

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

Meeting of March 21, 2024
Imperial Valley Regional Occupational Program Main Office

CALL TO ORDER: Alicia Armenta called the meeting to order at 6:32 a.m. The following persons were present:

Alicia Armenta, Board President, Imperial County Office of Education
Lorenzo Calderon, Jr., Board Member, Calexico Unified School District
Matt Hester, Board Member, Holtville Unified School District
Victor Lopez, Clerk of the Board, Imperial Unified School District
Raul Navarro, Board Member, Calipatria Unified School District
Eric Rodriguez, Board Member, Central Union High School District
Gloria Santillan, Board Member, Brawley Union High School District
Gabriel Aguirre, Project Coordinator, Imperial Valley ROP
Vicente Ayala, Director of Business & Human Services, Imperial Valley ROP
Adriana Hernandez, Project Coordinator, Imperial Valley ROP
Maria Lopez-Pantoja, Project Coordinator, Imperial Valley ROP
Wendy Ramirez, Office Manager, Imperial Valley ROP
Stephanie Sandoval, Data Manager, Imperial Valley ROP

PLEDGE OF ALLEGIANCE: Raul Navarro led the pledge of allegiance.

PUBLIC COMMUNICATIONS: None.

INTRODUCTIONS/ ANNOUNCEMENTS: None.

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

- Minutes of January 18, 2024, Regular Meeting;
- January '24 Warrant Order #'s: 24256297-24256437, 24257145-24257232; 24258344-24258409; and February '24 Warrant Order #'s: 24259814-24259876; 24259888, 24260719-24260819; 24261557-24261633; 24262279-24262332; 24263714-24263784.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Raul Navarro and seconded by Matt Hester to approve the appointment of personnel for Jazmin Aguayo, Alejandra Diaz, Chantelle Gerardo, Mabel Marin, Jessica Reyes, Biana Rodriguez, and Lynessa Tabarez. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Victor Lopez and seconded by Gloria Santillan to approve the resignation of Mercedes Beal, Tiffani Escalante, Kimberly Noriega, Cyrus Ramirez, and Chelsea Rodriguez. **Motion carried unanimously.**

NEW BUSINESS: **RESOLUTION No. 2152024-1 – DELEGATION OF AUTHORITY TO PAY AND SIGN PROPER LEGAL BILLS, BILLINGS, INVOICES, AND ORDERS.** A motion was made by Gloria Santillan and seconded by Raul Navarro to approve Resolution No. 2152024-1 – Delegation of Authority to Pay and Sign Proper Legal Bills, Billings, Invoices, and Orders. Resolution No. 2152024-1 – Delegation of Authority to Pay and Sign Proper Legal Bills, Billings, Invoices, and Orders was approved with the following roll call vote: AYES: President Alicia Armenta, Trustee Lorenzo Calderon, Jr., Trustee Matt Hester, Clerk of the Board Victor Lopez, Trustee Raul Navarro, and Trustee Gloria Santillan. NAYES: None. Absent: Trustee Eric Rodriguez. **Motion carried unanimously.**

RESOLUTION NO. 2152024-2 – DESIGNATING PERSON(S) TO SIGN SCHOOL ORDERS (COMMERCIAL WARRANTS AND/OR PAYROLL WARRANTS). A motion was made by Victor Lopez and seconded by Matt Hester to approve Resolution No. 2152024-2 – Designating Person(s) to Sign School Orders (Commercial Warrants and/or Payroll Warrants). Resolution No. 2152024-2 – Designating Person(s) to Sign School Orders (Commercial Warrants and/or Payroll Warrants) was approved with the following roll call vote: AYES: President Alicia Armenta, Trustee Lorenzo Calderon, Jr., Trustee Matt Hester, Clerk of the Board Victor Lopez, Trustee Raul Navarro, and Trustee Gloria Santillan. NAYES: None. Absent: Trustee Eric Rodriguez. **Motion carried unanimously.**

RESOLUTION No. 03212024. A motion was made by Matt Hester and seconded by Gloria Santillan to approve Resolution No. 03212024. Resolution No. 03212024 was approved with the following roll call vote: AYES: President Alicia Armenta, Trustee Lorenzo Calderon, Jr., Trustee Matt Hester, Clerk of the Board Victor Lopez, Trustee Raul Navarro, and Trustee Gloria Santillan. NAYES: None. Absent: Trustee Eric Rodriguez. **Motion carried unanimously.**

Let the record reflect that Eric Rodriguez arrived at 6:37 a.m.

2nd INTERIM FINANCIAL REPORT FOR FY 2023-24. Vicente Ayala referred to 2nd Interim Financial Report for FY 2023-2024. He pointed out the deficit has decreased. The cash flow is currently being maintained healthy. Vicente Ayala provided the board with an update regarding the issue with 2nd Interim Financial report for FY 2023-24 with ICOE. The board was provided with the option of having up to an additional four meetings per calendar year due to new financial report requirements as per ICOE. The board would prefer not to have a second meeting. The board discussed moving the board meeting to the months where a report is due or submitted the report earlier to meet the deadlines. The board was informed that this item would be discussed at the April board meeting. A motion was made by Victor Lopez and seconded by Gloria Santillan to approve the 2nd Interim Financial Report for FY 2023-2024. **Motion carried unanimously.**

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Vicente Ayala said the Monthly Budget Update reported reflected the 2nd Interim Financial Report that had been presented.

IVROP COMMUNITY FOUNDATION. Eric Rodriguez informed the board that the dinner provided at 2024 IVROPCF DWTS will include three proteins. As of today, the foundation has eleven sponsors sponsoring the 2024 IVROPCF DWTS. Ticket sales have been slow. The IVROPCF board willing be evaluating the online ticket sales option. Alicia Armenta reminded the board that personal interaction is missing in having the Stars sell tickets instead of selling tickets online. We continue to encourage

the Stars, instructors, and the board to continue to share information regarding the event. Wendy Ramirez continues to encourage the board to continue promoting the event. WIFI will be available for the tickets to be scanned. The opening act has been confirmed. Eric Rodriguez shared he has volunteered to assist with promoting the event on social media. He will be advertising on Google via YouTube. Wendy Ramirez reminded the board that the scholarships are due tomorrow. Wendy encouraged the board to follow the foundation on FaceBook and Instagram. She encouraged the board to share the 2024 IVROPCF DWTS information with their family members and friends. Eric Rodriguez said IVROP Staff are changing lives. Gabriel Aguirre informed the board that we are currently looking at different platforms for the websites.

CTE UPDATE. Adriana Hernandez provided the CTE Update. Adriana Hernandez shared CTE supported the Calexico Ag Career Day and Holtville Career Day, and plans to support Southwest High School's "Future Friday" sessions. Adriana Hernandez again reminded the board that the IVROPCF Scholarship Application is due tomorrow, Friday, March 22nd. Staff promoted the scholarship opportunity at the schools, informed the counselors, teachers, and administrators. The Public Services Skills event was held on February 28th. A total of 64 students participated from Brawley, Central, Southwest, Holtville, and Calexico high schools. The Top Outstanding Student Process was held on the week of March 11th and 49 students from various industry sectors across the county competed. Imperial Unified School District approved a three-year MOA and an A-G Career Specialist district service agreement. Holtville High School is pending approval of their MOA. The Annual Recognition Ceremony will be held on April 10th at the IV Fairgrounds at 6:00 p.m. The Culinary Competition will be held at Imperial Valley Food Bank on April 24th. Brawley Union High School, Calexico High School, and Calipatria High School will be participating in the Culinary Competition. Adriana Hernandez provided a school update for ICOE Valley Academy and Imperial Pathways Charter School. A full-time Career Specialist is placed at ICOE Valley Academy. Imperial Pathways Charter School will be dropping the Barber course.

ANNUAL EVALUATION PROCESS OF THE SUPERINDENT. Alicia Armenta informed the board that she will not be available to attend the April board meeting. Alicia Armenta reminded the board of the rubric and the closed session for next month. Wendy Ramirez reminded the board that she had emailed them the Annual Evaluation Process of the Superintendent, the completed rubric from last year, and the blank rubric they would be completing for next month. Wendy Ramirez informed the board that she also provided them with a copy of the blank rubric that would need to be completed for next month. She said a closed session will be held next month to review the completed rubric.

INFORMATIONAL NOTES – FEBRUARY 15, 2024. Gabriel Aguirre informed the board that the informational notes were provided for the February 15th board meeting because we had not had a quorum.

PRESENTATION: None.

CORRESPONDENCE: Alicia Armenta reviewed the letter from Imperial County Office of Education, Maribel Perez, Chief Business Officer, Business Services.

LEGISLATION: None.

OTHER: **ARTICLES.** Alicia Armenta referred to the Imperial Valley Press articles dated February 7, 10, 11, 14, 21, 28, 2024.

EVENTS. Gabriel Aguirre extended an invitation to the board to attend the IVROP Recognition Ceremony and the IVROPCF DWTS Gala.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Alicia Armenta thanked Eric Rodriguez for being involved in the IVROPCF. She thanked Raul Navarro and Eric Rodriguez for being candidates. She thanked the board for their service.

Lorenzo Calderon, Jr. thanked Vicente Ayala, Adriana Hernandez, and staff that were at the Public Services Skills Event. He said Calxico will host the Public Services Skills Event next year.

Matt Hester wished everyone a Happy and Healthy 2024. He suggested maybe having a taco cart during lunch for a Board 101/Staff Appreciation.

Victor Lopez had no comment.

Raul Navarro thanked Eric Rodriguez for taking on the task of the foundation.

Eric Rodriguez shared he has a new assignment as CPS at work. He shared he is working directly with IVROP Staff. IVROP is really changing lives. It's an honor to be part of IVROP.

Gloria Santillan thanked IVROP for being part of the event.

Gabriel Aguirre thanked the board and Vicente. He thanked Eric for his support with the foundation. Letters were provided to Staff. Maria Pantoja received an expansion for fathers. We have a dynamic, intelligent, passionate staff. Our services impact youth. Thank you for your flexibility.

NEXT MEETING:

The next IVROP Board Meeting was scheduled for Thursday, April 18, 2024, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT:

The meeting adjourned at 7:37 a.m.