

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

Adopted Minutes

Meeting of August 20, 2020

Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Mr. Jimenez called the virtual meeting to order at 6:35 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
Ms. Zainab Al-Jasim, Student, Southwest High School
Mr. Juan Campos, Project Coordinator, Imperial Valley ROP
Mr. Luis De La Torre, Director of Business & Human Services, Imperial Valley ROP
Ms. Adriana Hernandez, Program Manager, Imperial Valley ROP
Mr. Edwin P. Obergfell, Superintendent, Imperial Valley ROP
Ms. Yessenia Partida, Program Manager, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP
Ms. Jessica Reyes, Development Specialist, Imperial Valley ROP
Ms. Hanna Zia, Student, Southwest High School

PLEDGE OF

ALLEGIANCE: Mr. Jimenez led the pledge of allegiance.

PUBLIC COMMENTS

REGARDING

CLOSED SESSION: None.

CLOSED SESSION: A motion was made by Ms. Armenta and seconded by Mr. Navarro to adjourn into Closed Session at 6:38 a.m. Motion passed with the following roll call vote: AYES: President Armenta, Trustee Calderon, Trustee Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie. NAYES: None. Absent: None. ***Motion carried unanimously.***

**RETURN TO OPEN
SESSION:**

A motion was made by Ms. Sassie and seconded by Mr. Lopez to return to Open Session at 7:04 a.m. Motion passed with the following roll call vote: AYES: President Armenta, Trustee Calderon,

Trustee Hester, Clerk of the Board Jimenez, Trustee Lopez, Trustee Navarro, and Trustee Sassie.
NAYES: None. Absent: None. **Motion carried unanimously.**

Ms. Armenta requested the Superintendent new three-year contract be agendize for the September 17th IVROP Board Meeting.

PUBLIC COMMUNICATIONS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: Mr. Obergfell welcomed the students Ms. Zainab Al-Jasim and Ms. Hanna Zia.

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 July 16, 2020, Regular Meeting;
- July '20 Warrant Order #'s: 21100963-21101038; 21101552-21101600; 21102274-21102303; 21102861-21102890; 21103727-21103797.

PERSONNEL: **APPOINTMENT OF PERSONNEL.** A motion was made by Mr. Calderon and seconded by Mr. Jimenez to approve the Appointment of Personnel of Ms. Paloma Nieblas. The appointment of personnel 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.**

VARIABLE TERM WAIVER. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve to employ Mr. Fernando Lynn on the basis of a Variable Term Waiver (English Learner) for the 2020-2021 school year as part of the IVROP CTE MOA Addendums for the 2020-2021 school year as part of the IVROP CTE MOA Addendums for supplemental services. The Variable Term Waiver 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.**

NEW BUSINESS: **ACCEPT THE CONTINUATION OF.** A motion was made by Ms. Sassie and seconded by Mr. Jimenez to accept the continuation of Project Impact (\$25,000); Project NENES (\$175,916); Project WORK (\$1,000,000) and Strengthening Career and Technical Education for the 21st Century Act (C. Perkins) (\$107,160). Ms. Armenta thanked the Program Managers and Coordinators of the IVROP Projects on behalf of the IVROP Board. The continuation of funding for Project Impact (\$25,000); Project NENES (\$175,916); Project WORK (\$1,000,000) and Strengthening Career and Technical Education for the 21st Century Act (C. Perkins) (\$107,160) 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 said it continues to reflect the July 1st budget that was approved by the board in the June meeting. After preparing this report we were notified by the First Commission again that we were granted the \$25,000 mini grant. That will be reflected on next month's budget update. He said the continuation of funding for those funding sources were anticipated they would be funded and were included in the budget projections in the July 1st budget update that was approved by the board. The team was already working hard providing services. He mentioned Project Impact had a later start date. We are still waiting for approval for the Strong Workforce Program round two. We have been informed that Strong Workforce Program is in the contract stages. Once we receive approval for the Strong Workforce Program it will also be included the Monthly Budget Update. Mr. De La Torre was happy to report that Mr. Aguirre has been in contact with his funder for Housing Support Program (HSP) and it seems there will be a budget augmentation. Mr. Aguirre explained the augmentation is based on performance. He said his staff was instrumental during this COVID-19 pandemic. We should be receiving notification by October. There is potential additional funding coming.

We are prepared for the upcoming compliance requirement with minimum wage in the State of California, both for hourly, hourly equivalent and managers who supervise and evaluate. I wanted to mention this because last month we discussed the salary schedule. We do have student works, tutors, student advocates, some of the entry level positions will be receiving a wage increase in compliance with the minimum wage in California. We included a COLA for the rest of the staff for January 1, 2021. We are constantly analyzing with the managers the fiscal impact to their projects. When we prepared the 2020-2021 budgets, we prepared for the State of California minimum wage increase. However, we know we need to become competitive in the marketplace as far as the labor market. So, we will continue to review our salary schedules to ensure that we are competitive. We know that we are competitive in some of the private and public sector. We know we are not competitive with some other organizations. We have staff that move on to other organizations because they pay a little more. He it is great that the minimal wage is increasing but it puts a fiscal impact on the IVROP, other employers and your school districts. We are going to be working with administration and the managers to make sure we remain competitive. Our goal is to retain as many of our staff as possible to grow within our organization because we invest a lot of money to train staff. Sometimes it is great to see them move on to other organizations but impacts our efficiency in our ability. We will be discussing this further.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell reported the IVROP Community Foundation has not met. He was happy to report that the scholarship recipients have been sending in their pictures with their scholarship checks. The 2020 Dancing with the Stars Instructors and Stars were requested to come back in 2021. Some of the sponsors requested their money back. For the most part the general public that purchased tickets did not request a refund for their tickets. Mr. Obergfell explained that those individuals that purchased tickets have a reserved ticket for the 2021 Dancing with the Stars. Hopefully 2021 will be a better year.

CTE UPDATE. Mr. Campos was happy to report that all the Memorandum of Agreements (MOAs) were secured. He thanked the board and the districts. He thanked the board for their help with securing the MOAs. He said he continues to try to reach out to Calexico. The District Service Agreements for the CTE Instructors have been secured. The Barber Pathway will be unique. ICOE has also added the HVAC Pathway. The Career Readiness Instructor with Central Union High School has been secured. Central continues to offer the National Career Readiness Certificate to their students. Recently he heard from Holtville Unified School District is also interested in the WorkKeys Curriculum. WASC continues to be on hold. WASC are scheduling virtual visits. All the

projects are working on the Matrix. We continue with Data Collection and will be collecting demographic information next year. IVROP is included in all the MOAs with San Diego County Office of Education to submit and receive reports regarding CTE credentialing. Mr. De La Torre assists the teacher with the Preliminary Credential process. IVROP is the employer of record for the ICOE CTE Classes.

PRESENTATION:

Mr. Campos introduced the Ed Services Team. He said Ms. Hernandez and Ms. Partida, Program Managers would be presenting. He thanked the Staff and the Management Team for all their hard work and continued hard work over the summer. He explained there was a lot of uncertainty during this COVID. He was happy to report that he has a good team. The presentation will be on Ed. Services. There is a lot collaborative work that takes place with other managers. In CTE the focus is Education, but we also focus on Family Stabilization and Employer Connections. In this presentation you will be informed of how Educational Services is preparing for Distance Learning and partial or full return to school. The team has been responsive to COVID. We started to think about solutions and listen to the districts and their needs. Everybody is stressed out because of COVID. We are being responsive, patient, and listen to the district needs. We understand the districts and students have a lot to deal with. Social Emotional Learning is a big focus for the districts. Our strategies are aligned to supporting students during this time. Student and parental engagement are another big focus for the districts. Mr. Campos shared the management and staff assignments expectations. The team has been communicating and having a lot of joined meetings. The management team is cross trained in the multiple projects in Educational Services. Mr. Campos shared Mr. Obergfell suggested to focus on a system that is sustainable.

Ms. Hernandez shared the 2020 Educational Services Summer Training schedule the Educational Services team participated in this summer. The facilitators were current Ed. Services Managers and Staff. Staff were provided with leadership roles to take ownership of the topic that they were assigned to present. The intent of having staff lead a training was so they can model how they would provide these workshops to students. Staff were provided with feedback and were provided with tools and resources. The goal is to provide engaging and interactive workshops for the students. Mr. Campos shared staff continue to sharpen their skills in presenting. Mr. Campos is very proud of the team. Mr. Campos shared a Managing COVID 19 Safety training that was provided to Staff. Mr. Campos said it is a shared responsibility for IVROP to keep Staff safe during COVID-19 but it is also it's the staff's responsibility to stay safe during this time.

Ms. Hernandez shared most of the Ed. Services team are telecommuting. Staff check-in daily and their productivity is monitored. Staff are assigned projects to complete in teams or individually. The Ed. Services team utilize Microsoft Teams to communicate and work together. All staff are expected to be on Microsoft Teams from 8-5 pm Monday through Friday. Ms. Hernandez mentioned a Microsoft Teams training was held for the Educational Services Team and another training will be held for the Management Team. Additional Zoom licenses were purchased that will provide more options to work with others outside of the organization or provide the team with more tools.

Ms. Partida presented on the wakelet that was created by staff. The wakelet can be accessed <https://wakelet.com/@IVROP>. A brief overview of IVROP and Educational Services is on the main page of the wakelet. Ms. Partida shared screen shots of the Career Readiness topics. She said the topics were created to be very interactive. The topics could be used virtually with students or in

person. Resources are also available for teachers and parents. Financial Literacy, Distance Learning – Social Emotional, and Distance Learning – Self Awareness presentations are also available. Mr. Campos said Ms. Reyes is the main author for the Virtual Calming Room. He mentioned there has been a lot of interest from the districts regarding the Virtual Calming Room. The Virtual Calming Room can be accessed at <https://bit.ly/ivropcalmingroom>. Developmental Assets has been included in the Virtual Calming Room. Ms. Reyes said students or adults can utilize the resources available in the Virtual Calming Room.

Ms. Hernandez said the goal is to provide effective, engaging, and interactive distant learning resources. These are also resources that the teachers can use with their students. Ms. Hernandez spoke about synchronous and asynchronous learning. This training was model to staff so staff can utilize these resources with their students. Google Classroom was created for each Career Specialist. Each Career Specialist made their Google Classroom interactive and engaging to assist students and teachers in our community.

Ms. Reyes said Prop-47 hosted the SACHS LAMP that was a mentoring program for thirteen Southwest High School students. Ms. Al-Jasim and Ms. Hanna Zia shared their experience participating in the summer virtual SACHS LAMP program. Ms. Al Jasim said she really liked the program and she learned a lot from the program. She really enjoyed the part of the program where she learned about mentoring and leadership skills. She wants to become a better leader to her peers. She really liked how to go about managing stress and self-awareness. She said the IVROP Staff and Mentors were great. She really liked them.

Ms. Zia shared is a Senior at Southwest High School. She shared what she loved about the program is that it really reinforced the knowledge that she had gained from doing leadership She has been an officer for three years. Learning how to set goals, mentorship skills, and learning the attributes a leader should have. This program is a great benefit to all students that are entering high school. Our staff and mentors were great. I would recommend this program to students. Mr. Reyes said Dr. Helina Hoyt was a guest speaker. The students were provided with care packages that had tools and resources for the activities.

CORRESPONDENCE: Ms. Armenta reviewed the thank you card from IVROP Board to Vesper Society.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Obergfell referred to the Imperial Valley Press articles dated July 10, 16, 19, 24, 29, 2020 and August 4, 9, 2020.

EVENTS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta thanked the presenters for their presentation. She said these are wonderful resources that were developed. She thanked the board for attending the early presentation.

Mr. Calderon thanked everyone for their hard work during the summer. He offered to help those going through campaigns. He said he would be coordinating a tour of the Culinary facility and the new facilities.

Mr. Hester thanked everyone. He said it was a great presentation. A lot of hard work went into the wakelet. Ms. Al-Jasim and Ms. Hanna Zia did a great job presenting. Keep up the great work!

Mr. Jimenez is grateful for the creativity that went into the Calming Room. Kudos to Ms. Reyes, Ms. Partida and Ms. Hernandez. It is great staff are cross trained.

Mr. Lopez said the presentation was great. He thanked staff for all their hard work a dedication. He said it makes this organization the best in the Valley. He shared he submitted his paperwork to run for the board for another four years.

Mr. Navarro said it was a great presentation.

Ms. Sassie was very proud of everyone that presented. Ms. Sassie asked if the slides could be shared on the district websites for parent to access.

Mr. Obergfell thanked Ms. Al-Jasim and Ms. Hanna Zia for their presentation. He also thanked Mr. Campos, Ms. Hernandez, Ms. Partida, and Ms. Reyes for putting the presentation together and for their awesome work. The team has been doing a fantastic job. He thanked Ms. Armenta for the thank you card to Vesper. Mr. Obergfell shared that we are starting to explore the idea of providing live scan services again on a small scale. He wished Mr. Jimenez a Happy Birthday!

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, September 17, 2020 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:36 a.m.