

**IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM
BOARD OF TRUSTEES
Adopted Minutes**

Meeting of August 18, 2016
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Ms. Armenta called the meeting to order at 6:31 a.m. The following persons were present:

Ms. Alicia Armenta, Board President, Imperial County Office of Education
Mr. Lorenzo Calderon, Board Member, Calexico Unified School District
Mr. Matt Hester, Board Member, Holtville Unified School District
Ms. Patty Dockstader, Board Member, Calipatria Unified School District
Ms. Jacinto "Jay" Jimenez, Board Member, Central Union High School District
Ms. Carol Sassie, Board Member, Brawley Union High School District
Mr. Gabriel Aguirre, Project Coordinator, Imperial Valley ROP
Mr. Juan Campos, Project Coordinator, Imperial Valley ROP
Mr. Luis De La Torre, Project Coordinator, Imperial Valley ROP
Ms. Cecilia Duron, Director of Business & Human Services, Imperial Valley ROP
Ms. Lupe Garcia, Program Assistant, Imperial Valley ROP
Mr. Edwin Obergfell, Superintendent, Imperial Valley ROP
Ms. Wendy Prewett, Project Coordinator, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP

PLEDGE OF ALLEGIANCE: Ms. Armenta led the pledge of allegiance.

PUBLIC COMMENTS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: Mr. Obergfell introduced Mr. De La Torre, Project Coordinator.

CONSENT AGENDA: A motion was made by Mr. Hester and seconded by Mr. Jimenez to approve the items on Consent Agenda as presented. ***Motion carried unanimously.***

- Minutes of June '16, Regular Meeting;
- June '16 Warrant Order Numbers: 16046985-16047027; 16047973-16048077; 16049144-16049199; 16050032-16050087; 16051573-16051621; and July '16 Warrant Order Numbers: 17052216-17052306; 17052975-17053013; 17053907-17053936; 17054898-17054946.
- Quarterly Investment Report – ending June 30, 2016.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Mr. Jimenez and seconded by Mr. Calderon to approve the appointment of Ms. Ilse Briseño, Mr. Luis De La Torre, Ms. Reyna Flores-Carrillo, Ms. Cynthia Garcia, Ms. Paloma Nieblas, Ms. Sandy Sierra, Mr. Emmanuel Torales, Ms. Crystal Valenzuela, Ms. Linda Valenzuela, Ms. Roxanne Vega, and Ms. Roxine Zamora. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Mr. Jimenez and seconded by Ms. Dockstader to approve the resignation of Mr. Jorge Gallaga, Mr. Joab Gonzalez, Ms. Cristina Levalley, Mr. Mario Renteria, Ms. Geovanna Reyes, and Ms. Kristine Zara. **Motion carried unanimously.**

VARIABLE TERM WAIVER. A motion was made by Ms. Sassie and seconded by Mr. Hester to approve the Variable Term Waiver to employ Roxine Zamora and Crystal Valenzuela CTE instructors on the basis of a Variable Term Waiver (English Learner) for the 2016-2017 school year as part of the IVROP CTE MOU Free for Services. **Motion carried unanimously.**

NEW BUSINESS:

RESOLUTION No. 08182016. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve Resolution No. 08182016, Delegation of Authority to Pay and Sign Proper Legal Bills, Billings, Invoices, and Orders Under Specific Limitations. The resolution was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, and Trustee Dockstader, Trustee Hester, Clerk of the Board Jimenez, and Trustee Sassie. NAYES: None. Absent: Trustee Lopez. **Motion carried unanimously.**

ACCEPT THE CONTINUATION OF. A motion was made by Ms. Dockstader and seconded by Mr. Jimenez to accept the continued funding for Project ACE (\$205,000); Project ACE THP-Plus (\$112,387); Project ALTO (\$169,023); Project Thrive Life Skills (\$281,000); Project Mi Familia (\$253,353.20); Project PACH (\$62,687.50); Project Quest (\$62,687.50); Project STAR (\$424,000). **Motion carried unanimously.**

ACCEPT FUNDING OF. A motion was made by Mr. Jimenez and seconded by Mr. Hester to accept the funding for the Moral Reconciliation Therapy (MRT) Program (\$49,614). **Motion carried unanimously.**

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Ms. Duron made reference to the Monthly Budget Update. She explained the summary of changes to the board.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell mentioned the IVROPCF board had met Tuesday, August 16th. The location has been secured for the tenth annual event. The 2017 Dancing with the Stars Gala will take place on Friday, May 5, 2016. The IVROPCF donated \$27,000 to IVROP for the phone systems. The IVROPCF also donated \$10,000 for student fees for the Career Readiness Course (CRC) exam.

CTE/WASC UPDATE. Mr. Campos reported four additional guidance technicians were hired, and all eight were trained over the summer. Campos and Garcia oversaw the improvement of processes and procedures and guidance technician activities including the development of a guidance technician handbook. Ms. Garcia attended Google trainings. The Career Readiness Course (CRC) has been refined and revamped to give students the option to take the CRC during first or second semester. We are transitioning from Blackboard (BB) to Google Classroom because of technical and incompatibility issues. Mr. Campos made mention of the California Career Pathways Trust grant, and the strides to enhance employer connections and work-based learning opportunities for CTE students. Mr. Campos and Ms. Garcia have had several "first of the year" meeting with principals. Principals are being asked for feedback and future goals for CTE programs and services provided to IVROP. Principals are provided agendas for their meetings. Mr. Obergfell said adjustments are being made as Mr. Campos and Ms. Garcia are meeting with principals. Mr. Obergfell also mentioned we are listening to their needs and are making continuous improvement.

PRESENTATION: Mr. Juan Campos presented a video on what is taking place now and what is planned for the future. Ms. Garcia mentioned the guidance technicians started in the 1980's. The role of the guidance technicians is to work with students and teachers. The guidance technician handbook was created by three guidance technicians that worked during the summer. All ninth graders complete a career assessment. The Career Readiness Course (CRC) assists with resumes, completing an application, interviews, and to become National Career Readiness Certified (NCRC). Ms. Garcia mentioned the guidance technicians, some Youth Development Specialist (YDS) and Adult Development Specialist (ADS) are NCRC certified. Is the plan is to educate the employers on NCRC. Mr. Obergfell mentioned IVROP is recognized as the number two for NCRC. The guidance technicians also assist with Career Day and conduct the Student Evaluation of the Program. Mr. Fernando Calderon, Project RISE Project Specialist aligned the developmental assets with what the guidance technicians are doing. We are working on creating a Career Technical Education (CTE) Student Ambassador Club/Organization to be youth produced and youth driven.

CORRESPONDENCE: A thank you card was received from San Pasqual Valley District Office.

LEGISLATION: None.

OTHER: *ARTICLES.* Mr. Obergfell made reference to the Imperial Valley Press articles dated June 17, 22, 25, 30, 2016; July 5, 11, 15, 2016 and August 6, 9, 2016. The Desert Review articles dated June 23, 27, 2016.

EL CENTRO KIWANIS CLUB. Mr. Obergfell made reference to the El Centro Kiwanis Club newsletter.

EVENTS. Mr. Obergfell extended an invitation to the board for the IVROP Employee Breakfast.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta said it sounds like it will be a great year.

Mr. Calderon had no comment.

Mr. Hester said he hoped everyone enjoyed their summer. He mentioned his term ends in December 2016.

Mr. Jimenez requested somebody from IVROP to make a presentation to the Central Union High School District (CUHSD) Board of Trustees regarding CTE and Family Development and Stabilization programs as soon as possible. He reminded everyone that he has made this request before. He also stated that serving on the IVROP Board term will end December 2016.

Ms. Dockstader requested if IVROP could present to the Calipatria board once a year.

Ms. Sassie thanked Ms. Duron and staff for their work. She suggested presenting to the district boards on an annual basis.

Mr. Obergfell informed the board that the 9-80 Schedule ended on Friday, August 12th. It's been a busy summer. A lot of work has been done on contracts. He mentioned Mr. Flores was on the newspaper and CTE. He informed the board that IVROP has planned to present to the school

boards. He thanked the board and the foundation board for their support. Ms. Garcia gave the board an update on the phone system.

NEXT MEETING: The next meeting was scheduled for Thursday, September 15, 2016, at 8:15 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 7:51 a.m.