

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

Meeting of August 15, 2024  
Imperial Valley Regional Occupational Program Main Office

**CALL TO ORDER:** Alicia Armenta called the meeting to order at 6:30 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  
**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  
Edwin P. Obergfell, Superintendent, Imperial Valley ROP  
Wendy Ramirez, Office Manager, Imperial Valley ROP  
Stephanie Sandoval, Data Manager, Imperial Valley ROP

**PLEDGE OF  
ALLEGIANCE:** Alicia Armenta led the pledge of allegiance.

**PUBLIC  
COMMUNICATIONS:** None.

**INTRODUCTIONS/  
ANNOUNCEMENTS:** None.

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

- Minutes of June 18, 2024, Public Hearing Meeting;
- Minutes of June 20, 2024, Regular Meeting;
- June '24 Warrant Order #'s: 24277837-24277902; 24278731-24278811; 24279438-24279515; 24280927-24281029; and July '24 Warrant Order #'s: 25281575-25281643; 25282563-25282645; 25283390-25283428; 25284357-25284423.

## PERSONNEL:

**APPOINTMENT OF PERSONNEL.** A motion was made by Victor Lopez and seconded by Gloria Santillan to approve the appointment of personnel for Brenda Gonzalez, Juanita Leon, Alejandro Lepe, Carolina Ramirez, Julissa Reyes, and Jessica Ruiz. ***Motion carried unanimously.***

**RESIGNATION.** A motion was made by Victor Lopez and seconded by Matt Hester to approve the resignation of Julia Beasley, Ana Felix, Guillermo Macias, and Guadalupe Marquez. ***Motion carried unanimously.***

**2024-25 HEALTH BENEFITS.** Edwin P. Obergfell informed the board that the VEBA presented to the IVROP Staff yesterday. According to the VEBA, insurance usage and inflation drive the cost of health insurance. Staff were informed that health insurance had increased by 13%. The health benefits are part of the retention and attraction. A motion was made by Lorenzo Calderon and seconded by Victor Lopez to approve the 2024-25 Health Benefits Option #1 (\$11,400 annual IVROP contribution). ***Motion carried unanimously.***

**VARIABLE CCSD TERM WAIVER.** Julissa Solorio is a former IVROP employee. A motion was made by Gloria Santillan and seconded by Matt Hester to approve the employment of Jessica Ruiz and Julissa Solorio, CTE instructors, on the basis of a Variable CCSD Term Waiver (English Learner) for the 2024-2025 school year as part of the IVROP CTE MOA Addendums for supplemental services. ***Motion carried unanimously.***

## NEW BUSINESS:

**ORGANIZATIONAL CHART.** Edwin P. Obergfell informed the board that the organizational chart had been updated to reflect the current projects. The board was also provided with an organizational chart that included the names of the Senior Cabinet members and management team. A motion was made by Victor Lopez and seconded by Gloria Santillan to approve the organization chart. ***Motion carried unanimously.***

**ACCEPT THE CONTINUATION OF.** A motion was made by Victor Lopez and seconded by Lorenzo Calderon to accept funding for Project Care (\$28,550), Carl Perkins 131 (\$139,867), Project Connect (\$2,207,457), and Project NENES (\$237,575). ***Motion carried unanimously.***

## INFORMATIONAL ITEMS:

**MONTHLY BUDGET UPDATE.** Vicente Ayala referred to the Monthly Budget Update. Vicente said the report reflected the breakdown for July. This is what was submitted for the original budget. The adjusted budget for Project CARE is \$28,550. There was no impact on the indirect. The deficit will remain the same for August. He will be providing an updated budget in September because one of the Family Stabilization projects increased, and the proposed budget we have for Project Connect decreased.

**IVROP COMMUNITY FOUNDATION.** Edwin P. Obergfell reported that the board met on August 6<sup>th</sup> and reviewed the financial reports. The DWTS cleared \$51,000, and IVROPCF scholarships and CTSOs were about \$43,000. It was a successful year. The IVROPCF board discussed vendor relationships, tickets, coordinator, plus/delta, Venmo, and social media. The location was secured for the 2025 DWTS on Friday, May 2<sup>nd</sup>. The Quechan and the décor have been secured. We're working on gathering quotes from vendors. Jay Jimenez and Sam Couchman will present at the IVROP Board Retreat on behalf of the IVROPCF Board. Eric Rodriguez mentioned some items placed on the plus/delta list to improve the event. We'll be recruiting new board members for the foundation. Eric Rodriguez mentioned that the IVROPCF Board takes a reasonable amount of time, attention, and stress. Eric Rodriguez shared the IVROPCF board discussion about providing

stipends for Edwin P. Obergfell and Wendy Ramirez for the additional work they do for the foundation. Eric Rodriguez said he was a big advocate for providing them with a stipend. He considers the foundation an additional job. Eric Rodriguez mentioned that the IVROPCF Board members will suggest providing stipends for the superintendent (Edwin P. Obergfell) and Office Manager (Wendy Ramirez) at the IVROP Board Retreat.

**CTE UPDATE.** The team planned and prepared this summer for the academic year. Some staff attended professional development opportunities. Some ReadyforLIFE and IVSSSP staff attended the Southern Region Student Wellness Conference in July. ReadyforLIFE also attended the HMRF Biennial Conference where we also were able to showcase the great work we've done during a Poster Networking event. She shared that during this conference, they mentioned an RFP will be released in 2025 for READY4Life. We have a new contract for the Meadows Union School District AG teacher. We also got two new district service agreements with Imperial Unified School District to support their A-G requirements goals and with Brawley Union High School District to support alternative education schools. The ICOE Valley Instructor for Barbering was replaced. She shared that their Educational Services held a department training during the summer to start planning for this year. She asked the board to save the date for the Regional CTE Advisory Committee Meeting, which will be held on September 20th at Imperial Valley College. She mentioned that Ed. Services team will be contacting your school district administrators to develop work plans for this school year, and she plans to be able to introduce our Career Specialist to the districts during the district board meetings.

Let the record reflect that Victor Lopez departed at 7:25 a.m.

**WASC UPDATE.** Gabriel Aguirre provided a WASC update. The mid-cycle report is due in June 2025. Data Manager Stephanie Sandoval has been instrumental in helping us as an agency start formulating our plan, moving forward through the process, and developing and refining our data collection methodology. The matrix data collection is how we have formally collected data, which is still part of the process. We've continued refining the process for fiscal year 2024-2025. Now, we own our data platform, QuickBase. Stephanie Sandoval will provide information on how staff utilize QuickBase. He shared that she had provided staff training yesterday on capturing information effectively. Gabriel Aguirre shared that all departments have reviewed the WASC process with their teams. Staff have been notified they may be involved in some of our planning processes for developing and finishing our mid-cycle report. A training was held for teachers in May to review the SLOs and the process of collecting information. The annual knowledge gain survey was conducted to show that the SLOs are being taught and effectively understood by the students. The mid-cycle report is due in June 2025. Gabriel Aguirre and Adriana Hernandez will be leading the mid-cycle report. They have been working closely with Stephanie Sandoval to provide the data.

**PRESENTATION:** Stephanie Sandoval, Data Manager, presented on Data Management.

Let the record reflect that Matt Hester departed at 7:50 a.m.

**CORRESPONDENCE:** None.

**LEGISLATION:** None.

**OTHER:** **ARTICLES.** Alicia Armenta referred to the articles.

**EVENTS.** None.

**BOARD AND**

## **SUPERINTENDENT**

### **COMMENTS:**

Alicia Armenta congratulated Project Connect and appreciated that IVROP Staff were responsive to the board's request.

Eric Rodriguez shared that he works closely with Project ACE, which has a new contract with Budget Driving School. Staff are changing lives.

Gloria Santillan thanked the staff for the great presentations. She said to keep up the great work.

Edwin P. Obergfell said Gabriel Aguirre, Adrian Gonzales, and he would attend the CWA Conference from September 3rd through September 6th. He informed the board that the 9/80 Schedule would end on Friday, August 16<sup>th</sup>. He reminded the board that the IVROP Office will be closed on Monday, September 2<sup>nd</sup>. He thanked the board for their guidance and leadership. He reminded the board that the IVROP Board Retreat would be held on Monday, August 19<sup>th</sup> at 1250 W. Main Street, El Centro at 1:00 p.m.

### **NEXT MEETING:**

The next IVROP Board Meeting was scheduled for Thursday, September 12, 2024, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

### **ADJOURNMENT:**

The meeting adjourned at 8:07 a.m.