

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

Meeting of September 17, 2015  
Imperial Valley Regional Occupational Program Main Office

**CALL TO ORDER:** Mr. Jimenez called the meeting to order at 6:36 a.m. The following persons were present:

**Mr. Lorenzo Calderon**, Board Member, Calexico Unified School District  
**Mr. Matt Hester**, Board Member, Holtville Unified School District  
**Ms. Jacinto "Jay" Jimenez**, Board Member, Central Union High School District  
**Mr. Victor Lopez**, Board Member, Imperial Unified School District  
**Mr. Augustine Sadorra**, Board Member, Calipatria Unified School District  
Mr. Gabriel Aguirre, Project Coordinator, Imperial Valley ROP  
Mr. Abraham Anaya, Guidance Technician, Imperial Valley ROP  
Ms. Erica Baiz, Guidance Technician, Imperial Valley ROP  
Ms. Debbie Burquist, Guidance Technician, Imperial Valley ROP  
Ms. Janeth Coronel, Guidance Technician, Imperial Valley ROP  
Ms. Cecilia Duron, Director of Business & Human Services, Imperial Valley ROP  
Ms. Lupe Garcia, Program Assistant, Imperial Valley ROP  
Ms. Marcela Morlett, Guidance Technician, 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  
Ms. Stephanie Siqueiros, Guidance Technician, Imperial Valley ROP  
Ms. Crystal Cortez Valenzuela, Guidance Technician, Imperial Valley ROP  
Mr. Phil Villamor, Director of Education, Imperial Valley ROP

**PLEDGE OF ALLEGIANCE:** Mr. Villamor led the pledge of allegiance.

**PUBLIC COMMUNICATIONS:** None.

**INTRODUCTIONS/ ANNOUNCEMENTS:** None.

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

- Minutes of August 20, 2015, Regular Meeting;
- August '15 Warrant Order Numbers: 16004246-16004340; 16005032-16005114; 16005944-16005992; 1600663-16006783.

**PERSONNEL:** ***APPOINTMENT OF PERSONNEL.*** A motion was made by Mr. Lopez and seconded by Mr. Calderon to approve the appointment of Mr. Genaro Ayala and Mr. Guillermo Vallejo. ***Motion carried unanimously.***

**RESIGNATION.** A motion was made by Mr. Calderon and seconded by Mr. Sadorra to approve the resignation of Ms. Maricela Ortiz and Mr. Victor Tamayo. *Motion carried unanimously.*

**NEW BUSINESS:** **ACCEPT FUNDING OF.** A motion was made by Mr. Lopez and seconded by Mr. Hester to accept the funding for Carl Perkins 131 (\$67,330). *Motion carried unanimously.*

**E-RATE FUNDING FOR INTERNAL CONNECTIONS AND TELECOMMUNICATIONS SERVICES.** A motion was made by Mr. Lopez and seconded by Mr. Calderon to approve acceptance of E-Rate Funding for Internal Connections and Telecommunication Services based on Schools and Library Division (SLD) Funding Commitment Decision Letter, approve E-Rate funding for fiscal year July 1, 2015 to June 30, 2016. *Motion carried unanimously.*

**2014-2015 STUDENT EVALUATION OF THE PROGRAM.** 2014-15 Student Evaluation of the Program: Mr. Obergfell explained the 2014-15 second semester Report on Student Evaluation of the Program report. He mentioned that this is the latest revised version of the survey. The intent of the Student Evaluation of program report is to capture and analyze customer satisfaction data on current MOU services offered to CTE students at JPA school district sites. He also mentioned that Mr. Villamor, Mrs. Garcia and Mr. Obergfell were reviewing the data results as well as the student comments. Along with the survey responses, student comments were also included in the Board agenda packet for the Board's review.

**2014-2015 UNAUDITED ACTUALS WITH 2015-2016 UPDATED FINANCIAL REPORT.** Mrs. Duron reviewed and explained the 2014-2015 Unaudited Actuals with 2015-2016 Updated Financial Report to the board. She pointed out the deficit spending would take place for at least two years. Mr. Obergfell reminded that board that IVROP is still in transition and that deficit spending has been stated at previous board meetings. A motion was made by Mr. Lopez and seconded by Mr. Sadorra to approve the 2014-2015 Unaudited Actuals with 2015-2016 Updated Financial Report. *Motion carried unanimously.*

#### **INFORMATIONAL ITEMS:**

**MONTHLY BUDGET UPDATE.** Ms. Duron made reference to the Monthly Budget Update. She pointed out the deficit spending. She reminded the board the grants support themselves. She informed the board the budget update will reflect the twelve month budget of the grants instead of the entire budget for each grant.

**IVROP COMMUNITY FOUNDATION.** Mr. Obergfell announced the IVROPCF Board had approved the Five hundred dollar CTE Student Leadership Organization Applications from Holtville High School FFA, Brawley Union High School ROP Welding, Southwest High School Culinary Arts, Southwest High School HOSA, and Central Union High School Law Academy. Mr. Jimenez said he had suggested an additional fundraiser to the IVROPCF. Mr. Jimenez asked staff for assistance in gathering ideas for other fundraisers. Mr. Villamor suggested adding different payment options to make donations towards the foundation.

**CTE UPDATE.** Mr. Villamor said the first Professional Development opportunity is scheduled for Friday, October 2<sup>nd</sup>. It will include Special Populations (Non-Traditional) training for all Perkins Consortium CTE instructors, as well as for CCPT grant targeted instructors – Health-Science and Med. Tech. and Law Enforcement. It will also include planning for upcoming skills competitions for Health Sci and Law Enforcement, as well as a local Health Science Conference – also funded through CCPT funds. Mr. Villamor mentioned Ms. Ines Estrada and Ms. Jackie Valadez are heading the local Health Science Conference scheduled for the first week in December. The Second Professional Development Opportunity will be Nov. 2<sup>nd</sup> (a day-long event like Oct. 2<sup>nd</sup>); this

opportunity is for instructors to work on existing CTE courses for A-G course submission. CCPT funds will pay all costs for targeted instructors (Health Science and Law Enforcement) but districts can have other instructors come – only cost for district will be substitute pay. Finally, Mr. Villamor mentioned that there are 6 CTE Department dates scheduled for each school district over the 15-16 school year (they occur on school's collaborative/minimum dates).

Mr. Lopez departed at 7:15 a.m.

**PRESENTATION:** A presentation was made by the IVROP Guidance Technician's Mr. Anaya, Ms. Baiz, Mrs. Burquist, Ms. Coronel, Ms. Morlett, Ms. Cortez Valenzuela, and Ms. Siqueiros.

Ms. Cortez Valenzuela serves Imperial and Holbrook High Schools. She's been working with the students with Career Locker and Key Train. Ms. Cortez Valenzuela spoke in regards to the National Career Readiness Certificate (NCRC).

Ms. Morlett serves Calexico and Aurora High Schools. She has been focusing on employability to assist the students with resumes to prepare them for the two job fairs. Ms. Morlett also works with the migrant program.

Mr. Anaya serves Brawley Union, Desert Valley, and Calipatria High Schools. Mr. Anaya is located at the College Career Center at Brawley Union High School. He participated in the Back to School Nights at his high schools. Mr. Anaya has also been promoting the job fairs and has been working on key train.

Ms. Baiz serves Holtville High School, San Pasqual High School, Alternative Education, and Calexico High School. All the ninth graders have been doing career locker. Ms. Baiz explained that Career Locker is an interest assessment. She has also been promoting the job fairs and working with key train.

Ms. Siqueiros is the Employer Connections Guidance Technician funded through CCPT. Ms. Siqueiros serves all the high schools. She works very closely with the employers, administrators, instructors, Ms. Garcia, Mr. Villamor, and all the guidance technicians. She has working on worksite placements for the Health and Law Enforcement Courses. The worksite placements serve as unpaid work experience for the students.

Ms. Coronel serves Southwest High School. She reported she completed Career Locker with the students. She's been conducting the key train testing and working with the students to prepare them for the job fair. She will also be assisting with the Welding/Ag. Skills Competition.

Ms. Burquist has been with IVROP for nineteen years. She serves Central Union and Desert Oasis High Schools. She is currently working with the ninth graders. She pointed out the guidance technicians now have more structure and a set of priorities.

Ms. Garcia informed the board the teachers and administrators were provided with the guidance technician services. Mr. Villamor pointed out the guidance technician's communicate with the counselors. Contact information for the guidance technician's and the services the guidance technicians are able to provide to the schools were provided to the board.

**CORRESPONDENCE:** None.

**LEGISLATION:** None.

**OTHER:** *ARTICLES.* Mr. Obergfell made reference to the Imperial Valley Press articles dated August 17, 22, 24, 27, 29, 30, 2015.

*EVENTS.* Mr. Obergfell informed the board of the Adult Job Fair being hosted by America's Job Center of California that would be held on Saturday, September 26, 2015 from 10:00 a.m. to 2:00 p.m.

**BOARD AND  
SUPERINTENDENT  
COMMENTS:**

Mr. Calderon will be going to Washington D.C. next week. He said the youth need to be prepared for failure.

Mr. Hester thanked the guidance technician's for their presentation.

Mr. Jimenez agreed with Mr. Calderon on his comment regarding the youth.

Mr. Sadorra thanked the guidance technician's and told them they're a great asset to the schools.

Mr. Obergfell reminded the board that there is a deficit spending for current year and projected for next year. Ms. Duron and he will be looking into correcting the deficit spending. Mr. Obergfell mentioned the management team have been working on goals. Mr. Obergfell informed the board of the four vehicles that are being leased through Rogers & Rogers. Mr. Obergfell announced he was selected to be part of the Workforce Development Board and the Youth Committee. Project Padres and Project Juntos will be ending September 30<sup>th</sup>.

**NEXT MEETING:** The next meeting was scheduled for Thursday, October 15, 2015, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

**ADJOURNMENT:** A motion was made by Mr. Sadorra and seconded by Mr. Hester to adjourn the IVROP Board Meeting at 7:45 a.m.