

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

Adopted Minutes

Meeting of February 20, 2020

Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Ms. Armenta called the meeting to order at 6:30 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. Monique Avelar, Career Specialist, Imperial Valley ROP
Mr. David Blanco, Career Specialist, Imperial Valley ROP
Ms. Nancy Camacho, Career Specialist, Imperial Valley ROP
Mr. Juan Campos, Project Coordinator, Imperial Valley ROP
Ms. Martina Castro, Career Specialist, Imperial Valley ROP
Mr. Brandon Currin, Career Specialist, Imperial Valley ROP
Mr. Luis De La Torre, Director of Business & Human Services, Imperial Valley ROP
Mr. Adrian Gonzales, Program Manager, Imperial Valley ROP
Mr. Miguel Gutierrez, Project Specialist, Imperial Valley ROP
Ms. Adriana Hernandez, Program Manager, Imperial Valley ROP
Ms. Linda Lopez, Project Specialist, Imperial Valley ROP
Ms. Frida Macedo, Career Specialist, 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

PLEDGE OF ALLEGIANCE: Mr. Calderon led the pledge of allegiance.

PUBLIC COMMUNICATIONS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: None.

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

- Minutes of January 16, 2020, Regular Meeting;
- January '20 Warrant Order #'s: 20078949-20079023; 20080142-20080207; 20080913-20080979; 20082443-20082503.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Mr. Jimenez and seconded by Mr. Calderon to approve the appointment of personnel of Ms. Monique Avelar. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve the resignation of Ms. Angela Rosas and Mr. Daniel Ruiz Sandoval. ***Motion carried unanimously.***

JOB DESCRIPTION PROPOSED REVISIONS. Mr. De La Torre pointed out the revised specific physical requirements included in the job description. Mr. Obergfell informed the board that the Career Specialist job description was for the IV Mobile Career Lab. A motion was made by Ms. Sassie and seconded by Mr. Jimenez to approve the job description as presented. ***Motion carried unanimously.***

Mr. Hester arrived at 6:41 a.m.

EMPLOYEE HOLIDAY CALENDAR 2020-2021. A motion was made by Ms. Sassie and seconded by Mr. Jimenez to approve the Employee Holiday Calendar as presented. ***Motion carried unanimously.***

NEW BUSINESS: ***2020-2021 BOARD OF TRUSTEE CALENDAR.*** A motion was made by Mr. Lopez and seconded by Mr. Calderon to approve "Dark Day" for July and 2020-2021 Board of Trustee Meeting Calendar. ***Motion carried unanimously.***

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre reviewed the Monthly Budget Update. Mr. De La Torre pointed out he added the budget for RN Mentorship IX and RN Mentorship IX. He pointed out a decrease in anticipated deficit spending. Mr. De La Torre mentioned AB1111 will receive funding for eighteen month beginning April 1, 2020. Mr. Obergfell shared the Imperial Valley Regional Occupational Program Community Foundation is the grant recipient and IVROP is the subcontractor.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell announced the IVROP Community Foundation Scholarship is due February 21st. The Stars and Instructors have been practicing. He informed the board that Ms. Ramirez has a waiting list for DWTS tickets. The IVROPCF Dancing with Stars Sponsors this year are El Centro Regional Medical Center, State Farm, MTC, and Vesper. The KXO Radio Spots have been announced. Mr. Luis Plancarte will be the returning judge. Dr. Adolphe Edwards will also be a judge and Ms. Irene Rodriguez will be the technical judge.

CTE UPDATE. Mr. Campos mentioned Ms. Hernandez edited the Regional CTE Advisory Meeting Summary of Notes. Ms. Hernandez reviewed the Highlights and Follow-up for the Regional CTE Advisory Meeting. Ms. Hernandez mentioned that most employers participating in the Regional CTE Advisory Meeting agreed that they consider professional skills more valuable than certifications. For future advisory committee meetings, the CTE team will work on formalizing the

role/responsibility of industry committee members. They will also work on coordinating more industry-specific advisory meetings throughout the year, as well as work on increase industry representation across all sectors. Ms. Hernandez mentioned this year Culinary industry representation was not in attendance. An option the CTE team will also look into, is the possibility of providing cross industry sector meetings, as there was interest from several industry members.

Mr. Campos shared February is CTE month, with activities happening at all high school campuses and facilitated by Career Specialists. As examples, he informed the board that the Imperial County Board of Supervisors proclaimed the month February CTE Month. Additionally, a CTE Roundtable would be held at Southwest High School today and the Student Ambassadors that promote Career Technical Education would be attending the meeting. The Outstanding CTE Student Interviews were held on February 3rd through February 7th at the IVROP Office. Mr. Campos announced Ms. Nancy Quesada was selected the Distinguished Alumni. A resolution will be taken to the board in March for approval. The IVROP Showcase will be held on April 1st at the Casa de Mañana building.

Mr. Campos said last month IVROP Staff had worked with Brawley Elementary School District, Central Union High School District and Brawley Union High School District on the California Learning Communities grants. All three applications were submitted for a thirty-month funding period. Brawley Elementary School District will focus on foster youth services and vulnerable youth, with a total request of \$599,100, and IVROP requesting \$378,642 to implement services. Central Union High School District focus was on Graduate Profile, Transportable Skills, and Sequenced grade level career ready activities, with a total request of \$622,500, and IVROP requesting \$439,464 to implement services. Brawley Union High School District focus on social emotional learning, grade level sequenced career ready activities, Developmental Assets and PBIS, with a total request of \$298,200 and IVROP requesting \$195,417 to implement services.

Mr. Obergfell shared that Dr. Finnell, Mr. Renato Montano, Ms. Amanda Brooke, met with he and Mr. Campos. The meeting was focused on ICOE services and agency collaboration. The meeting included conversations on collaborating on Professional Development for CTE Teachers, along with jointly working on a trade school fair focused on CTE. Mr. Obergfell referred to the newspaper article "Vocational Ed makes a comeback". Ms. Sassie suggested showcasing Careers in CTE. School updates will resume next month.

Mr. Lopez arrived at 7:06 a.m.

WASC UPDATE. Mr. Campos provided a WASC update. The WASC Action Plan Team meeting was held on January 31st. This new team is in the early Self-Assessment process stage. This team's role is to monitor the Action Plan and progress of the SLOs, authors community profile, reviews data and making recommendations to the Leadership and Evaluation Team. Soon this team will be editing the Action Plan to focus on student demographics and services provided to students and alignment to the SLOs; common intake data to report IVROP student demographics for the purpose of the WASC. The "Team" will recommend to the Leadership Team that IVROP will continue with the existing SLOs. The Team will look at actual student assessments of SLOs as part of the next WASC action plan after the next WASC visit.

Ongoing Focus Group/Work Groups include the following: Work groups to convene teams and add additional members as needed. The Work group will continue the first process: Read, Research, Review. The group will also be reviewing WASC resources. Mr. Campos also provided the board

with the current list of members in the Focus Group/Work Groups. The Management Team will be completing the First Level Training by the end of this month.

PRESENTATION:

The IVROP Educational Services Team provided a presentation on the IVROP Educational Services Core CTE Support Services. The Team serves seven districts and Imperial County Office of Education. The services are guided by Memorandum of Agreement's with each district. Mr. Campos provided the internal alignment with Project Connect/WIOA/ITA and Project ACE. Mr. Campos has been working with Mr. Luis Torres to be trauma informed. Ms. Hernandez reviewed the Core Services and Developmental Assets.

Mr. Currin, Southwest High School Career Specialist presented on the CTE Ambassadors. Currently, Southwest High School has CTE Ambassadors and a pilot program is currently at Brawley Union High School. CTE Ambassadors are students selected to represent their high school's CTE program by promoting CTE classes on their campus and in their community. Ambassadors attend school and community events to share their personal experience in a CTE course. Mr. Currin mentioned today the CTE Ambassadors will sharing how CTE impacted their lives at the CTE Roundtable at Southwest High School. Mr. Currin and Ms. Jackie Valadez are the Southwest High School CTE Ambassadors points of contact.

Ms. Camacho, Calexico High School Career Specialist spoke about Career Interests Assessment. My Next Move is the curriculum used to assess the students. The career assessment is about a 10-15-minute career assessment that measures students' interests and matches them into various vocational fields. Students explore various career paths through comprehensive interest profiler that matches their interests into different vocations.

Ms. Castro, Imperial High School and Calipatria High School Career Specialist. Ms. Castro said all the Career Specialist include Career Readiness as part of their Employability Workshops. A Resume Workshop is provided. How to apply to a job and how to complete a job application. She does mock interviews, speaking with a smile, the importance of the handshake is part of the interview skills. How to create a cover letter of letter of introduction. The importance of having a personal email and a professional email. Tips on social media and employment.

Ms. Avelar, Brawley Union High School, San Pasqual Valley High School and Migrant Ed Career Specialist shared Work-Based Learning and CTE Awareness. Work-Based Learning (WBL) are multiple strategies that allow CTE programs to infuse real world work applications beyond the classroom to help develop work skills and competencies. Students apply classroom theories and explore career options at a work site. Career Specialists bring CTE awareness to students, parents, and the community through classroom presentations, campus tours, and community events.

Mr. David Blanco, Central Union High School Career Specialist stated the IVROP CUHS Law Enforcement Mentoring Program is very successful. Law Enforcement and Military officials group up with students. This provides students the opportunity to speak with mentors about career and educational choices.

Ms. Macedo, Holtville High School Career Specialist shared pictures of Leadership Events and Skills Demonstrations. Students participated in teamwork, communication, resilience, social media, developmental relationship activities in the CTE Leadership Training.

Ms. Hernandez, Program Manager provided the board with information regarding the CTE Advisory Meetings. Meetings consists of networking, labor market data, industry input on trends, CTE updates and news, and mini workshops on related topics. Help districts meet Perkins funding requirement by holding at least one meeting per year. Support all districts with linkages to limited

industry advisors, and targeted breakout sessions by industry. Connecting CTE programs with Employers, Businesses, and Industry to develop programs and pathways to prepare students for advanced education or employment after high school. Thirty-three Industry Members and Forty-three Teachers, Administration, and Support Staff attended the CTE Advisory Meeting last year. She pointed out last year was one the biggest CTE Advisory Meetings held. Career Specialist are building relationships with industry partners. Mr. Obergfell mentioned the Career Specialist's have been attending the LCAP Meetings.

CORRESPONDENCE: Mr. Obergfell reviewed the letter from Imperial County Office of Education, Norma Fajardo, Business Services regarding the positive certification for the 1st Interim Report. Mr. Obergfell thanked Mr. De La Torre and staff that support this support.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Obergfell referred to the Imperial Valley Press articles dated January 23, 25, 26, 2020 and February 13, 14, 2020.

EVENTS. Mr. Obergfell reminded the board of the dates and times of the IVROP Showcase and IVROPCF DWTS Gala. Mr. Obergfell reminded the board that as per their request some events had been removed from the IVROP Board Agenda. The board has requested for all events to be included on the IVROP Board Agenda again. He reminded the board that they aren't required to attend all events.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta had departed.

Mr. Calderon had departed.

Mr. Hester provided an update on his dance practice for Dancing with the Stars.

Mr. Jimenez suggested providing information regarding the Developmental Assets at all the Parent Resource Centers.

Mr. Lopez announced Imperial High School had hired Mr. David Shaw as the new head football coach.

Mr. Navarro invited the board to the Marine Silent Drill Team on February 27th at 10:00 a.m. at the Veteran's Football Field in Calipatria.

Ms. Sassie said kudos to Brawley Union High School for doing well in the competition. She announced Mr. Simon Canalez was selected the ACSA Career Technical Education Administrator of the Year for Region 18 which includes Imperial/San Diego Counties. Ms. Sassie suggested Mr. Mike Harvey to present on Social Media for all the school districts. She thanked the presenters for their presentation and their great work.

Mr. Obergfell shared Mr. Campos, Ms. Camacho and he had attended the LCAP meeting at Calexico. Ms. Hernandez attended the Brawley Union High School LCAP meeting. Ms. Partida attended the Brawley Elementary School District LCAP meeting. He shared they'll be attending all LCAP's meetings. He announced the IV Mobile Career Lab would be available at the next board meeting for the board members to view. He announced Ms. Nancy Quesada was selected the

Distinguished Alumni. Ms. Nancy Quesada was in Ms. Reyna Saldaña's class and was encouraged by Ms. Reyna Saldaña to continue her education. Ms. Nancy Quesada is currently working on her master's degree. Mr. Obergfell provided an update on jury duty. He informed the board that the outdated computers will be updated by June 30, 2020. Mr. Obergfell extended an invitation to the board for Red Shoe Day. Red Shoe Day will be held on Thursday, October 15th this year. Ms. Partida, Ms. Hernandez, Mr. Campos and Mr. Obergfell met with El Centro Elementary School District Superintendent. Mr. Obergfell also congratulates Mr. Simon Canalez for being selected ACSA Career Technical Education Administrator of the year.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, March 19, 2020 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:30 a.m.