



HOLTVILLE UNIFIED SCHOOL DISTRICT

Governing Board of Trustees

Regular Board Meeting

February 17, 2026

Board of Trustees

Julie Duarte, President

Kevin Grizzle, Clerk

Larry Iten, Member

Jared Garewal, Member

Ben Abatti Jr., Member

Superintendent

Celso Ruiz

Assistant Superintendent

John Paul Wells



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

Tuesday, February 17, 2026

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

Julie Duarte, President

Kevin Grizzle, Clerk

Larry Iten, Member

Jared Garewal, Member

Ben Abatti Jr., Member

Sydney Trevino, 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) Conference with Labor Negotiator Pursuant to Government Code Section 54957.6:

Agency Negotiator: Superintendent; Employee Organization: Holtville Teachers Association.

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

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

5. REPORTABLE CLOSED SESSION ACTIONS:

6. RECOGNITIONS – Freedom Academy/Sam Webb – Mr. Drye

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
REGULAR MEETING – February 17, 2026
AGENDA PAGE 2**

7. COMMUNICATIONS FROM THE SCHOOL DISTRICT

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

8. 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.*

9. CONSENT AGENDA

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

A. GENERAL FUNCTION

- 1) *Adoption of Minutes: January 20, 2026* Pgs.3-5
(Supplemental Information)

B. FINANCE AND BUSINESS

- 1) *Warrant Orders week beginning 1/22/26 to week ending 2/12/26* Pgs. 7-18
(Supplemental Information)

C. PERSONNEL SERVICES

- 1) *Classified Employment* Pg. 20
2) *Certificated Resignation* Pg. 21
3) *Classified Resignation* Pg. 22

D. GENERAL BUSINESS

The Board is asked to approve the following items:

- 1) *2025-26 School Plan for Student Achievement (SPSA) for HMS* Pgs. ****
2) *Out-of-State and/or Overnight trips for HHS Sports* Pg. 24
3) *2025-26 Ag. Career Technical Education Incentive Grant Award Notification* Pgs. 25-26
4) *2025-26 Comprehensive School Safety Plan* Pg. ****
5) *2025-26 School Accountability Report Card for each school site* Pg. ****
6) *2026-27 Home-to-School Transportation Plan* Pg. 27
7) *MOU between HUSD & Good Sports Plus Ltd, dba Arc* Pgs. 28-29
8) *Donation of a clarinet stand for HMS band* Pg. 30

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

**BOARD OF TRUSTEES
HOLTVILLE UNIFIED SCHOOL DISTRICT
REGULAR MEETING – February 17, 2026
AGENDA PAGE 3**

10. INFORMATION ITEMS

2026-26 LCAP Mid-Year Report – Mr. Velazquez

11. ACTION/DISCUSSION ITEMS

The Board is asked to approve the following items:

A) Approve 2024-25 Annual Audit

(Mr. Wells) Pg. 33

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

B) Approve Certification of Corrective Action for the 2024-25 Annual Audit

(Mr. Wells) Pgs. 34-38

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

C) Approve Wilkinson Hadley King bid for financial audit services for the 2025-26, 2026-27, and 2027-28 fiscal years

(Mr. Wells) Pgs. 39-40

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

12. FUTURE BOARD MEETING DATE

Monday, March 16, 2026, is the next Regular Board Meeting

13. ADJOURNMENT

****** 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 – January 20, 2026**

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The Board of Trustees of the Holtville Unified School District met in a Regular Session on January 20, 2026, at the Holtville Unified School District Board Room 621 E 6th Street, Holtville, California. The meeting was called to order at 5:06 p.m. by the Presiding Chairman.

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

MEMBERS ABSENT: None

MODIFICATION OF THE AGENDA: None

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

CLOSED SESSION

- 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 54957.6: Agency Negotiator: Superintendent; Employee Organization: Holtville Teachers Association.
- C) Negotiations with the CSEA Chapter 338 – Pursuant to Government Code Section 3549.1

REPORT OF CLOSED SESSION In: 5:08 p.m. **Out:** 6:15 p.m.

Nothing to report

RECOGNITIONS

Mrs. Williams recognized Pine students for their attendance, dependability, leadership, and respect. Joseph Jacobs, Adryan Burns, Aizaiah Montes, Avery Sutter, Kalea Sutter, Everly Wolfe, Kai Munoz, Talia Zamora, Cole Spangler, Sebastian Hernandez, and Elle Claverie.

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.

Abel Beltran, labor representative for CSEA Chapter 338, addressed the Board regarding the status of negotiations. He reported that discussions remain open following several months of delays and noted that rising housing and basic living costs exceed the current compensation offer, which is below the cost-of-living adjustment. He also stated that the proposed \$60,000 salary increase is lower than the \$75,000 incurred in attorney fees to date. Mr. Beltran mentioned the following: a 1.25% on-schedule salary increase with an extension of the contract periods from 2023-2025 to 2024-2027. As well as the removal of the “me too” clause. They request an outcome based on fairness and stability.

**Holtville Unified School District
Regular Board Meeting
Minutes – January 20, 2026**

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Romeo Gomez, Senior Relations Representative for CSEA, also addressed the Board regarding the status of negotiations. He emphasized the essential role classified employees play in supporting the district's operations and stated that their requests are modest, reasonable, and fair. He expressed concern that the district's current proposal signals that these employees are not a priority.

COMMUNICATION FROM THE SCHOOL DISTRICT

HTA – Ms. Arias wished everyone a Happy New year and extended an invitation to the Board for the annual CTA steak dinner at Stockman's Club. She thanked the administrators for the meeting about community schools and looks forward to successful bargaining negotiations.

CSEA – Mr. Castro wants the bargaining negotiations to be friendly, and hopes everyone enjoys the rest of the year.

Sydney Trevino – there will be a pep rally on Friday for winter sports and a blood drive in February.

Abatti – he wished everyone a Happy New Year and congratulated the students that were recognized.

Iten – he wished everyone Happy New Year and congratulated the students that were recognized.

Grizzle – acknowledged the maintenance and grounds crews on the improvements, looking good.

Ruiz – wished everyone a Happy New Year.

CONSENT AGENDA

GENERAL FUNCTIONS

Moved by Trustee Iten, Seconded by Trustee Grizzle to approve the following consent agenda items as follows: GENERAL FUNCTION – Adoption of Minutes: December 15, 2025 & December 16, 2025. FINANCE AND BUSINESS – Warrant orders week beginning 12/18/25 to week ending 1/15/26. PERSONNEL SERVICES – Classified Resignation of Diana Acuna, SpEd Transportation Assistant, 1/7/26. Classified Employment of Andrea Acuna, ELOP/ASES Tutor; Sonia Cervantes, ELOP/ASES Tutor; Vianey Jimenez, ELOP/ASES Tutor; Breanna Ybarra, ELOP/ASES Tutor; Susana Gray, SpEd Transportation Assistant Temp; Camila Garcia, SpEd Paraprofessional (Pine). Certificated Retirement of Shannon Lehman, Teacher (Pine), 6/5/26. Certificated Leave of Viviana Nevarez-Sanchez, Teacher (HMS), 2/2/26-4/13/26. GENERAL BUSINESS – Finney Architect proposal for architectural and engineering services related to TK/Kinder playground and shade structure. Quarterly Report on Williams Uniform Complaints quarter ending December 31, 2025. Attorney-Client retainer agreement with the Law Offices of Arthur M. Palkowitz. MOU Regarding HMS Participation in the ASES Consortium. MOA between IVROP & HUSD to support the development, implementation, and continuous improvement of high-quality CTE programs. Education & Training Service contract between Imperial Community College District & HUSD for Middle School Career Exploration Day. All approved by unanimous votes, Ayes: 5, Nays: 0. Vote: 5-0.

**Holtville Unified School District
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INFORMATION ITEMS

Greg Cox gave an update on construction. The Pyro-Comm project is complete with just a couple of administration issues. The HHS restroom concrete was poured, and in about a week they will pour the concrete for the gym and kitchen. Anthony Martinez has some cutting-edge technology projects for the new HHS building. The actual building should arrive late February. The soil report stated that there would be no need for coil joints.

Mr. Bojorquez and Mr. Ledon presented PowerPoints on the HMS and HHS MESA programs. The slides included pictures of students and information regarding the program projects and contests that they have been involved in.

ACTION/DISCUSSION ITEMS

Moved by Trustee Garewal, Seconded by Trustee Abatti to update Board Policy BP 6158 Independent Study and Administrative Regulation AR 6158 Independent Study. Mr. Velazquez explained that the updates were based on the CSBA updates to comply with the law. There were some grammatical changes as well. Passed by unanimous votes Ayes: 5, Nays: 0.

FUTURE BOARD MEETING DATE

Regular Board Meeting: Tuesday, February 17, 2026

ADJOURNMENT

The meeting adjourned at 7:08 p.m.

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

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

WARRANTS

Register 000384 - 01/22/2026

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000384, Dated 01/22/2026

26356901	202.65	Printed	010		A T & T (000008/2)
26356902	2,509.26	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
26356903	821.85	Printed	010		Baja Desert Tire Co (000052/2)
26356904	1,422.83	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
26356905	375.16	Printed	010		CARDMEMBER SERVICES (000322/2)
26356906	237.90	Printed	010		Cronkright, Carson (000916/3)
26356907	301.70	Printed	010		D LUPITAS RESTAURANT (000119/1)
26356908	71.85	Printed	010		DEL SOL MARKET (000125/1)
26356909	282.04	Printed	010		GEORGES PIZZA (000177/1)
26356910	410.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
26356911	191.40	Printed	010		HOLTVILLE USD- TRANSPORTATION DEPARTMENT (000661/1)
26356912	798.80	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
26356913	25.86	Printed	010		JOSE CHABOYA (000497/1)
26356914	2,734.10	Printed	010		KONICA MINOLTA PREMIER FINANCE (000642/4)
26356915	2,800.00	Printed	010		MCT INC (000274/1)
26356916	2,111.16	Printed	010		MEDIC FIRST (000700/4)
26356917	223.37	Printed	010		OMAR QUEVEDO-VACA (001468/1)
26356918	400.00	Printed	010		RIGO'S AUTO SHOP & SMOG (001405/1)
26356919	24.51	Printed	010		RingCentral Inc (000930/2)
26356920	9,900.00	Printed	010		SALAZAR FENCING (001458/1)
26356921	1,176.20	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
26356922	336.93	Printed	010		UNFIRST CORPORATION (000727/2)

27,357.57

Number of Items

22 Totals for Register 000384

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 01/22/2026, Filtered by (Source = A, Pay To = N,
Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Org Summary

Holtville Unified School District

Check #	26356901	through	26356922	Total Count	22	\$27,357.57
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Register 000385 - 01/29/2026

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000385, Dated 01/29/2026

26357905	5,082.19	Printed	010		A T & T (000008/2)
26357906	362.84	Printed	010		A1 GOLF CARS (000009/2)
26357907	188.00	Printed	010		AGUIRRE, LILLIAN (000503/1)
26357908	1,773.32	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
26357909	951.38	Printed	010		Anthem Sports Inc (000032/1)
26357910	75.00	Printed	010		ANTUNEZ AUTO BODY PARTS (000033/1)
26357911	170.08	Printed	010		AUTO ZONE (000049/1)
26357912	357.62	Printed	130		Brady Industries of California (001176/1)
26357913	4,773.80	Printed	010		C R and R INCORPORATED (000070/2)
26357914	638.34	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
26357915	23,312.56	Printed	010		CARDMEMBER SERVICES (000322/2)
26357916	667.91	Printed	010		COSTCO (000110/1)
26357917	116.97	Printed	010		DEL SOL MARKET (000125/1)
26357918	2,435.93	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000151/1)
26357919	86.40	Printed	130		FBC OF HENDERSON LLC (000154/3)
26357920	717.81	Printed	010		GAS COMPANY (000172/1)
26357921	604.36	Printed	010		GEORGES PIZZA (000177/1)
26357922	2,652.45	Printed	130		GOLD STAR FOODS, INC (001163/2)
26357923	2,790.38	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
26357924	148.20	Printed	010		IC WEIGHTS & MEASURES (001473/1)
26357925	300.00	Printed	010		IMPERIAL COUNTY BEHAVIORAL (000216/1)
26357926	234.00	Printed	010		IMPERIAL COUNTY PUBLIC HEALTH (000219/3)
26357927	29,077.67	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
26357928	1,003.54	Printed	010		JIM REITERS LOCKSMITH AND SAFE (000246/1)
26357929	433.48	Printed	010		JOHN DEERE FINANCIAL (000324/1)
26357930	118.00	Printed	010		JOHNSTON, MYKELL (000663/1)
26357931	198.62	Printed	010		KC AUTO SERVICE LLC (001368/1)
26357932	2,889.78	Printed	010		LEHMAN, SHANNON (000544/1)
26357933	313.46	Printed	010		Primo Brands BlueTriton Brands Inc (001388/1)
26357934	254.12	Printed	010		Primo Brands BlueTriton Brands Inc (001388/1)
26357935	145.91	Printed	010		Primo Brands BlueTriton Brands Inc (001388/1)
26357936	43,857.24	Printed	210		PYRO-COMM SYSTEMS, INC (001068/2)
26357937	652.85	Printed	010		RIGOBERTO PONCE (001249/1)
26357938	91.04	Printed	010		ROMANS WATER (000331/1)
26357939	7,500.00	Printed	010		SCHOOL INNOVATIONS ACHIEVEMENT (001307/2)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 01/29/2026, Filtered by (Source = A, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Register 000385 - 01/29/2026

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000385, Dated 01/29/2026 (continued)

26357940	8,176.35	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
26357941	5,270.38	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26357942	100.00	Printed	010		VALENZUELA, GEORGETTE (001308/1)
26357943	551.46	Printed	010		Verizon Wireless Services LLC (000422/1)
26357944	34,923.40	Printed	010		VICS AIR CONDITIONING and ELE (000423/1)

183,996.84

Number of Items

40 Totals for Register 000385

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 01/29/2026, Filtered by (Source = A, Pay To = N,
Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Org Summary

Holtville Unified School District

Check #	26357905 through	26357944	Total Count	40	\$183,996.84
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Register 000386 - 02/05/2026

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000386, Dated 02/05/2026

26358709	11,957.89	Printed	210		PYRO-COMM SYSTEMS, INC (001068/2)
26358710	10,200.00	Printed	010		SUBJECT TECHNOLOGIES, INC (001151/2)

22,157.89

Number of Items

2 Totals for Register 000386

Register 000387 - 02/05/2026

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000387, Dated 02/05/2026

26359066	273.73	Printed	130		A T & T (000008/2)
26359067	11,802.51	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
26359068	1,242.60	Printed	010		Anthem Sports Inc (000032/1)
26359069	394.85	Printed	010		ANTUNEZ AUTO BODY PARTS (000033/1)
26359070	29.58	Printed	010		AUTO ZONE (000049/1)
26359071	324.26	Printed	010		Baja Desert Tire Co (000052/2)
26359072	110.00	Printed	010		CAASFEP (001052/1)
26359073	364.29	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
26359074	3,351.04	Printed	010		CARDMEMBER SERVICES (000322/2)
26359075	721.50	Printed	130		CDE CASHIERS OFFICE (000095/1)
26359076	94.02	Printed	010		D LUPITAS RESTAURANT (000119/1)
26359077	207.91	Printed	010		D LUPITAS RESTAURANT (000119/1)
26359078	80.45	Printed	010		DAVID and SONS TRUCK REPAIR IN (000120/1)
26359079	212.42	Printed	010		DEL SOL MARKET (000125/1)
26359080	1,379.29	Printed	010		DEVRON GRAY (001333/1)
26359081	2,156.81	Printed	010		EMPLOYMENT DEVELOPMENT DEPT (000151/1)
26359082	2,194.25	Printed	300		FINNEY ARCHITECTS, INC (001156/1)
26359083	99.00	Printed	010		FORENSIC DRUG TESTING (000162/1)
26359084	388.12	Printed	010		GEORGES PIZZA (000177/1)
26359085	577.80	Printed	130		GOLD STAR FOODS, INC (001163/2)
26359086	17.27	Printed	010		GONZALES, HECTOR (000780/2)
26359087	37.51	Printed	010		GUZMAN, YEENI (001414/1)
26359088	719.99	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
26359089	100.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
26359090	3,380.00	Printed	010		HOLTVILLE UNIFIED SCHOOL DISTR (000202/1)
26359091	2,216.87	Printed	010		IMPERIAL IRRIGATION DISTRICT (000221/1)
26359092	1,090.68	Printed	010		INTERSTATE BILLING SERVICE (001051/2)
26359093	1,230.00	Printed	010		Jack Schreder & Associates (000824/2)
26359094	350.92	Printed	010		KC AUTO SERVICE LLC (001368/1)
26359095	228.80	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
26359096	1,787.50	Printed	010		Law Offices Arthur Palkowitz (001116/1)
26359097	130.01	Printed	010		MAMER, KAYLIAN (001283/1)
26359098	1,247.29	Printed	010		PITNEY BOWES BANK INC PURCHASE POWER (000308/2)
26359099	8,360.00	Printed	210		PRECISION INSPECTIONS INC (001147/2)
26359100	182.00	Printed	010		RIGOBERTO PONCE (001249/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/05/2026, Filtered by (Source = N, Pay To = N, Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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Register 000387 - 02/05/2026

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000387, Dated 02/05/2026 (continued)

26359101	316.25	Printed	010		RUIZ,CELSO (000576/1)
26359102	7,898.36	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
26359103	99.95	Printed	130		SMART and FINAL (000362/1)
26359104	208.37	Printed	130		SMART and FINAL (000362/1)
26359105	26.99	Printed	130		SMART and FINAL (000362/1)
26359106	1,705.85	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26359107	2,190.00	Printed	010		TRIAD SECURITY INCORPORATED (001358/1)
26359108	685.16	Printed	010		UNFIRST CORPORATION (000727/2)
26359109	315.00	Printed	010		WATER TREATMENT SERVICES (000483/1)
26359110	1,879.20	Printed	010		ZOOM VIDEO COMMUNICATIONS, INC (000912/3)

62,408.40

Number of Items

45 Totals for Register 000387

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/05/2026, Filtered by (Source = N, Pay To = N,
Payment Method = C, Summary? = N, Sort/Group = 1, Further Sort by = N)

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030 - Holtville Unified School District

Generated for Jordi Garcia (JORDI.GARCIA), Feb 4 2026 12:11PM

Org Summary				
Holtville Unified School District				
Check #	26358709	through	26359110	Total Count
				47
				\$84,566.29

Register 000388 - 02/12/2026

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
Bank Account COUNTY - County, Register 000388, Dated 02/12/2026					
26359747	143.51	Printed	010		A T & T (000008/2)
26359748	3,744.96	Printed	010		AMAZON CAPITAL SERVICES, INC (000822/1)
26359749	22,233.45	Printed	010		APPLE COMPUTER INC (000037/1)
26359750	393.12	Printed	010		AUTO ZONE (000049/1)
26359751	605.22	Printed	010		BAKER DISTRIBUTING COMPANY (000053/1)
26359752	35,263.00	Printed	010		BDJTech (000925/3)
26359753	607.97	Printed	010		CAPITAL ONE TRADE CREDIT (000972/3)
26359754	6,680.50	Printed	010		CARDMEMBER SERVICES (000322/2)
26359755	96.16	Printed	010		CHIMITS, SAMANTHA (000793/1)
26359756	1,771.82	Printed	010		Cronkright, Carson (000916/3)
26359757	125.49	Printed	010		D LUPITAS RESTAURANT (000119/1)
26359758	87.45	Printed	010		D LUPITAS RESTAURANT (000119/1)
26359759	436.48	Printed	010		DEL SOL MARKET (000125/1)
26359760	1,786.00	Printed	010		DEPT OF TOXIC SUBSTANCE CONTROL (000132/1)
26359761	24,859.32	Printed	010		ENTERPRISE FM TRUST (000767/1)
26359762	86.40	Printed	130		FBC OF HENDERSON LLC (000154/3)
26359763	57.47	Printed	010		FEDERAL EXPRESS CORP (000155/1)
26359764	484.71	Printed	010		FERGUSON ENTERPRISES INC (000156/2)
26359765	968.70	Printed	010		FORENSIC DRUG TESTING (000162/1)
26359766	366.36	Printed	010		GEORGES PIZZA (000177/1)
26359767	3,984.88	Printed	130		GOLD STAR FOODS, INC (001163/2)
26359768	11,881.28	Printed	010		HEBER SCHOOL DISTRICT (001478/1)
26359769	1,446.89	Printed	130		HOLLANDIA DAIRY, INC (000608/1)
26359770	188.04	Printed	010		HUNTER GRACE ANDRADE (001392/1)
26359771	250.00	Printed	010		IHIDIOY-CLAVERIE, YVETTE (000512/1)
26359772	474.07	Printed	010		KC AUTO SERVICE LLC (001368/1)
26359773	609.06	Printed	010		LA BRUCHERIE IRRIGATION SUPPLY (000260/1)
26359774	2,100.00	Printed	010		MCF Consulting, INC (000948/1)
26359775	770.60	Printed	010		MSTS RECEIVABLES LLC (000190/2)
26359776	28.61	Printed	010		Music & Arts (000489/2)
26359777	33.98	Printed	010		PIZANO, NADIA (000993/1)
26359778	245.80	Printed	010		Primo Brands BlueTriton Brands Inc (001388/1)
26359779	10,372.93	Printed	130		Restaurant Supply, LLC (000749/1)
26359780	600.00	Printed	010		RIGOBERTO PONCE (001249/1)
26359781	245.05	Printed	010		ROMANS WATER (000331/1)

Selection Grouped by Sort/Group - Sorted by Sort, Check Number, Include Address? No, Checks Dated 02/12/2026, Filtered by (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 000388 - 02/12/2026

Bank Account COUNTY - County

Number	Amount	Status	Fund	Cancel Register (Date)	Payee
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Bank Account COUNTY - County, Register 000388, Dated 02/12/2026 (continued)

26359782	6,903.98	Printed	130		SHAMROCK FOODS COMPANY (000356/2)
26359783	19.99	Printed	130		SMART and FINAL (000362/1)
26359784	342.54	Printed	010		SOTO, KARLA (001451/1)
26359785	9,606.42	Printed	130		SYSCO FOOD SERVICES OF SAN DIE (000384/1)
26359786	138.50	Printed	010		T-Mobile USA, Inc. (001153/1)
26359787	1,207.74	Printed	010		THE SHERWIN- WILLIAMS CO (000357/3)
26359788	470.00	Printed	010		Tom A Brady and Sons Inc (000394/1)
26359789	325.72	Printed	010		UNFIRST CORPORATION (000727/2)
26359790	2,539.20	Printed	010		Verizon Wireless Services LLC (000422/1)
26359791	900.00	Printed	010		WATER TREATMENT SERVICES (000483/1)
26359792	2,872.00	Printed	010		WILKINSON HADLEY KING and CO L (000436/1)
26359793	4,842.57	Printed	130		ZORA ENTERPRISE DBA DOMINIO'S (001443/1)

164,197.94

Number of Items

47 Totals for Register 000388

Org Summary

Holtville Unified School District

Check #	26359747	through	26359793	Total Count	47	\$164,197.94
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HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

PERSONNEL

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED EMPLOYMENT FOR 2025/26
DATE: FEBRUARY 17, 2026

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

- | | | |
|---------------------------|------------------|--------|
| 1. Ashley Lopez Fernandez | Paraprofessional | 2/4/26 |
|---------------------------|------------------|--------|

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CERTIFICATED RESIGNATION
DATE: FEBRUARY 17, 2026

The Board is requested to accept the following Certificated Resignation:

- | | | |
|--------------------|---------------|--------|
| 1. James Anderholt | Teacher (HHS) | 6/5/26 |
|--------------------|---------------|--------|

MEMORANDUM

TO: BARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: CLASSIFIED RESIGNATIONS
DATE: FEBRUARY 17, 2026

The Board is requested to accept the following Classified Resignations:

1. Rafael Lopez	PE Paraprofessional (HHS)	2/27/26
2. Karolina Lopez	School Secretary (HHS)	2/6/26
3. Yeení Guzman	Bus Driver/Custodian	2/18/26

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

GENERAL BUSINESS

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: OUT OF STATE AND/OR OVERNIGHT TRIPS
DATE: FEBRUARY 17, 2026

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

1. HHS Boys Golf on 2/23/26 Coyote Wash Course in Welton, AZ
2. HHS Boys Golf on 4/2/26 Las Barrancas Course in Foothills, AZ
3. HHS Track on 3/27/26-3/28/26 Small School Invitational at Murrieta Mesa High School in Murrieta, CA

Grant Award Notification

GRANTEE NAME AND ADDRESS Holtville Unified School District 621 East Sixth Street Holtville, California 92250		CDE GRANT NUMBER			
		FY	PCA	Service Location	Suffix
		2025–26	23068	63149	00
Attention Celso Ruiz, Superintendent		INDEX		County Code	
Email celso@husd.net		0615		13	
Telephone 760-356-2974		STANDARDIZED ACCOUNT CODE STRUCTURE			
Grantee Unique Entity ID (UEI)		Resource Code		Revenue Object Code	
Program Office		7010		8590	
Name of Grant Program 2025–26 Agricultural Career Technical Education Incentive Grant					
GRANT DETAILS	Original/Prior Amendments	Amendment Amount	Total	Amen d. No.	Award Starting Date
	\$31,931.82		\$31,931.82		07/01/2025
ALN	Federal Award ID Number	Federal Grant Name			Federal Agency

I am pleased to inform you that you have been funded for the 2025–26 Agricultural Career Technical Education Incentive Grant.

This award is made contingent upon the availability of funds. If the Legislature takes action to reduce or defer the funding upon which this award is based, then it will be amended accordingly.

By e-signing this document, your organization is voluntarily agreeing to conduct business with the California Department of Education (CDE) electronically. If you do not wish to do so, please immediately contact the administrator listed below to discuss other signing options.

Please email the signed Grant Award Notification (AO-400) to

Rosalinda Jorin at aged.ffa@cde.ca.gov

California Department of Education Contact Jill Sperling		Job Title Education Administrator	
E-mail Address jsperling@cde.ca.gov		Telephone 916-319-0673	
Authorized by the State Superintendent of Public Instruction or Designee <i>Tony Thurmond</i>		Date December 22, 2025	
CERTIFICATION OF ACCEPTANCE OF GRANT REQUIREMENTS			
<i>On behalf of the grantee named above, I accept this grant award. I have read the applicable certifications, assurances, terms, and conditions identified on the grant application (for grants with an application process) or in this document or both, and I agree to comply with all requirements as a condition of funding. On behalf of the grantee named above, I certify that the organization intends that this and future transactions be completed by electronic means, and any electronic signature is intended to be as binding as a physical signature.</i>			
Printed Name of Authorized Agent Celso Ruiz		Title Superintendent	
E-mail Address celso@husd.net		Telephone 760-356-2974	
Signature <i>Celso Ruiz</i>		Date 1/20/2026	

GRANT AWARD NOTIFICATION (Continued)

Holtville Unified School District has been funded for the 2025–26 Agricultural Career Technical Education Incentive Grant. If the school(s) listed on the Funding Results web page complies with the established outcome identified in the grant, the state agrees to pay the school district the allocated amount(s) as indicated. The allocation(s) is based on the amount requested on the application(s) from the eligible site(s) in your district and any adjustments based on availability of funds. The release of this payment will be done in anticipation of the 2025–26 Agricultural Career Technical Education Incentive Grant Report of Expenditures being received. This report is due in the Regional Supervisor's Office by October 15, 2026. The report instructions and form may be downloaded from the California Agricultural Education Web site at <http://www.cde.ca.gov/fq/fo/r17/agin25rfa.asp>.

Conditions and assurances previously agreed upon as part of the original application and included as part of this grant award packet are still applied as part of the conditions of this award. The General Assurances are available on the CDE General Assurances web page at <https://www.cde.ca.gov/fq/fo/fm/generalassurances2025-26.asp>.

Funds will be distributed and expended in accordance with the district's approved 2025–26 application and original guidelines. Grantees will receive 100 percent of the grant award contingent upon having an approved application and budget, the (original) signed Grant Award Notification letter, and approval of all past due reports.

Funding Results located on the CDE website: <https://www.cde.ca.gov/fq/fo/r17/agin25results.asp>

Questions regarding grant allocations should be directed to the Regional Supervisor:

- North Coast Region
JessaLee Goehring 209-639-2828 jgoehring@cde.ca.gov
- Central Region
Jill Sperling 916-319-0673 jsperling@cde.ca.gov
- San Joaquin Region
Shay Williams-Hopper 559-740-3686 swilliamshopper@cde.ca.gov
- South Coast Region
Greg Beard 805-756-2402 gbeard@calpoly.edu
- Southern Region
Jackie Ioimo Jones 805-863-8481 jioimo@cde.ca.gov
- Superior Region
JessaLee Goehring 209-639-2828 jgoehring@cde.ca.gov

To accept this award, the AO-400 must be signed and returned to the California Department of Education within ten days of receipt. The AO-400 must contain the original signature of an authorized agent for the school district. Grant funds cannot be released until this AO-400 is returned.

HOLTVILLE UNIFIED SCHOOL DISTRICT

Home-to-School Transportation Plan

2026-27

Transportation Services:

1. Enter description of transportation services offered to pupils, and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 - 6 inclusive and pupils who are low income. Plan may provide for the LEA to partner with municipally owned transit system to provide services to middle and high school students. An LEA may provide no-cost transit passes to students. Holtville Unified School District offers home-to-school transportation, at no cost, to all HUSD students who reside outside walking-distance from their school site. HUSD offers six main routes in the morning and afternoon with several stops on each route. HUSD offers school transportation to all school events including athletics, parades, field trips, and college visits. During school hours, HUSD provides transportation between schools for students taking Agricultural Science and Band. Furthermore, HUSD offers school transportation to expanded learning activities such as after school tutoring, Saturday school, ASES, and ELOP sessions.

2. Enter description of LEA's transportation services that would be accessible to pupils with disabilities, and homeless children and youth. In addition to regular bus routes, HUSD offers home-to-school transportation to all students with disabilities, homeless children and youth, and foster youth specific to their individual needs. HUSD transports students with disabilities to and from their school of attendance including IVCEC, schools in El Centro, and schools in Imperial. Special education buses are staffed by a driver and bus aide. Special education buses are equipped with seat belts, a service ramp and lift, and car seats for our preschool students. HUSD makes accommodations for homeless students and foster youth that attend Holtville Unified and reside outside of Holtville who otherwise would have difficulties arriving to school on-time, every day. HUSD transports students who attend Vista Sands, a program through the Imperial County Behavioral Health Services, to and from the program.

3. Enter description of how unduplicated pupils, would be able to access available home-to-school transportation at no-cost to the pupils. HUSD prioritizes home-to-school transportation, at no cost, to unduplicated pupils. HUSD maintains a modern fleet of passenger vehicles including 8 school buses, 7 vans, and 2 cars. Furthermore, HUSD employs and trains bus drivers to safely manage all regular bus routes and special transportation needs of all students. To meet the individual needs of unduplicated pupils, HUSD LCAP goals include additional transportation services to unduplicated pupils. Additionally, HUSD utilizes ELOP funds to transport students to expanded learning activities.

Consultations:

Enter description of the required plan consultation with classified staff, teachers, school administrators, regional local transit authorities, local air pollution control districts and air quality management districts, parents, pupils and other stakeholders. HUSD Transportation holds regular staff meetings and annual trainings including crisis prevention and intervention (CPI) training. HUSD district administration and the transportation manager meet regularly to discuss updates, upcoming events, and school needs. The transportation department conducts annual bus safety drills with school sites. School site administrators regularly meet with parents, teachers, students, and the community to discuss LCAP goals, as they relate to additional transportation services. Furthermore, HUSD is up-to-date with evolving air pollution requirements. HUSD has a partnership with Imperial County Air Pollution Control and we are currently working together to finalize grant funding for a new school bus and a paving project. HUSD has received additional state grants to implement charging stations and alternative diesel and electric buses. The District continues to work on moving to lower-emission buses as our fleet ages out.

Revenue Calculation

Total 2024-25 Transportation Expenses (Function 3600)	1,119,894.69
Less Capital Outlay (object 6XXX, Function 3600)	421,339.40
Less Nonagency Expenditures (Goal 7110,7150, Function 3600)	-
Estimated 60% Reimbursement	419,133.17
Less 2024-25 Transportation add-on (from LCFF Calculator)	386,871.00
Sub-total	32,262.17

Total Transp Allowance (Obj 8590, Res 0000) - If negative, allowance = \$0.

Budgeted Expenditures and Other Financing Uses from Existing Sources + Transp Allowance above (if any)

2000-2999 - Classified Salaries	454,155.00
3000-3999 - Employee Benefits	210,545.00
4000-4999 - Books and Supplies	110,000.00
5000-5999 - Services and other Operating Expenditures	159,755.00
6000-6999 - Capital Outlay	-
7000-7999 - Other Outgo	-

Total Expenditures	934,455.00
--------------------	------------

Board Approval Date: Tuesday, February 17, 2026

The Transportation plan and revenue calculations were developed in accordance with Education Code Sections 39800.1 and 41850.1.



MEMORANDUM OF UNDERSTANDING

Between Holtville High School & Arc

This Memorandum of Understanding (MOU) is entered into between Holtville High School, located at 755 Holtville, CA 92250 (hereinafter referred to as Holtville HS) and Good Sports Plus Ltd, dba Arc (hereinafter referred to as Arc) to implement enrichment classes for the 2026 spring semester.

PURPOSE The purpose of this MOU is to establish and maintain an effective working relationship between the parties. The purpose is also to provide the means by which Holtville HS, and Arc will coordinate enrichment classes for children to be served.

TERMS OF AGREEMENT The term of this MOU shall commence on March 2nd, 2026 - to prepare staff, curriculum, and materials - and continue through .

SERVICES PROVIDED BY SERVICE PROVIDER Arc will provide one enrichment course at Holtville HS. Classes will be held each week from March 9th, 2026, to May 29th, 2026. Each class will have up to 20 students. Holtville HS shall provide access to classrooms and storage space as the class/course requires.

FEES The total amount for services is \$3,500 will be invoiced in full on 4/30/2026. If a class exceeds 20 students, Holtville HS will be invoiced for the additional amount of \$350 per student on 5/30/2026.

ENRICHMENT SCHEDULE:

- Cosmetology course - 10 total lessons, conducted twice weekly across 5 weeks.

SOLICITATION OF INSTRUCTOR Holtville HS acknowledges that Arc has incurred great expense in hiring, training, and placing Arc's staff. Holtville HS understands and agrees that the replacement of any of Arc's staff is difficult, time consuming and adversely affects the Arc's operations. Therefore, during the Term of the Agreement and if the staff member of Arc is employed by Arc, Holtville HS shall not solicit, engage, or hire any staff of Arc. In the event Holtville HS hires a member of Arc's staff, Holtville HS shall pay Arc an amount equal to \$20,000 as compensation for the loss by Arc of the staff member. Under the circumstances, Holtville HS agrees that the foregoing is fair and reasonable.

CANCELLATIONS If Holtville HS cancels the program less than one week before enrichment classes are scheduled to start, Holtville HS will pay a cancellation fee of \$500 per cancelled class and all expenses incurred, to cover the actual costs of all materials and time expended in preparation for the class or program.

MEDIA/PRODUCT RELEASE Arc may use/publish work students produce during Arc enrichment activities. Holtville HS understands that all film and photos are the sole property



of Arc. Photos, videos, and student work may be used in public displays, for marketing, or for printed materials published by Arc or for Arc without compensation to the school, child, parent or guardian.

HEALTH AND SAFETY REPORTING REQUIREMENTS In accordance with California Education Code, third-party must notify the LEA by the next working day following, and to submit a written report within seven days of, the occurrence of any health- or safety- related issues, including, but not limited to, issues involving criminal background clearances for employees, building safety, and any event specified in subdivision (c) pursuant to EC section 8483.4(b).

Third party vendors must request from parents or guardians pupil health information, such as whether a pupil has allergies or asthma, before pupil enrollment pursuant to EC section 8483.4(d) unless the school serves as the administrator on site during the program. In this case, the pupil health information will be managed by the school and relevant information shared with the third party vendor.

AMENDMENTS Amendments to this MOU may be made with a mutual written agreement by both parties.

NOTICES Unless otherwise specifically provided herein, all notices, demands or other communications given hereunder will be in writing and will be deemed to have been duly delivered upon personal delivery, by email or by United States first class mail addressed as follows:

If to Company, to:	Holtville High School, to:
GOOD SPORTS PLUS, LTD dba Arc	Holtville High School
370 Amapola Ave. #208	755 Olive Ave.
Torrance, CA 90501	Holtville, CA 92250
Attention: Elizabeth Yani	Attention: Anthony Arevalo
Eyani@arc-experience.com	aarevalo@husd.net

I agree with the terms listed above:

Arc	Holtville High School
Elizabeth Yani	Anthony Arevalo
Director of Growth and Partnerships	Principal
Date:	Date:
Signature	Signature

MEMORANDUM

TO: BOARD OF TRUSTEES
FROM: CELSO RUIZ, SUPERINTENDENT
SUBJECT: DONATIONS
DATE: FEBRUARY 17, 2026

The Board is requested to approve the following donations:

1. Donation of a clarinet starter pack stand for HMS band

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

INFORMATION ITEMS

HOLTVILLE UNIFIED SCHOOL DISTRICT
School Board Meeting Agenda

ACTION/DISCUSSION

AUDIT CERTIFICATION

2024-25 FINANCIAL REPORT / AUDIT

Holtville Unified School District
Imperial County, California

In accordance with Assembly Bill 3627, Chapter 1002, as it pertains to amended Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before *January 31, 2026*, however, an extension has been granted and

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

Holtville Unified School District reviewed and accepted on
February 17, 2026 the Annual Financial Report as of June 30, 2025.

District Superintendent
(signature)

02/17/2026

Date

Please email a copy of the completed and signed Audit Certification to fas@icoe.org by March 13th

CERTIFICATION OF CORRECTIVE ACTION 2024-25 AUDIT FINDINGS AND RECOMMENDATIONS

Holtville Unified School District

2024-25 Certification of Corrective Action is hereby filed by the governing board of the school district.

<hr/>	<hr/>
Clerk / Secretary of the Governing Board	02/17/26 Date of Meeting

2024-25 Certification of Corrective Action:

The Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been implemented and will be used in the ensuing years.

<hr/>	<hr/>
District Superintendent	02/17/26 Date

For additional information

Contact: John Paul Wells Phone: 760-356-2974

Submit the completed signed copy of the Certification of Corrective Action with each Audit Finding Corrective Action form and corresponding documentation to:

fas@icoe.org

Your response must be submitted by **March 13th**

2024-25 AUDIT FINDING CORRECTIVE ACTION

DISTRICT: Holtville Unified School District

FINDING CATEGORY: 30000

FINDING: # 2025-001

PAGE: # 98

Describe below specific corrective action used in resolving the audit finding:

Specifically address each individual item with the finding. Be certain that your responses are clear and concise. You will need to provide all documentation which supports the specific action taken toward resolving the finding, i.e. copies of amended reports, corrective action plans, etc.

Attach all pertinent documentation.

No. of attachments for this finding: 2

Corrective Action Plan:

The District will provide clear directives and further training to all staff involved with Associated Student Body (ASB) accounts, including principals, school site secretaries, and ASB advisors. Directives will include instructions regarding adherence to proper accounting procedures, including: 1) timely deposits that include dual signatures, 2) procurement of purchase authority through issuance of approved purchase orders prior to obligation of funds, and 3) complete purchase order information in advance of obligation of funds that will include a vendor or individual name to be paid, along with a not to exceed dollar amount.

From: [Anthony Arevalo](#)
To: [John Paul Wells](#)
Subject: HHS Arevalo: Audit
Date: Tuesday, January 27, 2026 4:10:29 PM
Attachments: [ASB Plan.docx](#)

Hello JP,

I received your e-mail on October 1, 2025 regarding the four items that our team at HHS needs to work on. From that we developed the action plan that I attached in an e-mail on October 6, 2025. I met with Mrs. Lopez (ASB Secretary) and Mr. Macias (ASB Director) and we reviewed each of the issues and we developed an action plan based on that information. Since the time of the information, we have put several strategies in place which can be found within the action plan. I also reached out to CASBO to setup a training and they unfortunately were not willing to come to us and they didn't have any upcoming available trainings. We plan on sending our team to the next available PD for ASB Bookkeeping that is available. Please let me know if I can be of any additional help.

Fight On,

Mr. Arevalo

From: Anthony Arevalo
Sent: Monday, October 6, 2025 12:00 PM
To: John Paul Wells <jpwells@husd.net>
Subject: HHS Arevalo

HHS ASB Bookkeeping Action Plan

Issue 1: Untimely Deposits

Finding: 7 out of 36 deposits were not made timely and included checks written weeks to months before deposit.

Action Plan:

- Establish a 2 Week Deposit Standard – All funds must be deposited within 2 weeks of closure of fundraiser.
- Regular Administrative Review – ASB Clerk and Activities Director review pending deposits on a regular basis.
- Training – Annual training for advisors and coaches on deposit procedures.

Responsible Parties: ASB Clerk, Athletic Director, Activities Director, Principal | Timeline: Immediate

Issue 2: Missing Dual Cash Count Documentation

Finding: 9 out of 36 deposits lacked documentation showing a dual count of cash collected.

Action Plan:

- Mandatory Dual Count Form – Club advisor counts and signs, treasurer counts and signs, and ASB Clerk counts and signs.
- Standardized Cash Collection Envelope – Attach dual count form to each sealed envelope.

Responsible Parties: ASB Clerk, Athletic Director, Activities Director, Principal | Timeline: Immediate

Issue 3: Purchase Orders Created After Invoices

Finding: 14 out of 60 expenditures tested had POs created after the invoice date.

Action Plan:

- Approved PO – All purchases require an approved PO before ordering/reimbursing.
- Purchase Request Form – Advisors submit requests with open po/cost estimates and justification.
- Monthly PO Audit – ASB Clerk ensures invoice dates are after PO approval.
- Annual Advisor Training – Reiterate pre-approval requirements.

Responsible Parties: ASB Clerk, Athletic Director, Activities Director, Principal | Timeline: Immediate

Issue 4: Open-Ended Purchase Order for Referees

Finding: Open PO did not specify allowable vendors or total amount authorized.

Action Plan:

- Set Limits on Open POs – Specify maximum total dollar amount and list approved referees.
- No Blank POs – Purchase orders must be fully completed—blank or incomplete forms will not be accepted.
- Event-Based Authorization – Tie referee payments to specific event schedules.
- Pre-Season Approval – Athletic Director submits referee payment estimates each season.

Responsible Parties: ASB Clerk, Athletic Director, Activities Director, Principal | Timeline: Immediate

Ongoing Monitoring and Accountability

- Quarterly Internal Audit – Random ASB transaction reviews each quarter.
- Annual ASB Procedures Review – Update and distribute ASB Procedures Manual each summer.
- Documentation Storage – Maintain all records in both physical and digital archives for five years.

HHS ASB Bookkeeping Action Plan

Issue 1: Untimely Deposits

Finding: 7 out of 36 deposits were not made timely and included checks written weeks to months before deposit.

Action Plan:

- Establish a 2 Week Deposit Standard – All funds must be deposited within 2 weeks of closure of fundraiser.
- Regular Administrative Review – ASB Clerk and Activities Director review pending deposits on a regular basis.
- Training – Annual training for advisors and coaches on deposit procedures.

Responsible Parties: ASB Clerk, Athletic Director, Activities Director, Principal | Timeline: Immediate

Issue 2: Missing Dual Cash Count Documentation

Finding: 9 out of 36 deposits lacked documentation showing a dual count of cash collected.

Action Plan:

- Mandatory Dual Count Form – Club advisor counts and signs, treasurer counts and signs, and ASB Clerk counts and signs.
- Standardized Cash Collection Envelope – Attach dual count form to each sealed envelope.

Responsible Parties: ASB Clerk, Athletic Director, Activities Director, Principal | Timeline: Immediate

Issue 3: Purchase Orders Created After Invoices

Finding: 14 out of 60 expenditures tested had POs created after the invoice date.

Action Plan:

- Approved PO – All purchases require an approved PO before ordering/reimbursing.
- Purchase Request Form – Advisors submit requests with open po/cost estimates and justification.
- Monthly PO Audit – ASB Clerk ensures invoice dates are after PO approval.
- Annual Advisor Training – Reiterate pre-approval requirements.

Responsible Parties: ASB Clerk, Athletic Director, Activities Director, Principal | Timeline: Immediate

Issue 4: Open-Ended Purchase Order for Referees

Finding: Open PO did not specify allowable vendors or total amount authorized.

Action Plan:

- Set Limits on Open POs – Specify maximum total dollar amount and list approved referees.
- No Blank POs – Purchase orders must be fully completed—blank or incomplete forms will not be accepted.
- Event-Based Authorization – Tie referee payments to specific event schedules.
- Pre-Season Approval – Athletic Director submits referee payment estimates each season.

Responsible Parties: ASB Clerk, Athletic Director, Activities Director, Principal | Timeline: Immediate

Ongoing Monitoring and Accountability

- Quarterly Internal Audit – Random ASB transaction reviews each quarter.
- Annual ASB Procedures Review – Update and distribute ASB Procedures Manual each summer.
- Documentation Storage – Maintain all records in both physical and digital archives for five years.

2/10/2026

To: Assistant Superintendents, Chief Business Officials, Business Directors/Managers
From: Gina F. Chaparro, Assistant Director, District Fiscal Advisory Services
Subject: Annual Audit – June 30, 2026 (or Multi-Year)

Education Code 41020 details the requirements of the school district annual audit, and reads, in part:

"Not later than the first day of May of each fiscal year, each county superintendent of schools shall provide for an audit of all funds under his or her jurisdiction and control and the governing board of each local educational agency shall either provide for an audit of the books and accounts of the local educational agency, including an audit of income and expenditures by source of funds, or make arrangements with the county superintendent of schools having jurisdiction over the local educational agency to provide for that auditing. If the governing board of a local educational agency has not provided for an audit of the books and accounts of the local educational agency by April 1, the county superintendent of schools having jurisdiction over the local educational agency shall provide for the audit of each local educational agency."

For each school district required to select an audit firm for the fiscal year ending June 30, 2026, minimum and maximum bids submitted by each audit firm are listed on the attached spreadsheet. If you need additional information, please do not hesitate to contact these firms directly. **Please complete this form and attach a copy of the audit contract** and return to my attention, no later than **March 27th, 2026.**

School District: Holtville Unified School District
List name of CPA firm selected: Wilkinson Hadley King
Board Approval Date: 2/17/2026

Contract for audit year(s): (check one)

_____ June 30, 2026 - single year, OR X June 30, 2026, 2027, 2028- multi-year

Signature, District Superintendent

2/17/2026

Date

**Imperial County Office of Education
Summary of Audit Proposal - June 30, 2026, 2027, 2028**

Proposed cost of services by individual district, Fiscal Year 2025-26 Audit Contract

Christy White Associates		Single Year		Multiyear						Optional
School District	ADA	June 30, 2026		June 30, 2026		June 30, 2027		June 30, 2028		Bond Audit
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Holtville Unified	1,487	\$26,589	\$26,589	\$26,589	\$26,589	\$27,920	\$27,920	\$29,317	\$29,317	\$6,960

Cossolias, Wilson, Dominguez, Leavitt		Single Year		Multiyear						Optional
School District	ADA	June 30, 2026		June 30, 2026		June 30, 2027		June 30, 2028		Bond Audit
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Holtville Unified	1,487	\$21,000	\$21,000	\$20,500	\$20,500	\$21,320	\$21,320	\$22,173	\$22,173	\$5,000

Wilkinson Hadley King & Co., LLP		Single Year		Multiyear						Optional
School District	ADA	June 30, 2026		June 30, 2026		June 30, 2027		June 30, 2028*		Bond Audit
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Holtville Unified	1,487			\$15,800		\$16,590		\$17,420		**

*Pending legislation may result in substantial changes to state compliance requirements for the 2027-28 fiscal year. The pricing outlined in this proposal is based on current laws and regulations and may be adjusted if significant changes in scope arise due to new legislative developments. Depending on the final content and enactment of the proposed legislation, the scope of our audit services—and consequently, the required audit hours—could increase by approximately 30% to 50%.

**WHK bond audit fee schedule varies as follows: 2025-26 = \$6,500; 2026-27 = \$6,850; 2027-28 = \$7,200