, INC (000810/1)
26335094	114.98	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
26335095	3,846.30	Printed	010		CARDMEMBER SERVICES (000322/2)
26335096	8,174.67	Printed	010		D LUPITAS RESTAURANT (000119/1)
26335097	54.24	Printed	010		FERGUSON ENTERPRISES INC (000156/2)
26335098	12,175.24	Printed	010		HOUGHTON MIFFLIN HARCOURT (000205/1)
26335099	6,989.14	Printed	010		HUDL (000771/2)
26335100	1,782.48	Printed	010		JOHNSON CONTROLS FIRE (000484/1)
26335101	128.19	Printed	010		JOHNSTON, CARL J (000533/1)
26335102	3,600.09	Printed	010		JUNIOR'S CAFE INC (001170/1)
26335103	440.16	Printed	010		KC AUTO SERVICE LLC (001368/1)
26335104	1,151.10	Printed	010		KC MANUFACTURING INC (000252/1)
26335105	102.28	Printed	130		R S D (000320/1)
26335106	240.00	Printed	010		RIGO'S AUTO SHOP & SMOG (001405/1)
26335107	447.34	Printed	010		SALAZAR, MARTHA (000750/1)
26335108	7,875.00	Printed	010		SAVVAS Learning Company LLC (000896/2)
26335109	2,177.39	Printed	010		SDI INNOVATIONS, INC (000874/1)
26335110	8,178.44	Printed	010		SWAINBROS (001406/1)
26335111	527.72	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
26335112	3,051.65	Printed	010		Verizon Wireless Services LLC (000422/1)
26335113	855.00	Printed	010		WATER TREATMENT SERVICES (000483/1)
26335114	360.00	Printed	010		ZAMORAS BACKFLOW (000444/1)

69,187.33

Number of Items

26 Totals for Register 000359

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/07/2025, Filtered by (Bank Account(s) IN ('COUNTY'), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ERP for California

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Org Summary

Holtville Unified School District

Check #	26335089 through	26335114	Total Count	26	\$69,187.33
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Register 000360 - 08/14/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000360, Dated 08/14/2025					
26335687	1,270.00	Printed	010		ACCREDITING COMMISSION FOR SCHOOL -WESTERN ASSOC (000014/1)
26335688	482.59	Printed	010		AGUIRRE, LILLIAN (000503/1)
26335689	528.00	Printed	010		AKESO OCCUPATIONAL HEALTH (001026/3)
26335690	16,658.72	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
26335691	158.37	Printed	010		AUTO ZONE (000049/1)
26335692	323.21	Printed	010		BAKER DISTRIBUTING COMPANY (000053/1)
26335693	4,776.98	Printed	010		BENCHMARK EDUCATION COMPANY (000500/1)
26335694	4,773.80	Printed	010		C R and R INCORPORATED (000070/2)
26335695	554.37	Printed	010		CARDMEMBER SERVICES (000322/2)
26335696	275.47	Printed	010		COSTCO (000110/1)
26335697	341.95	Printed	400		Department of General Services Office of Fiscal Services (000760/2)
26335698	152.24	Printed	010		EAN SERVICES, LLC (000688/3)
26335699	550.67	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000151/1)
26335700	7,520.60	Printed	010		ENTERPRISE FM TRUST (000767/1)
26335701	42.95	Printed	010		FEDERAL EXPRESS CORP (000155/1)
26335702	865.96	Printed	010		FERGUSON ENTERPRISES INC (000156/2)
26335703	33,108.71	Printed	300		FINNEY ARCHITECTS, INC (001156/1)
26335704	1,123.50	Printed	010		FORENSIC DRUG TESTING (000162/1)
26335705	852.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
26335706	852.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
26335707	2,061.14	Printed	010		HOME DEPOT DEPT 32-2149095931 (000203/1)
26335708	11,641.08	Printed	010		HOUGHTON MIFFLIN HARCOURT (000205/1)
26335709	28.00	Printed	010		IMPERIAL VALLEY ROP (000232/1)
26335710	509.44	Printed	010		JOHN DEERE FINANCIAL (000324/1)
26335711	9,282.50	Printed	210		LANDMARK CONSULTANTS, INC (000717/1)
26335712	231.55	Printed	010		QUILL CORP (000318/1)
26335713	510.89	Printed	010		QUILL CORP (000318/1)
26335714	86.94	Printed	010		QUILL CORP (000318/1)
26335715	2,456.69	Printed	010		QUILL CORP (000318/1)
26335716	429.54	Printed	010		REXEL ESD (000329/2)
26335717	818.71	Printed	010		RIDDELL ALL AMERICAN SPORTS (000019/2)
26335718	42.02	Printed	010		ROMANS WATER (000331/1)
26335719	1,265.67	Printed	010		SCHOOL OUTFITTERS (000347/3)
26335720	2,639.89	Printed	010		SCHUTT SPORTS, LLC (001382/1)
26335721	38.97	Printed	010		SPARKLETTS WATERS (000370/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/14/2025, 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 000360 - 08/14/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000360, Dated 08/14/2025 (continued)

26335722	135.35	Printed	010		T-Mobile USA, Inc. (001153/1)
26335723	336.32	Printed	010		TK ELEVATOR CORP (000706/2)
26335724	470.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
26335725	1,034.30	Printed	010		UNFIRST CORPORATION (000727/2)
26335726	3,200.00	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)

112,431.09

Number of Items

40 Totals for Register 000360

Org Summary

Holtville Unified School District

Check #	26335687	through	26335726	Total Count	40	\$112,431.09
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10

Register 000361 - 08/21/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000361, Dated 08/21/2025

26336364	660.00	Printed	010		AKESO OCCUPATIONAL HEALTH (001026/3)
26336365	16,189.11	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
26336366	1,247.10	Printed	010		AUTO ZONE (000049/1)
26336367	520.00	Printed	010		BARAJAS, MARTIN (000763/1)
26336368	2,950.00	Printed	010		BRAVOSOL TOURS (001134/1)
26336369	1,374.05	Printed	010		CALIFORNIA SCHOOLS VEBA (000083/1)
26336370	16.13	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
26336371	96.00	Printed	010		CARDMEMBER SERVICES (000322/2)
26336372	4,833.00	Printed	010		CITY OF HOLTVILLE (000102/1)
26336373	2,778.00	Printed	010		COMMITTEE FOR CHILDREN (000931/1)
26336374	66.91	Printed	010		D LUPITAS RESTAURANT (000119/1)
26336375	18.00	Printed	010		David West (000758/1)
26336376	1,140.00	Printed	010		DAVID WEST INSURANCE (000121/1)
26336377	26.58	Printed	130		DEL SOL MARKET (000125/1)
26336378	4,208.44	Printed	010		DELL MARKETING LP (000126/1)
26336379	175,892.50	Printed	210		ESR Construction (000864/1)
26336380	30,400.00	Printed	210		ESR Construction (000864/1)
26336381	220.91	Printed	010		FERGUSON ENTERPRISES INC (000156/2)
26336382	673.55	Printed	010		FIDELITY SECURITY LIFE INSURANCE CO (000276/1)
26336383	99.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
26336384	302.24	Printed	010		GAS COMPANY (000172/1)
26336385	17,213.07	Printed	010		GREENHOUSE MEGASTORE (001376/1)
26336386	5,658.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
26336387	7,620.51	Printed	400		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
26336388	1,665.55	Printed	010		HOUGHTON MIFFLIN HARCOURT (000205/1)
26336389	295.00	Printed	010		HUNTER GRACE ANDRADE (001392/1)
26336390	13,706.15	Printed	010		IMAGINE LEARNING LOCKBOX 880670 (000213/5)
26336391	54,877.33	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
26336392	42.00	Printed	010		INTERSTATE BILLING SERVICE (001051/2)
26336393	4,225.00	Printed	010		ISOM ADVISORS (000410/3)
26336394	795.80	Printed	010		JOHN DEERE FINANCIAL (000324/1)
26336395	1,756.33	Printed	010		JOHNSON CONTROLS FIRE (000484/1)
26336396	20.76	Printed	010		JOSE CHABOYA (000497/1)
26336397	28.23	Printed	010		KC AUTO SERVICE LLC (001368/1)
26336398	2,734.10	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/21/2025, 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 000361 - 08/21/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000361, Dated 08/21/2025 (continued)

26336399	2,734.00	Printed	010		KONICA MINOLTA BUSINESS USA (000642/2)
26336400	5,468.20	Printed	010		KONICA MINOLTA PREMIER FINANCE (000642/4)
26336401	1,364.17	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
26336402	108.86	Printed	010		LEDEZMA, FERNANDA (000611/1)
26336403	915.00	Printed	010		MEDIC FIRST (000700/4)
26336404	6,822.03	Printed	010		Music & Arts (000489/2)
26336405	10,120.00	Printed	210		PRECISION INSPECTIONS INC (001147/2)
26336406	756.10	Printed	010		QUILL CORP (000318/1)
26336407	168.08	Printed	010		QUILL CORP (000318/1)
26336408	334.15	Printed	010		QUILL CORP (000318/1)
26336409	2,573.71	Printed	010		RIDDELL ALL AMERICAN SPORTS (000019/2)
26336410	80.00	Printed	010		RIGO'S AUTO SHOP & SMOG (001405/1)
26336411	129.50	Printed	010		ROMANS WATER (000331/1)
26336412	10,470.00	Printed	010		ROMERO CARPET CARE (001169/2)
26336413	455.00	Printed	010		ROTO ROOTER SEWER (000332/1)
26336414	546.86	Printed	010		RUIZ, CELSO (000576/1)
26336415	20,348.95	Printed	010		SAVVAS Learning Company LLC (000896/2)
26336416	687.56	Printed	010		SCHOOL OUTFITTERS (000347/3)
26336417	2,696.87	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
26336418	1,595.00	Printed	010		SIDELINE POWER (000986/1)
26336419	1,988.80	Printed	010		SISC II Life Ins (000474/1)
26336420	4,188.29	Printed	010		SISC III (000473/1)
26336421	207,017.41	Printed	010		SISC III- INS (000361/1)
26336422	750.00	Printed	010		SOUTHWEST HIGH SCHOOL ASB (000613/2)
26336423	400.00	Printed	010		SWEETWATER HIGH SCHOOL (000382/2)
26336424	2,117.28	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26336425	114.60	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26336426	295.75	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26336427	334.30	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26336428	1,685.94	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26336429	261.25	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26336430	403.68	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26336431	267.20	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
26336432	379.14	Printed	010		UNFIRST CORPORATION (000727/2)
26336433	4,540.44	Printed	010		VISION SERVICE PLAN (000424/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 08/21/2025, Filtered by (Bank Account(s) IN ('COUNTY')), Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

ERP for California

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Register 000361 - 08/21/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000361, Dated 08/21/2025 (continued)

26336434	11,869.81	Printed	010		VOL. EMPLOYEES' BENEFITS ASSOC (000480/1)
26336435	105.00	Printed	010		WATER TREATMENT SERVICES (000483/1)

659,442.28

Number of Items

72 Totals for Register 000361

Org Summary

Holtville Unified School District

Check #	26336364	through	26336435	Total Count	72	\$659,442.28
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14

Register 000362 - 08/28/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000362, Dated 08/28/2025

26337327	2,811.11	Printed	010		A T & T (000008/2)
26337328	1,363.95	Printed	010		A1 GOLF CARS (000009/2)
26337329	3,327.29	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
26337330	383.31	Printed	010		AUTO ZONE (000049/1)
26337331	1,520.80	Printed	130		BERNARD FOOD INDUSTRIES INC (000058/1)
26337332	8,000.00	Printed	010		Blanca Aguirre-Tolpezninkas (001160/1)
26337333	105.00	Printed	010		CALIFORNIA INTERSCHOLASTIC FED (000080/4)
26337334	25.00	Printed	010		CALIFORNIA INTERSCHOLASTIC FED (000080/4)
26337335	25.00	Printed	010		CALIFORNIA INTERSCHOLASTIC FED (000080/4)
26337336	420.22	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
26337337	143.43	Printed	010		COUNTY MOTOR PARTS (000111/5)
26337338	625.35	Printed	010		COX,LINDSAY (000522/1)
26337339	126.08	Printed	010		D LUPITAS RESTAURANT (000119/1)
26337340	104.22	Printed	130		DEL SOL MARKET (000125/1)
26337341	3,560.00	Printed	130		HEARTLAND SCHOOL SOLUTIONS (000194/2)
26337342	1,530.53	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
26337343	156.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
26337344	56.94	Printed	010		KC AUTO SERVICE LLC (001368/1)
26337345	8,197.50	Printed	210		LANDMARK CONSULTANTS, INC (000717/1)
26337346	574.53	Printed	010		MEDIC FIRST (000700/4)
26337347	56.03	Printed	010		Music & Arts (000489/2)
26337348	38.97	Printed	010		Primo Brands BlueTriton Brands Inc (001388/1)
26337349	53.23	Printed	010		QUILL CORP (000318/1)
26337350	169.87	Printed	010		QUILL CORP (000318/1)
26337351	61.79	Printed	010		QUILL CORP (000318/1)
26337352	18.38	Printed	010		RAMIREZ, RAQUEL (000779/1)
26337353	133.07	Printed	010		ROMANS WATER (000331/1)
26337354	7,012.10	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
26337355	1,010.88	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26337356	1,166.39	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26337357	394.53	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26337358	160.57	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26337359	307.04	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26337360	505.40	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26337361	730.19	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 08/28/2025, 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 000362 - 08/28/2025

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000362, Dated 08/28/2025 (continued)

26337362	1,448.63	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26337363	391.99	Printed	010		UNFIRST CORPORATION (000727/2)
26337364	547.62	Printed	010		Verizon Wireless Services LLC (000422/1)

47,262.94

Number of Items

38 Totals for Register 000362

Org Summary

Holtville Unified School District

Check #	26337327	through	26337364	Total Count	38	\$47,262.94
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HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED EMPLOYMENT
DATE: SEPTEMBER 3, 2025

The Board is requested to approve the following Certificated Employment for the 2025/26 SY:

1. Alexia Mendoza Teacher (Finley)

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED EMPLOYMENT FOR 2025/26
DATE: SEPTEMBER 3, 2025

The Board is requested to approve the following Classified Employment for 2025-26 SY:

1. Jamian Gascon	Cafeteria Worker II	District
2. Jimmy Rodriguez	SpEd Paraprofessional	HMS
3. Yeeni Guzman	Bus Driver/Custodian	District
4. Janeth Nunez	Temp Van Driver	District
5. Blanca Moya	Yard Aide	Finley
6. Maria Caballero	ASES/ELOP Tutor	
7. Marilin Ceceno	ASES/ELOP Tutor	
8. Vanessa Jaime	ASES/ELOP Tutor	
9. Noah Saucedo	ASES/ELOP Tutor	
10. Aleyza Woolfolk	ASES Lead	
11. Hailie Buscaglia	ASES/ELOP Tutor	

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

GENERAL BUSINESS



MEMORANDUM OF UNDERSTANDING

This Memorandum is between the **Imperial County Consortium Teacher Induction Program** and the **Holtville Unified School District** regarding the Provision of Teacher Induction Services for the **2025-2026 school year**.

This Memorandum of Understanding establishes an Agreement between the Imperial County Office of Education (ICOE) and **Holtville Unified School District** (District) for the ICOE to provide California Commission on Teacher Credentialing Accredited CA Teacher Induction services during the 2025-26 school year. The **ICOE's Curriculum and Instructional Services Department** will be the point of contact for ICOE obligations under this MOU.

ICOE's Responsibilities:

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

meetings, program component completion, and other accountability data as needed or requested.

- M. Coordinate required program evaluation for accreditation and program improvement purposes.
- N. Maintain a 5-year database of participants for informational tracking purposes, coordination of services, program evaluations, and to provide necessary documentation to candidates when needed.
- O. Access to a learning management system (LMS) that promotes and supports 21st-century learning.
- P. Prepare and submit all required program budgets, reports, and fees to ICOE and the Commission on Teacher Credentialing as required.
- Q. Maintain communication with the District and the District Lead as to the expectations of the support.

District's Responsibilities:

A. Compensation:

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

- a. A credit will be provided to districts with District Lead costs based on this scale: \$3,000 for 1-10 Candidates and an additional \$160 for each Candidate above 10. For example, if your district has 14 Candidates, the stipend is \$3640.
 - b. A credit will be provided to districts holding District Lead monthly meetings for snacks and materials on this scale: \$250 for 1-10 Candidates and an additional \$10 for each Candidate above 10. For example, if your district has 14 Candidates, the DL meeting credit is \$290.
 - c. Within 30 days of receiving the ICOE's invoice, the district shall pay the invoiced amount to ICOE.
- B. Identify and enroll all district teachers eligible for induction as soon as they are eligible if within the enrollment window. Eligible teachers hold a valid California preliminary credential and are working in an assignment the preliminary credential authorizes. If there are questions about eligibility, please contact the Program Director for assistance.
- C. Implement a Teacher Induction Mentor application and selection process. Mentors must hold a CA clear credential and have a minimum of three years of teaching experience.
- D. In coordination with the program director, appropriately match Mentors with Teacher Induction Candidates within the district within 30 days of Teacher Induction enrollment.

Every effort should be made to match a Mentor that teaches at the same site, teaches similar content and/or grade level, and holds a matching credential. If this is not possible with district employees, please contact the program director for assistance.

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

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

Additional Services:

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

Effective Date and Term of Agreement:

This Agreement shall commence on the later of the date the Agreement is signed by all parties

or July 1, 2025 and shall remain in full force and effect until June 30, 2026.

Termination:

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

Indemnification:

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

The Parties' representatives shall be:

Imperial County Office of Education – Curriculum Department	Holtville Unified School District
ICOE Contact: John Lazarcik Teacher Induction Program Coordinator Imperial County Consortium john.lazarcik@icoe.org (760) 312-6225	District Contact: Eric Velazquez Projects Director velazquez@husd.net (760) 356-2974
Curriculum & Instruction Department Imperial County Office of Education 1398 Sperber Road El Centro, CA 92243	Holtville Unified School District 621 East 6th Street Holtville, CA 92250

IN WITNESS WHEREOF, the parties have executed this Agreement.

Imperial County Office of Education

Signed by:

Carlos R. Gonzales

Signature

Carlos Gonzales, Associate Superintendent

Name/ Title

8/29/2025

Date

Holtville Unified School District

Signed by:

Celso Ruiz

Signature

Celso Ruiz, Superintendent

Name/ Title

8/29/2025

Date



HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

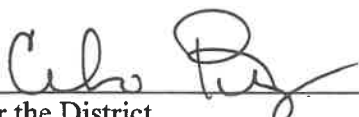
ACTION/DISCUSSION

**SIDE LETTER OF AGREEMENT
BETWEEN THE
HOLTVILLE UNIFIED SCHOOL DISTRICT
AND THE
HOLTVILLE TEACHERS ASSOCIATION**

August 2025

This Side Letter of Agreement ("Agreement") is entered into by and between Holtville Unified School District ("District") and the Holtville Teachers Association ("HTA") effective upon ratification by the Governing Board of the District. The parties enter into this Agreement regarding the Athletic Director and Assistant Athletic Director positions and agree to all of the following:

1. The Athletic Director position performs management and supervisory duties, including but not limited to overseeing the athletic program, hiring, assigning, supervising, evaluating, and disciplining coaches, managing budgets, ensuring compliance with applicable regulations, and making decisions that affect the District's operations. The Athletic Director position is therefore appropriately designated as management as defined by California Government Code section 3540.1(g) and applicable Public Employment Relations Board precedent and is appropriately removed and excluded from the certificated bargaining unit, including but not limited to the Extra Duty Pay Schedule in Appendix B of the 2022-2025 Agreement Between the District and the HTA ("CBA"). Accordingly, Appendix B of the CBA shall be amended to remove the extra duty position of Athletic Director.
2. To better align with the responsibilities of the position, the Extra Duty Pay Schedule set forth in Appendix B of the CBA shall be amended to revise the compensation for Athletic Director Assistant from 10.00% to 20.00%. Additionally, there shall be two (2) Athletic Director Assistants, one (1) for boys sports and one (1) for girls sports.
3. The District and HTA agree that this Agreement shall not be admitted into evidence or used by either party against the other as evidence of any violation of the collective bargaining agreement between the parties, any precedent or practice of the parties, unfair practice charge, or any violation of law in any administrative or judicial tribunal of any kind or nature, except to prove a violation of this Agreement.
4. This Agreement is not precedent setting, the contents of this Agreement represent the sole and only agreement of the Parties as to all issues related to its contents, and neither Party has relied upon any representations by the other which are not set forth in this Agreement. This Agreement resolves any and all negotiable impacts and effects related to the positions of Athletic Director and Assistant Athletic Director.


For the District

Dated: 8/27/25


For HTA

Dated: 8/27/25

SIDE LETTER OF AGREEMENT
Between the
HOLTVILLE UNIFIED SCHOOL DISTRICT
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)
and its
CHAPTER #338

August 2025

This Side Letter of Agreement ("Agreement") is entered into by and between the Holtville Unified School District ("District") and the California School Employees Association and its Chapter #338 ("CSEA") to be effective upon final ratification by both CSEA and the Governing Board of the District and to fully resolve 2024-2025 reclassifications. The parties agree to all of the following:

1. Reclassify the position of Special Education Secretary/Speech Language Assistant to the position of Administrative Support Specialist, Special Education, the job description for which is attached hereto and incorporated herein as Attachment 1, is a position that is appropriately placed in the classified bargaining unit at Range 27, 12-months per year, 8 hours per day; and that the incumbent currently employed in this position shall remain in such classification. The incumbent currently employed in this position shall be placed on the salary schedule at Step H effective July 1, 2025 and shall be employed 12-months per year effective July 1, 2026.
2. The parties agree to amend the 2022-2025 Collective Bargaining Agreement to include this classification in the schedule in Appendix A and at Range 27 of the salary schedule in Appendix B.
3. The parties agree that the contents of this Agreement represent the sole agreement of the parties as to all issues related to its contents, and that neither has relied upon any representations by the other which are not set forth in this Agreement.
4. The parties also agree that this Agreement shall fully and finally resolve all issues regarding the positions of School Administrative Assistant and Speech Language Pathology Assistant the job descriptions for which is attached hereto and incorporated as though fully set forth herein, and the removal of the position of Instructional Assistant - Speech & Language.

Page 1 of 7

CSEA: ROA
CSEA: VU
CSEA REP: AB
HUSD: CR

5. The parties agree that this Agreement is not precedent setting and shall not establish any past practice.

*Ray CASTRO

Chapter President, Raymundo Castro

Karolina F. Lopez

Chapter Secretary, Karolina F. Lopez

08/26/2025

Date

Date of Ratification by the CSEA

Abel Belran

Labor Relations Representative, Abel Belran

Celso Ruiz

Superintendent, Celso Ruiz

08/26/2025

Date

Date Ratified By the Governing Board

CSEA: RCA

CSEA: W

CSEA REP: AB

HUSD: CR

ATTACHMENT 1

Page 3 of 7

CSEA: RCA

CSEA: W

CSEA REP: AB

HUSD: Ch

**Holtville Unified School District
Classified Job Description**

TITLE: Administrative Support Specialist, Special Education

12 months/year, 5 days per week, 8 hours per day

Range: 27

Classified Bargaining Unit

FLSA Status: Non-Exempt

BASIC FUNCTION:

Under the general direction of the Administrator assigned to Special Education, performs a variety of responsible, high-level administrative and clerical duties to support the efficient operation of the Special Education Department and its staff, including teachers and case carriers. Responsibilities include managing correspondence, compiling and submitting accurate state-mandated reports, investigating and correcting data errors, overseeing budgets, tracking inventory, ordering supplies, processing referrals, enrolling students, coordinating with case carriers to affirm Individual Education Plans (IEPs), and responding to department staff requests (e.g., assessments or curriculum). The role requires handling frequent public contacts, including potentially stressful interactions with frustrated parents or staff, with professionalism, tact, and composure. Ensures compliance with district, state, and federal regulations while maintaining confidentiality and fostering positive relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports the Special Education department by acting as a liaison for the Administrator and fielding/responding to requests from department staff, including teachers (e.g., coordinating needed assessments, curriculum, or instructional materials).
- Coordinates with case carriers to affirm IEPs, ensuring accuracy and compliance with district and state requirements.
- Prepares, compiles, and submits accurate student data for state and federal compliance reports, utilizing data management software and district systems; investigates and corrects errors to ensure data integrity.
- Processes referrals, enrolls students, and manages inter/intra-district transfers, sending/receiving student files, records, and transcripts while maintaining familiarity with enrollment and registration requirements and ensuring confidentiality per FERPA regulations.
- Supports management of departmental budgets, including tracking expenditures, processing purchase orders, preparing financial reports, and maintaining accurate records for the Administrator's review.
- Maintains inventory, anticipates supply needs, and recommends instructional materials and purchases to support department operations.
- Ensures smooth office operations in the Administrator's absence, maintaining continuity of services and adherence to District policies.
- Reviews and inputs employee attendance, processes leave requests, and maintains accurate personnel records in compliance with District policies.

Administrative Support Specialist, Special Education

Page 1 of 4

Page 4 of 7

CSEA: BOA

CSEA: VU

CSEA REP: AB

HUSD: OR

- Schedules appointments, meetings, and classroom visitations for the Administrator and department staff, preparing agendas, materials, and facilities as needed.
- Handles sensitive communications with parents regarding services, meetings, and concerns, maintaining professionalism in potentially stressful situations (e.g., addressing issues with frustrated individuals).
- Researches and obtains price quotes from vendors, contractors, and service providers; prepares and maintains annual vendor contracts and databases.
- Develops and maintains secure, confidential student and program databases, ensuring data accuracy and compliance with privacy regulations.
- Composes and prepares correspondence, memoranda, bulletins, handbooks, and reports independently or from dictation, utilizing cloud-based platforms and District-specific software.
- Answers telephones, manages calls, provides routine information, and refers inquiries to appropriate staff, maintaining professional telephone etiquette.
- Maintains appointment and activity schedules, including the department's master calendar; coordinates travel arrangements and facility reservations as needed.

OTHER DUTIES:

- Receives, processes, and distributes incoming and outgoing mail; duplicates materials as needed.
- Coordinates Extended School Year (ESY) enrollments and related activities.
- Coordinates and attends in-service training, conferences, or meetings as assigned.
- Travels between District office and school sites to provide administrative support.
- Performs related duties as assigned to support the Special Education Department.

QUALIFICATIONS:

Knowledge of:

- Special education programs, services, rules, regulations, and compliance requirements at district, state, and federal levels, including IEP processes and enrollment/registration procedures.
- Modern office practices, including proficiency in cloud-based software (e.g., Google Workspace, Microsoft Office), data management systems, and virtual collaboration tools (e.g., Zoom, Microsoft Teams).
- Inputting, organizing, and compiling budget information, expenditure and inventory tracking, purchase order processing, and related record-keeping and reporting procedures.
- Record-keeping, filing, and data privacy practices (e.g., FERPA).
- Professional communication standards, including correct English usage, grammar, spelling, punctuation, and email etiquette.
- District organization, operations, policies, and objectives related to special education.
- Telephone techniques and professional etiquette for handling frequent public contacts.
- Strategies for managing stressful interactions with parents, staff, or stakeholders in a professional and empathetic manner.
- Inclusive and equitable practices to support diverse student and staff populations.

Skills and Ability to:

Administrative Support Specialist, Special Education

Page 2 of 4

Page 5 of 7

CSEA: DCA

CSEA: KU

CSEA REP: AB

HUSD: CR

- Perform high-level administrative and clerical tasks with accuracy, speed, and minimal supervision to support the Special Education Department.
- Compile, analyze, and prepare complex student data for state and federal reports, investigating and correcting errors to ensure accuracy and compliance.
- Coordinate with case carriers to affirm IEPs and ensure compliance with regulatory requirements.
- Process referrals and enroll students, applying knowledge of enrollment and registration requirements.
- Utilize digital tools and software to manage budgets, inventory, contracts, attendance, and confidential records.
- Maintain composure and professionalism when handling stressful situations, such as conflicts with frustrated parents or staff.
- Act as a liaison for the Administrator and department staff, fostering cooperative and effective working relationships with diverse stakeholders.
- Maintain confidentiality and exercise discretion with sensitive information.
- Interpret, apply, and explain rules, regulations, and policies efficiently.
- Plan, organize, and prioritize multiple tasks in a fast-paced environment with frequent interruptions.
- Compose correspondence, reports, and bulletins independently with accuracy.
- Operate a variety of office equipment, including computers, copiers, and assigned software, and adapt to new software applications.
- Perform accurate arithmetic calculations and input and compile financial data.
- Respond appropriately to urgent or unforeseen situations.
- Demonstrate cultural competence and a commitment to supporting students with diverse needs.
- Communicate effectively in Spanish (listening, speaking, reading, and writing) is highly desirable.

Education and Experience:

- High school diploma or equivalent required, with coursework in office administration, business education, or related fields preferred.
- Minimum of two years of progressively responsible administrative or clerical experience, preferably in an educational setting with frequent public interaction and familiarity with special education processes.
- Experience with data management software, budget tracking, contract administration, or inventory systems preferred.
- Spanish language proficiency (listening, speaking, reading, and writing) is highly desirable.
- Valid California Driver's License required.
- Must pass fingerprint clearance and any required health examinations (e.g., TB test or X-ray) as per District Policy.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment with frequent use of computers and digital tools.

Administrative Support Specialist, Special Education
Page 3 of 4

Page 6 of 7

CSEA: BA

CSEA: W

CSEA REP: AB

HUSD: CR

- Constant interruptions and frequent public contacts, including handling potentially stressful interactions with frustrated individuals.
- Occasional travel between Department and school sites to provide administrative support.

Physical Demands:

- Dexterity of hands and fingers to operate a computer and standard office equipment.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information on the telephone or in person.
- Seeing to ensure complete and accurate reports and correspondence.
- Reaching overhead, above the shoulders, and horizontally to maintain and retrieve files.
- Lifting and carrying light objects (up to 15 pounds).

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Administrative Support Specialist, Special Education
Page 4 of 4

Page 7 of 7

CSEA: REA
CSEA: W
CSEA REP: AB
HUSD: OR

REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS

Form J-13A

(Revised December 2017)

California Department of Education

School Fiscal Services Division

Website: <https://www.cde.ca.gov/fg/>

Telephone: 916-324-4541

Email: attendanceaccounting@cde.ca.gov

Form J-13A Instructions

Why file:

The Request for Allowance of Attendance Due to Emergency Conditions, Form J-13A is used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code (EC)* Section 41422.
- When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- When attendance records have been lost or destroyed as described in *EC* Section 46391.

The California Department of Education's (CDE) approval of the J-13A, combined with other attendance records, serve to document the local educational agency's (LEA) compliance with instructional time laws and provide authority to maintain school for less than the required instructional days and minutes without incurring a fiscal penalty to the LEA's Local Control Funding Formula (LCFF) funding.

How to file:

The Form J-13A is available at <https://www.cde.ca.gov/fq/it/j13a.asp>. Also available on the J-13A Web page are FAQs and supplemental pages for sections B and C in Excel format. All affidavits must have original signatures.

Charter schools must file separately from the authorizing school district or county office of education (COE).

The LEA governing board must approve each request by completing Section E, Affidavit of School District, County Office of Education, or Charter School Governing Board Members. Once the majority of the governing board members have approved the request, the LEA should keep a copy of the request and then submit the original to the county superintendent who must approve the request before it can be submitted to the State Superintendent of Public Instruction, CDE. Charter schools must submit the request to their authorizing LEA for approval, who will then forward to the county superintendent for approval.

The following summarizes the J-13A submittal and CDE review process:

- The county superintendent executes the Affidavit of County Superintendent of Schools, certifying the approval.
- The COE should keep a copy of the request and mail the original request to the listed CDE address.
- Once CDE has received the Form J-13A, the request will go through a review process. If the request is approved, CDE will e-mail the approval letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the approval letter. If the request is denied, CDE will e-mail the denial letter and a copy of the request to all contacts listed on the form. CDE will also mail a hardcopy of the denial letter.

Where to file:

Mail the entire original Form J-13A to:
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

General Instructions:

- Multiple emergency events and schools may be included on one Form J-13A. Be sure to include specific detailed information and supporting documents for each event and school.
- If the emergency event resulted in a closure and material decrease, complete sections B and C.
- Supplemental pages for sections B and C are available in Excel format for a request that requires more lines than allocated on Form J-13A.
- Attach supporting documentation. Redact any personally identifiable information. Examples of required supporting documentation:
 - Declaration of a State of Emergency
 - News articles
 - E-mails
 - Invoices

Form J-13A Instructions

- A local safety officer letter for any incident involving police activity, threats, cyber threats, etc.
- A county public health officer letter for any incident involving epidemic-type illness. The letter is to specify that the illness was an epidemic or that there was an increase in the number of cases of a disease above what is normally expected of the population in that area.

SECTION A: REQUEST INFORMATION

Refer to the California School Directory at <https://www.cde.ca.gov/schooldirectory/> for information needed to complete this section.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

- LEA Name – Enter the name of the school district, COE, or charter school submitting the Form J-13A.
- County Code – Enter the two-digit county code associated with this entity.
- District Code – Enter the five-digit district code associated with this entity.
- Charter Number – If this request is for a charter school, enter the charter number associated with this entity.
- LEA Superintendent or Administrator Name – Enter the name of the superintendent or administrator associated with this entity.
- Fiscal Year – Enter the fiscal year of the requested emergency closure, material decrease and/or lost or destroyed attendance records.
- Address – Enter the LEA's full address including:
 - Number and street
 - County name
 - City
 - State
 - Zip code
- Contact Information – Enter a contact person for this request. Include the following:
 - Name
 - Title
 - Phone number
 - E-mail address

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST

Select the LEA type associated with the request and, for a school district or COE request, if all or select school sites are included in the request. Only one LEA type may be selected.

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST

Read each condition carefully and select one or more that apply to this request. In addition, indicate if the request is associated with a Declaration of a State of Emergency by the Governor of California.

SECTION B: SCHOOL CLOSURE

This section is used for closures pursuant to *EC* Section 41422. If the request does not include any school closures, select the "Not Applicable" box on the top right corner and proceed to Section C.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the school closure.

PART II: SCHOOL INFORMATION

The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school closed on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/fq/it/j13a.asp> if more than 10 lines are needed for this request and select the "Supplemental Page(s) Attached" box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.
- C. Site Type – Enter the site type associated with the school listed in Column A. This site information is need for CDE to determine the specific instructional time requirements for the listed school. Choose one of the following site type options:
 - Charter School
 - Community Day
 - Continuation School
 - County Community
 - Juvenile Court School

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- Opportunity School
- Special Education
- Traditional

- D. Days in School Calendar – Provide the number of days in the school calendar. Attach a copy of the school calendar to the request. If the request includes multiple schools, attach a copy of each different school calendar and clearly identify which schools follow each calendar. If all schools have the same school calendar, note “all schools” at the top of the calendar.
- E. Emergency Days Built In – Provide the number of additional days the school has built in to the school calendar to use as make-up days for emergency closures.
- F. Built In Emergency Days Used – Provide the number of built in emergency days the school has used so far in the school year.
- G. Date(s) of Emergency Closure – Enter the date(s) closed for the emergency in the current request.
- H. Closure Dates Requested – Of the dates provided in Column G, enter the dates the school will not be able to make-up, and is requesting as part of the Form J-13A.
- I. Total Number of Days Requested – Enter the total number of days for the dates requested in Column H.

PART III: CLOSURE HISTORY

In this section, provide the closure history for the current and five prior fiscal years for all schools included in the request, regardless if a J-13A request was submitted. For example, if a school had multiple closures in one year, group the closures by fiscal year and nature.

School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
School #1	0123456	2016-17	12/5, 2/10	Flooding	Yes
School #1	0123456	2016-17	4/17-4/18	Power Outage	No
School #1	0123456	2015-16	12/15-12/6	Road Closures	Yes

SECTION C: MATERIAL DECREASE

This section is used to claim attendance for material decreases pursuant to *EC* Section 46392. If the request does not include any credits for a material decrease in attendance, select the “Not

Applicable” box on the top right corner and proceed to Section D.

If the attendance of an LEA or a school is less than or equal to 90 percent of “normal” attendance for a reasonable time during or after an emergency event, the LEA may assume that a case exists for claiming emergency attendance credit for the “material decrease” of attendance. According to *CCR*, Title 5, Section 428, “normal” attendance is the average daily attendance (ADA) for the month of either October or May of the same school year. If the emergency occurred between July and September of the current year, the LEA must wait to submit the request until after October ADA of the current year can be calculated. The October or May ADA is used as a proxy for a normal day of attendance for the emergency day. However, if an emergency occurs in October or May, the LEA may request to use a different month as a proxy for a normal day of attendance for the emergency day.

Pursuant to *EC* Section 46392, the 90 percent threshold may be waived when the Governor has declared a “State of Emergency.” A copy of the Governor’s declaration should be included in the submittal. Any reduction of attendance in a necessary small school (NSS), even if less than 10 percent, may be considered material.

Attendance must be provided at the school site level. Approval of a districtwide material decrease is contingent upon the inclusion of all district sites, and a districtwide percentage of 90 percent or less on each emergency day. For non-districtwide emergencies, each school must meet the 90 percent threshold on each emergency day for approval of attendance credit.

PART I: NATURE OF EMERGENCY

Use this field to describe in detail the nature of the emergency(s) that caused the material decrease in attendance. Provide a detailed explanation for any gap in between emergencies. Request should be accompanied by supporting documents, if applicable.

PART II: MATERIAL DECREASE CALCULATION

The information provided in Parts II and III will be used to determine if the loss of attendance meets the 90 percent threshold for attendance credit approval (except when the governor declares a state of emergency or in the case of a NSS site), and to calculate the estimated attendance credit

Form J-13A Instructions

amount. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each school requesting attendance credit on a separate line. Use the supplemental Excel form at <https://www.cde.ca.gov/it/j13a.asp> if more than 10 lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code
- C. “Normal” Attendance – Provide the ADA for the school month of October or May of the same school year.
A school month is 20 days, or four weeks of five days each, including legal holidays but excluding weekend makeup classes (*EC* Section 37201). The school calendar begins on the first Monday of the week that includes July 1 or the Monday of the first week of school. As a result, school months can be split between September and October; October and November; April and May; May and June. Therefore, the CDE advises LEAs to use the school month that has the most school days in either October or May.
- D. Dates Used for Determining “Normal” Attendance – Enter the date range of the school month used to provide the ADA in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance – Provide the actual attendance for the school site on the date of emergency listed in Column E.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with *EC* Section 46392, the school may qualify for an attendance

adjustment when the Actual Attendance (Column F) divided by the “Normal” Attendance (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.

- H. Net Increase of Apportionment Days (C-F) – Calculated field. The Actual Attendance (Column F) is subtracted from the “Normal” Attendance (Column C) to determine the Net Increase of Apportionment Days (Column H). When attendance on the date of emergency is greater than the “normal” attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, CDE’s approval letter will include the total net increase of apportionment days, which may differ from the amount shown. The LEA will then divide this number by the days in the applicable P-1, P-2, or Annual reporting period to determine the ADA increase.

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS

Continuation education is an hourly program, therefore the attendance must be provided in hours for continuation schools. Three hours equals one apportionment day. The fields below correspond to the columns on Form J-13A.

- A. School Name – Enter the school name of each continuation school requesting attendance credit on a separate line. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/it/j13a.asp> if more than five lines are needed for this request and select the “Supplemental Page(s) Attached” box on the top right corner.
- B. School Code – Enter the seven-digit school code associated with the school listed in Column A. Use the California School Directory at <https://www.cde.ca.gov/schooldirectory/> to locate the school code.

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- C. "Normal" Attendance Hours – Provide the attendance hours for the continuation school on the same day of the week prior to, or the week following the emergency.

Example: If the emergency day is on a Tuesday, provide the attendance hours on the Tuesday of the week prior to or following the emergency.

- D. Date Used for Determining "Normal" Attendance – Enter the date of the school day used to provide the attendance hours in Column C.
- E. Date of Emergency – Enter the date of the emergency. **If the emergency lasted for more than one day, use a separate line for each date.**
- F. Actual Attendance Hours – Provide the actual attendance hours for the continuation school on the date of emergency.
- G. Qualifier: 90 Percent or Less (F/C) – Calculated field. If the nature of emergency is consistent with EC Section 46392, the school may qualify for an attendance adjustment when the Actual Attendance Hours (Column F) divided by the "Normal" Attendance Hours (Column C) yields a percentage of 90 percent or less. Exclude any emergency day that yields a percentage of more than 90 percent except when the governor declares a state of emergency or in a case of a NSS site.
- H. Net Increase of Hours (C-F) – Calculated field. The Actual Attendance Hours (Column F) is subtracted from the "Normal" Attendance Hours (Column C) to determine the Net Increase of Hours (Column H). When attendance on the date of emergency is greater than the "normal" attendance, this field will yield zero and should be removed from the material decrease calculation table.

If the request is approved, the approval letter will include the total net increase of hours for all continuation schools on the form, which may differ from the amount shown. The LEA will then convert the hours to apportionment days and divide this number by the days in the applicable P-1,

P-2, or Annual reporting period to determine the ADA increase.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

If this request does not include any lost or destroyed attendance records, select the "Not Applicable" box on the top right corner and proceed to Section E.

PART I: PERIOD OF REQUEST

Enter the dates of the records that were lost or destroyed.

PART II: CIRCUMSTANCES

Provide a detailed explanation on the emergency condition(s) and the extent of the lost or destroyed records.

PART III: PROPOSAL

Provide a detailed proposal or estimation in the allotted space.

SECTION E: AFFIDAVIT

A completed affidavit is required before submitting the entire Form J-13A request to CDE.

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS

- Enter the name of the school district, COE, or charter school.
- Enter the names of the all the board members.
- At least a majority of the board members must sign this affidavit.
- The governing board signatures must be witnessed. The witness person must complete the following fields:
 - Witnessed date
 - Name
 - Signature
 - Title
 - County name

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER

Only complete for a charter school request. Once the governing board members and witness fields have been completed, this request will be submitted to the charter school's authorizer for approval. An authorizer for a charter school may be

Form J-13A Instructions

a school district, COE or State Board of Education.
If approved, the superintendent of the charter school's authorizer will complete the following fields:

- Name
- Signature
- Authorizing LEA Name

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

All requests must go to the COE for approval. If approved, the COE will complete Part III of the affidavit. The county superintendent's signature must be witnessed.

- Name of the County Superintendent of Schools (or designee)
- Signature of the County Superintendent of Schools (or designee)
- Witnessed date
- Witness name
- Witness signature
- Witness title
- County name
- Contact person/individual responsible for completing the county affidavit. Include the contact person's name, title, phone number and e-mail address.

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/it/113a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Holtville Unified School District		COUNTY CODE: 13	DISTRICT CODE: 63149	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Celso Ruiz			FISCAL YEAR: 2025-26	
ADDRESS: 621 E 6th St.		COUNTY NAME: Imperial		
CITY: Holtville	STATE: CA	ZIP CODE: 92250		
CONTACT NAME: Eric Velazquez	TITLE: Projects Director	PHONE: 760-356-0190	E-MAIL: evelazquez@husd.net	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

☒ SCHOOL DISTRICT Choose one of the following: ☒ All district school sites ☐ Select district school sites	☐ COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: ☐ All COE school sites ☐ Select COE school sites	☐ CHARTER SCHOOL
--	---	--

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

☒ SCHOOL CLOSURE: When one or more schools were closed because of conditions described in <i>EC</i> Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per <i>EC</i> Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to <i>EC</i> Section 46200, et seq. ☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
☐ MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to <i>EC</i> Section 46392 and <i>CCR</i> , Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of <i>EC</i> Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency. ☐ There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.
☐ LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in <i>EC</i> Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to <i>EC</i> Section 46391: <i>"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."</i>

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION B: SCHOOL CLOSURE

☐ Not Applicable (Proceed to Section C)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☒ Supplemental Page(s) Attached

See attached.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fq/tv/j13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Holtville High School	1335306	Public High S	180	0	0	8/26/2025	8/26/2025	1
Holtville Middle School	6008528	Intermediate	180	0	0	8/26/2025	8/26/2025	1
Emmett S. Finley Elementary	6008510	Elementary (I	180	0	0	8/26/2025	8/26/2025	1
Pine Elementary	6008536	Elementary (I	180	0	0	8/26/2025	8/26/2025	1
Freedom Academy of Imperial Valley	0125922	Alternative S	180	0	0	8/26/2025	8/26/2025	1
Sam Webb Continuation	1337138	Continuation	180	0	0	8/26/2025	8/26/2025	1

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION C: MATERIAL DECREASE

☐ Not Applicable (Proceed to Section D)

PART I: NATURE OF EMERGENCY (Describe in detail.)

☐ Supplemental Page(s) Attached

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/iv/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/iv/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

☐ Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Holtville Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Ben Abatti Jr.

Julie Duarte

Kevin Grizzle

Larry Iten

Jared Garewal

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this _____ day of _____,

Witness: _____ Title: _____ of Imperial County, California
(Name) (Signature)

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): Celso Ruiz Authorizing LEA Name: Holtville Unified School District
(Name) (Signature)

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____
(Name) (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____,

Witness: _____ Title: _____ of _____ County, California
(Name) (Signature)

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____

**HOLTVILLE UNIFIED SCHOOL DISTRICT
CLASSIFIED/MANAGEMENT JOB DESCRIPTION
ATHLETIC DIRECTOR**

JOB TITLE: Athletic Director
REPORTS TO: Superintendent or Designee

The Athletic Director is the primary contact for all coaches. All scheduling, budget and transportation requirements and other concerns shall be presented to the Athletic Director.

The duties of the Athletic Director will include but not be limited to the following:

1. Personnel Selection/Assessment.

- a) Assists the Principal in the selection of personnel for head coaching positions.
- b) After consultation with the head coach of the sport involved, the athletic director shall make recommendations to the Principal on the assignment of assistant coaches.
- c) Assists the site administrator or designee, in evaluating the performance of members of the coaching staff and designated classified employees.
- d) Certification of coaches and maintain appropriate documentation.
- e) C.P.R.
- f) Ethics/Sportsmanship.

2. Athletic Contests and Schedules.

- a) Prepares the team schedule for each sport in coordination with the school activity calendar. Send schedule to CIF and official associations.
- b) Assists with the promotion and development of the high school feeder programs, including programs associated with the HUSD and community.
- c) Secures and meets with paid game officials and other necessary personnel for athletic contests. (Ticket takers, score keepers and announcers)
- c) Arranges for site preparation for all athletic contests. Confirm games each week.
- d) Arranges for team transportation. Works closely with transportation supervisor.
- e) Checks and certifies all student releases and private transportation requests.
- f) Supervision of the games shared with site administration.
- g) Shall represent the district in performing all duties required by the CIF league or Section.
- h) Ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants
- i) Ensure that student athletes receive appropriate instruction and guidance related to safety, health, training and preparation for competition.

3. Supplies, Equipment and Services.

- a) In consultation with the head coach and the district business office, establishes specifications for supplies, equipment, and services for each sport.
- b) Prepares purchase requisitions for supplies, equipment, and services.
- d) Supervises the receipt and processing of supplies, and equipment.
- e) Maintains an inventory of athletic equipment and supplies.
- f) In conjunction with the head coach, identifies items to be repaired, renovated, or laundered. (Maintenance of equipment)

**HOLTVILLE UNIFIED SCHOOL DISTRICT
CLASSIFIED/MANAGEMENT JOB DESCRIPTION
ATHLETIC DIRECTOR**

12. Minimum Qualifications:

Education: Bachelor's Degree including all courses to meet credential requirements preferred.
Experience: P.E. and athletic background desirable.
Personal Qualities: Ability to work well with people; good organizational ability; a sound philosophy of educational leadership based on strong character and decision-making ability supported by sound judgment.

Effective: 7/1/2023
 Approved: 5/15/2023
 Increase: 7.00%

HOLTVILLE UNIFIED SCHOOL DISTRICT
 2023-24 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI	STEP VII
	1	2	3	4	5	6	7
Assistant Superintendent	143,438	145,727	150,307	160,298	165,340	170,299	175,408
Food Service Director	69,723	73,210	76,868	80,713	84,750	88,989	93,439
Payroll Clerk	66,197	69,679	73,354	77,209	81,275	85,548	90,082
Accounting/HR Supervisor	66,197	69,679	73,354	77,209	81,275	85,548	90,082
Accounting Technician	45,587	47,183	48,835	50,544	52,314	54,146	56,039
Accounting Technician (w/BA)	60,649	62,772	64,968	67,242	69,596	72,031	74,552
Student Information Specialist	45,587	47,183	48,835	50,544	52,314	54,146	56,039
Student Info Specialist (w/BA)	60,649	62,772	64,968	67,242	69,596	72,031	74,552
Student Attendance Officer	45,587	47,183	48,835	50,544	52,314	54,146	56,039
Student Attendance Officer (w/BA)	60,649	62,772	64,968	67,242	69,596	72,031	74,552
Administrative Assistant	71,601	74,942	78,453	82,137	86,008	90,069	94,393
Transportation Director	69,723	73,210	76,868	80,713	84,750	88,989	93,439
Maintenance Supervisor (Director)	69,723	73,210	76,868	80,713	84,750	88,989	93,439
Chief Business Official	114,888	120,633	126,664	132,695	139,332	143,512	147,817
Technology Coordinator	66,197	69,679	73,354	77,209	81,275	85,548	90,082
Food Service Chef	54,431	57,292	60,307	63,480	66,825	70,340	74,038
Technology Support Technician	54,431	57,292	60,307	63,480	66,825	70,340	74,038
Senior Enterprise Systems and Network Engineer	94,823	99,821	105,067	110,601	116,416	119,907	123,505
Expandend Learning Opportunity Program Coordinator	45,587	47,183	48,835	50,544	52,314	54,146	56,039
Community School Partnership Program Coordinator	66,197	69,679	73,354	77,209	81,275	85,548	90,082
Digital Media and Graphics Designer	54,431	57,292	60,307	63,480	66,825	70,340	74,038
Migrant Program Coordinator	45,587	47,183	48,835	50,544	52,314	54,146	56,039
Athletic Director	45,587	47,183	48,835	50,544	52,314	54,146	56,039
Athletic Director (w/BA)	60,649	62,772	64,968	67,242	69,596	72,031	74,552

Revised August 2025 (AD Position)