

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

Adopted Minutes

Meeting of July 16, 2020

Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Ms. Armenta called the virtual meeting to order at 6:36 a.m. The following persons were present:

Ms. Alicia Armenta, Board President, Imperial County Office of Education
Mr. Lorenzo Calderon, Jr., Board Member, Calexico Unified School District
Mr. Matt Hester, Board Member, Holtville Unified School District
Mr. Jacinto “Jay” Jimenez, Board Member, Central Union High School District
Mr. Victor Lopez, Board Member, Imperial Unified School District
Mr. Raul Navarro, Board Member, Calipatria Unified 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, Director of Business & Human Services, Imperial Valley ROP
Mr. Edwin P. Obergfell, Superintendent, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP

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

PUBLIC COMMUNICATIONS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: None.

CONSENT AGENDA: A motion was made by Mr. Lopez and seconded by Mr. Jimenez to approve the items on Consent Agenda as presented. The consent agenda was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: None. ***Motion carried unanimously.***

- Minutes of June 18, 2020, Regular Meeting;
- Minutes of June 24, 2020, Regular Meeting;
- June '20 Warrant Order #'s: 20097646-20097682; 20098388-20098445; 20099213-20099241; 20099242; 20100422-20100510.

PERSONNEL:

APPOINTMENT OF PERSONNEL. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve the Appointment of Personnel of Mr. David Blanco, Ms. Sue Caldwell, Ms. Nancy Camacho, Ms. Martina Castro, Ms. Linda V. Lopez, Ms. Frida Macedo, Ms. Jessica Reyes, and Ms. Celeste Rodriguez. The resignation was approved with the following roll call vote: AYES: AYES: President Armenta, Trustee Calderon, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: None. ***Motion carried unanimously.***

NEW BUSINESS:

APPROVAL OF SUPERINTENDENT 2019-2020 SALARY SCHEDULE. Mr. De La Torre informed the board that ICOE provided additional guidance regarding a specific government code which covers the salary for superintendents. On October 17, 2019, the IVROP Board approved the updated Salary Schedule for all Staff which included Classified, Certificated, Superintendent. Mr. De La Torre said he should have brought the Superintendent Salary Schedule as a separate item. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve the Superintendent 2019-2020 Salary Schedule. The Superintendent 2019-2020 Salary Schedule was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: None. ***Motion carried unanimously.***

IMPERIAL VALLEY REGIONAL OCCUPATIONAL PROGRAM ORGANIZATIONAL CHART. Mr. Obergfell informed the board that some projects were removed, and some new projects were added to the organizational chart. A motion was made by Mr. Calderon and seconded by Mr. Hester to approve the Imperial Valley Regional Occupational Program Organizational Chart. The Imperial Valley Regional Occupational Program Organizational Chart was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: None. ***Motion carried unanimously.***

ACCEPT THE CONTINUATION OF. Mr. Obergfell thanked Mr. Aguirre and his staff for obtaining funding again. A motion was made by Mr. Jimenez and seconded by Mr. Calderon to accept the funding for Job Readiness Program (\$73, 948); Life Skills Course (\$342,302) and Housing Support Program (\$894,000). The continuation of funding for Job Readiness Program (\$73, 948); Life Skills Course (\$342,302) and Housing Support Program (\$894,000) was approved with the following roll call vote: AYES: President Armenta, Trustee Calderon, Trustee Matt Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: None. ***Motion carried unanimously.***

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre reflects the July 1st monthly budget update that was presented in the June meeting. We have not had any changes. We are waiting to receive confirmation from some funders regarding continuation of programs. He will be updating the monthly budget update as soon as we receive confirmation from the funders or during the first or second interim reports. We are still measuring the impact of COVID-19. We continue to monitor deficit spending. We analyzed our cost recovery with the IVROP fleet. For fiscal year 2019-2020 with a \$13,000 deduction on cost recovery from the previous year. We have two leased vehicles that will be ending their lease at the end of the month. At this time, we see no need to replace these vehicles. We have decided to return the two vehicles. We will not be leasing additional vehicles unless a project has the need and can sustain the cost. This will assist by not adding to the deficit spending. We are also investing in technology to prepare for Distance Learning and

Remote working. We are looking at every area where we can save funds. We are investing a lot of money in PPE that is needed to provide services.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell informed the board that all forty-seven Imperial Valley Regional Occupational Program Community Foundation (IVROPCF) scholarship checks were mailed out to the recipients. The process was changed this year due to the COVID-19 pandemic we are going through. We also asked the recipients to email us pictures of themselves holding their scholarship checks. Mr. Obergfell said Ms. Ramirez has had really good results with the pictures. Mr. Obergfell mentioned the pictures could be viewed on the IVROPCF website or the Facebook page. He reported the IVROPCF Board did not meet in July 2020. We received a \$20,000 donation from Vesper for the 2019-2020 school year and we also received an additional \$20,000 donation from Vesper for the 2020-2021 school year. We appreciate their collaborative effort for the community in general. Ms. Armenta said she will write a thank you to Vesper from the board.

CTE UPDATE. Mr. Campos explained IVROP has two different kinds of agreements when working with Core CTE Services. One is the Memorandum of Agreement (MOA) that is tied to the Grade Span Adjustment (GSA) rate. He reminded the board that IVROP went from a 25% GSA to a 21% GSA. A District Service Agreement for those school districts unable to agree to the GSA formula for the MOAs. Currently we have secured the following MOA's with a 21% GSA: Brawley Union High, Holtville Unified School District, Imperial Unified School District and San Pasqual Valley Unified School District. The Calexico MOA was previously secured in 2018-2019 at the 25% GSA. A conversation is pending with the Calexico Administrative Team. We are still currently working under the 25% GSA. We have offered to reduce the 25% GSA to 21% GSA, if needed. Mr. Obergfell said we are very pleased and grateful for the collaborative effort. We know that it has been a difficult year. We appreciate all the support from our board members and the support from the school districts. We are also looking forward to having the conversation with Calexico.

Mr. Campos informed the board we have secured a District Service Agreement with Central Union High School District and the ICOE Migrant Program for Core CTE support. Yesterday, we received confirmation from Mr. Derma that Calipatria Unified School District will be taking their MOA to their board for review and approval. We are also pending a District Service Agreement with ICOE-Alternative Ed. for Core CTE Services and a separate MOA for CTE instructor support. We know from conversations with Ms. Vitela that Alternative Education will be securing both DSAs. Some of the ongoing conversations include contract hours and estimates for the purpose of developing the DSAs, and Mr. Frank Miranda, CTE Instructor cleared yesterday for the HVAC program. We have a second District Service Agreement with Central Union High School for a CTE Instructor for Career Readiness. That is also pending approval from Central Union High School District and will go to the board in August per Sheri Hart.

Mr. Campos provided the board with an update on Educational Services Distance Learning/Virtual services available on IVROPs Wakelet <https://wakelet.com/@ivrop.org> and provided a few brief details of the services. Since COVID 19 "stay at home orders" were first initiated, the Educational Services Team have created several distance learning resources. The Career Specialist will work virtually with the students and teachers to provide these services. Career Awareness is one example of a student presentation available to students. Students will be guided through career awareness presentation which includes several activities like career cluster interest and alignment. A questionnaire helps guide students through specific interest inventory and from this they can discover the types of careers that are aligned to their interest. The next step is a lifestyle activity and part financial literacy "reality check" inventory. Students are guided through a series of questions to determine the type of lifestyle and expenses they will want in the future (cars, houses, healthcare, entertainment, etc.). These lifestyle choices add up to expenses. These expenses are

totalled and from this total career options are presented that helps students think about their future and the type of careers that allow students to maintain the lifestyle they imagine.

Soft Skills resources are available to teachers for the development of their presentations and is also a presentation available to students via Career Specialist. Soft skills are often referred to as professional skills, transportable skills, or job readiness. Some of the focus areas of soft skills include interpersonal, communication, stress management, time management, decision making, conflict management, leadership, and public speaking.

Ed. Services recognizes we need to focus on the whole student, not just academics and career readiness, but also support social and emotional learning and the challenges students are facing currently with COVID 19. Part of this work includes a virtual mentoring program. Students have a lot of pressures from school, parents, health, and safety of their own families. Our Development Assets Team, Project Rise created a Calming Room that will provide students with additional tools to deal with this current situation. We have shared this with some teachers and administrators. We have a high interest in the Calming Room. Mr. Campos provided the board with a list of resources in the Calming Room. Resources include sounds and music, visual relaxation, yoga, mindfulness, exercise, live animal cameras, etc. Planned resources in the Calming Room include goal setting and daily affirmations. The resources in the calming room are for educational purposes and are not intended as a substitute for psychological or mental health treatment.

Mr. Campos shared with the board a preview of future Educational Services updates to come, as requested by Mr. Oberfell. The overarching goal is to prepare Educational Services to support schools with continued distance learning, while also prepping for a return to schools (including full return). Future update topics include staffing and management assignments and expectations; summer staff training and topics, managing COVID-19 safety; technology and telecommuting and managing expectations, distance learning resources and expectations; effective, engaging, and interactive distance learning workshops and webinars, and managing future events and activities.

Mr. Navarro commended Mr. Oberfell, Mr. Campos, and Mr. Aguirre for really looking and assessing individuals' needs and a holistic approach to working with youth is extremely important. The North End has a high end of poverty. Really strategizing and really looking at the needs of families and individuals and having the knowledge of providing those comprehensive services is extremely vital because we can target one issue. Mr. Campos thanked Mr. Oberfell for the vision of appointing staff to positions within Ed. Services to retain their employment and services, and Mr. Campos also thanked the board for approving the appointments.

WASC continues to be on hold. The Management Team has been working on the Matrix which supports WASC.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Oberfell referred to the Imperial Valley Press articles dated June 13, 21, 2020.

21st Century Employability Skills. Mr. Oberfell mentioned the value of the 21st Century Employability Skills in his superintendent comments.

EVENTS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta reminded the IVROP Board that the August IVROP Board Meeting will be opened with Closed Session to review the Superintendent contract. She asked the board to review the contract and ask any questions you might have. Ms. Armenta said she would email the board the questions the board had regarding the Superintendent's contract. She also thanked the IVROP Staff for all the work they are doing behind the scenes. I know Staff are working harder than they ever have, that says a lot. Mr. Armenta also thanked the Board for being committed to attending the meetings. She thanked Mr. Calderon for attending the June Board Meeting.

Mr. Calderon announced that Calexico High School completed their Culinary Facility. Mr. Calderon provided the board with an invitation to provide them with a tour of the Culinary Facility.

Mr. Hester no comment.

Mr. Jimenez congratulated Mr. Calderon on Calexico's beautiful Culinary Facility.

Mr. Lopez announced he will be running for Imperial Unified School District Board.

Mr. Navarro had no comment.

Ms. Sassie wants everybody to stay safe, healthy and strong. Ms. Sassie thanked Mr. Ramirez for replying to an email regarding the board meeting while she was out of the office. Ms. Sassie she really appreciates everything Senior Cabinet does at every meeting and everything the entire IVROP Staff do. She said the IVROP Team makes her proud to be a board member.

Mr. Obergfell said IVROP is still following the Shelter in Place Orders that were recently released. He said essential staff and IVROP Management are currently working from IVROP sites. We are following the mandate doing temperature checks, wearing face masks, social distancing, and hand sanitizer. Our current office hours are eight to noon for essential staff. Lunch from twelve to one for all staff. Essential Staff and Management are working remotely from home from one to five p.m. All other staff are working remotely from home from eight to five. Our Senior Cabinet which consists of Mr. De La Torre, Mr. Campos, Mr. Aguirre, Ms. Ramirez and Mr. Obergfell are the COVID-19 Response Team. We have some staff members that have tested positive and are pending results. We are trying to avoid furloughs as much as possible but as Mr. De La Torre mentioned earlier, we have a couple big contracts pending approval. We are trying to be positive, but we could be in a layoff situation if these contracts do not get approved. One of the contracts is the Workforce Development Office Project Connect. The Superintendent expects Project Connect is going for review and approval to the Imperial County Board of Supervisors on August 4th. In the meantime, we were told that this project would be funded. IVROP is preparing to work in remote working, hybrid, or full reopening format. IVROP Programs are learning that it is an equality and accessibility issue. Meaning that people do not have access to computers or internet service. Project Connect with its last year (2019-2020) dollars purchased technology equipment to equip the youth with the tools they will need during this time. We are also looking at how to gear up for live scan services. Our priority is the safety of our staff. Our attorney is currently reviewing job descriptions so that we can protect our employees and IVROP from liability issues due to the live scan services. Mr. Obergfell thanked the board for their support, their ongoing work and dedication. He thanked Staff and Management. He congratulated Calexico on their new Culinary facility.

NEXT MEETING:

The next IVROP Board Meeting was scheduled for Thursday, August 20, 2020 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 7:34 a.m.