

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

Meeting of August 16, 2018
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. Michael Castillo, Board Member, Calexico Unified School District
Mr. Jacinto “Jay” Jimenez, Board Member, Central Union High School District
Mr. Victor Lopez, Board Member, Imperial Unified School District
Ms. Carol Sassie, Board Member, Brawley Union High School District
Mr. Gabriel Aguirre, Project Coordinator, Imperial Valley ROP
Mr. Fernando Calderon, Project Specialist, 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. Adrian Gonzales, Program Manager, Imperial Valley ROP
Ms. Adriana Hernandez, Program Manager, Imperial Valley ROP
Ms. Linda V. Lopez, Project Specialist, Imperial Valley ROP
Mr. Edwin Obergfell, Superintendent, Imperial Valley ROP
Ms. Maria Pantoja, Project Coordinator, Imperial Valley ROP
Ms. Wendy Ramirez, Office Manager, Imperial Valley ROP
Ms. Jennifer Sutter, Program Manager, Imperial Valley ROP
Mr. Luis Torres, Program Manager, Imperial Valley ROP

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

PUBLIC COMMUNICATIONS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: Mr. Obergfell welcomed everyone back.

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

- Minutes of June 21, 2018, Regular Meeting;
- Minutes of June 18, 2018, Public Hearing;
- June '18 Warrant Order #'s: 18148946-18149028; 18149853-18149982; 18151233-18151291; 18152702-18152799; and July '18 Warrant Order #'s: 19000378-19000435; 19000973-19001032; 19001993-19002042; 19002531-19002613.

PERSONNEL:

APPOINTMENT OF PERSONNEL. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to approve the appointment of personnel of Ms. Gissel Aguirre, Ms. Samantha Bernal and Mr. Brandon Currin. **Motion carried unanimously.**

RESIGNATION. A motion was made by Mr. Lopez and seconded by Mr. Castillo to approve the appointment of resignation of Ms. Vivian Cuevas and Ms. Sandy Sierra. **Motion carried unanimously.**

NEW BUSINESS:

ACCEPT THE CONTINUATION OF. A motion was made by Mr. Jimenez and seconded by Ms. Sassie to accept the continuation of funding for Project ACE (\$215,000); Project ACE THP-Plus (\$112,386); Housing Support Program (\$500,000); Job Readiness Services Program (\$69,968.56); Life Skills Course (\$294,239); Project Nenes (\$183,900); Project Rising Stars (\$133,456) and Project WORK-E.S.E. (\$1,055,231). **Motion carried unanimously.**

IVROP DISTRICT FUNDING. Mr. De La Torre provided the board with the 2018-2019 CTE costs for all the school districts. He pointed out there was a \$9,000 increase from last year. The CBO's were informed of the increase.

IVROP ORGANIZATIONAL CHART. Mr. Obergfell shared the updated IVROP Organizational Chart. The structure remains the same. The projects were updated. The Organizational Chart will be provided to the board on an annual basis. Mr. Jimenez requested that employee names be included in the organizational chart.

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Mr. De La Torre announced there hadn't been any changes. He said he working on reducing the deficit spending.

IVROP COMMUNITY FOUNDATION. Mr. Obergfell mentioned Ms. Ramirez has been issuing the scholarships to the scholarship recipients. An IVROPCF board meeting is scheduled for next week. Mr. Obergfell provided information on the 2018 Dancing with Stars Gala revenue. Kudos to the IVROPCF Board, Coordinator, Ms. Ramirez and all those who assisted with the Dancing with the Stars Gala. Mr. Obergfell shared the IVROPCF Board would be discussing and selecting Stars for the 2019 Dancing with the Stars Gala.

CTE UPDATE. Mr. Campos gave a brief update on Career Technical Education (CTE). Several staff members throughout Ed. Services worked throughout the summer to assist with planning, training, and review of pertinent documents. Mr. Campos mentioned the CTE/Educational Services held a three-day training on Aug. 7, 8, and 9th for the CTE/Educational Services Team. The team reviewed the districts' Memorandum of Agreements (MOA), policies, procedures, the IVROP Employee Handbook, planning and calendaring activities throughout the year, and organizational branding. Mr. Campos talked about the staffing situation and changes within the department. New hires were recently made, including the Calexico Career Specialists, and some additional changes are expected soon. He and Mrs. Sutter are being proactive with the team and future candidates by being clear about expectations, and continually communicating with staff about their plans and trying to anticipate any staffing changes. Mr. Obergfell said the goal is to have a system in place to assist with the turnover of staffing. The Memorandum of Agreements are very beneficial. Mr. Campos shared he is being proactive by setting expectations and being clearing about their roles and duties. A 2018-2019 Education Services Calendar has been created and a copy was provided to the schools. The Showcase has been scheduled for Tuesday, April 9, 2019. Mrs. Sutter provided the board with information regarding the IVROP Chapter Officer Leadership Training (COLT). COLT is scheduled for September 25th. Ms. Sutter commented on the CUPCAKE Wars – Culinary Programs that was

suggest by the Calipatria Culinary Instructor Ms. Gomez. The students will have an opportunity to showcase their work to the community. The date is still to be determined. All the culinary teachers will be involved for the CUPCAKE Wars. The advisory meetings will be held in September. The board was provided with a copy of the Career Specialist contact information and schedule for the 2018-2019 school year.

WASC UPDATE. Mr. Obergfell shared the WASC process is different from previous visits. Kit Alvarez, ROP Superintendent will be leading the visit. The preliminary WASC accreditation visit will be a one-day visit with a two person team. Mr. Campos informed the board that the deadline to submit the ACS WASC Postsecondary School Report is September 15th. Mr. Campos said he is currently working on the report and that a draft will be completed by Monday, August 20th. The initial visit is scheduled for December 13th. Mr. Campos shared he has been communicating with the management team work group and has held several meetings with them. An IVROP Teacher work group has been assembled to support instructional sections of the report. Several teacher meetings have been held with credentialed teachers and Adult ITA teachers. Several managers have been assisting with the Teacher Work Group, this includes Gabriel Aguirre, Adrian Gonzalez, and assistance from Guillermo Vallejo. Mr. Campos provided a draft of the mission statement and Student Learning Outcomes which will be submitted with the Initial Visit Report. Mr. Campos explained the SLO development process along with a preview of the “walkthrough” document which shows how other documents helped to inform the development of the new SLOs.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Mr. Obergfell made reference to the Imperial Valley Press articles dated July 8, 13, 1, 16, 23, 2018.

EVENTS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Ms. Armenta applaud staff for all they do. She wished everyone a successful year.

Mr. Castillo had no comment.

Mr. Jimenez said it was good to be back. He commented we work well as a team.

Mr. Lopez had no comment.

Ms. Sassie said welcomed the board back. She thanked Staff for everything they do. Kudos to Jay for recognition of Ms. Jackie Valadez, HOSA. Ms. Jackie Valadez was representing the Imperial Valley.

Mr. Obergfell informed the board that the Vesper Board would be holding their retreat on March 22nd in the Imperial Valley. He provided an update on personnel. Summer hours have ended. Most of the management team will be attending a sexual harassment training. It's mandatory for management to attend a sexual harassment training every two years. Mr. Obergfell provided a technology update regarding replacement of computers and updating software. Three of the IVROP vans will be replaced with new vans. The DOJ grant that IVROP has submitted wasn't selected. It seems bigger

cities received most of the awards. Ms. Rudeen Monte interviewed Mr. Jimenez, Mr. Castillo, Ms. Joe Apodaca, Ms. Luis Plancarte and Mr. Efrain Silva for the Vesper Case Study.

Mr. De La Torre provided an update on Escape. There weren't any issues with the first payroll submitted through Escape. He will be sending emails to staff to confirm everyone received their check. This was a successful year with teacher credentials. IVROP Purchased two Automated External Defibrillators (AED). One AED is installed at the IVROP Administration Office and the other AED will be available for special events. Fourteen staff members have been trained to use the AED.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, August 16, 2018 at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 7:38 a.m.