

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

Meeting of February 20, 2025
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
Fabiola Calderon, Calexico Unified School District
Deby Ellet, Board Member, Central Union High School District
Larry Iten, Holtville Unified School District
Raul Navarro, Board Member, Calipatria Unified School District
Gloria Santillan, Clerk of the Board, 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
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: The Board Members and the Senior Cabinet team introduced themselves.

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

- Minutes of January 16, 2025, Regular Meeting;
- January '25 Warrant Order #'s: 25305964-25306076; 25307012-25307096; 25307119, 25307784-25307832; 25309295-25309344.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Raul Navarro and seconded by Larry Iten to approve the appointment of personnel for Jhonathan Parra and Erika Velasquez. ***Motion carried unanimously.***

2024-2025 SALARY SCHEDULE PROPOSED REVISION. Edwin P. Obergfell pointed out that the 2024-2025 Salary Schedule Step 1 column for the CLMGT235 – Classified Management – Program Manager, Office Manager, and Data Manager was not in compliance with the State minimum wages that went into effect on January 1, 2025. Vicente mentioned Step 1 for the CLMGT235 – Classified Management – Program Manager, Office Manager, and Data Manager don't meet exempt employee requirements because these positions supervise staff. Edwin P. Obergfell said at a later date an increase in cost-of-living adjustment for all salary schedules would be provided to the board for review and discussion. Gloria Santillan asked if these staff members were paid overtime. Edwin P. Obergfell informed the board that staff have not been paid overtime, but they do receive flex time for the extra hours worked. A motion was made by Gloria Santillan and seconded by Deby Ellett to approve the 2024-2025 Salary Schedule Step 1 column for the CLMGT235 – Classified Management – Program Manager, Office Manager, and Data Manager positions. **Motion carried unanimously.**

2024-2025 STIPEND SALARY SCHEDULE. Vicente Ayala informed the board that Roxine Zamora would be mentoring the new barbering instructor. Roxine Zamora will also be mentoring the AME instructor. Alternative Education Valley Academy (ICOE) requested the stipend to be provided. A motion was made by Deby Ellett and seconded by Raul Navarro to approve the Stipend Salary Schedule STIPND22 – Stipend Monthly Row Three Mentor Stipend. **Motion carried unanimously.**

VARIABLE TERM WAIVER. A motion was made by Raul Navarro and seconded by Gloria Santillan to approve to employ Crystal Carrasco, CTE instructor on the basis of a Variable 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:

2024-2025 AUDIT ENGAGEMENT LETTER. A motion was made by Fabiola Calderon and seconded by Deby Ellett to approve the 2024-2025 Audit Engagement Letter with Wilkinson, Hadley, and King. **Motion carried unanimously.**

MINUTES OF DECEMBER 12, 2024, REGULAR MEETING. Edwin P. Obergfell explained to the board that Lorenzo Calderon, Jr., attended the December 12, 2024, IVROP Board Meeting but had requested not be acknowledged as present. Lorenzo Calderon, Jr. had been elected as a new Calexico City Council member, and he said he could not represent the school district because of the conflict. He contacted IVROP Staff and requested the records to reflect that he attended the December 12, 2024, IVROP Board Meeting. Edwin P. Obergfell pointed out that the yellow highlighted minutes were added to reflect Lorenzo Calderon, Jr. was present and did participate in the December 12, 2024 IVROP Board Meeting. A motion was made by Gloria Santillan and seconded by Deby Ellett to approve the revised Minutes of December 12, 2024, Regular Meeting. **Motion carried unanimously.**

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Vicente Ayala referred to the Monthly Budget Update. Management have been reviewing which employees might need to receive a project completion letter. All federal grants had been frozen and then were unfrozen. IVROP is the lead fiscal agent for the Strong Workforce Program (SWP) High School. He addressed the deficit spending. Edwin P. Obergfell informed the board that READY4Life was at its last year of five total years. READY4Life is expected to end on September 30, 2025. He provided an update on the Social Services and WIOA programs that could be impacted in the future. WorkAbility was awarded an additional \$20,000. Edwin P. Obergfell reminded the board of three reasons why staff leave IVROP: job security, compensation packages, and career pathway.

IVROP COMMUNITY FOUNDATION. Edwin P. Obergfell informed the board the IVROPCF is a 501(c)(3). The 501(c)(3) was created by the previous superintendent to apply for nonprofit grants and to award scholarships to Imperial County youth. The IVROPCF 16th Dancing with the Stars (DWTS) Gala was scheduled for Friday, May 2, 2025. The IVROPCF Board consists of Sam Couchman, IVROPCF President; Eric Rodriguez, Vice President; Marianne Fenley, Secretary; and Edwin P. Obergfell, Treasurer. Wendy Ramirez is the IVROPCF Volunteer and Anne Irigoyen is the DWTS Coordinator. The IVROPCF Scholarship Applications are due on March 14, 2025. IVROPCF Scholarship awards are provided to the following five categories: Scholastic Achievement, Exemplary Community Involvement, IVROP/Career Technical Education (CTE) Student, General and Empowerment Youth. Awards range from \$1,000, \$750, and \$500. The IVROPCF also awards ten CTSOs \$1,000 scholarships to CTSO within Imperial County school districts. Edwin P. Obergfell mentioned the Calexico High School SkillsUSA had received a \$1,000 CTSO scholarship award. FFAs, HOSA, and DECA CTSOs have also received a \$1,000 CTSO scholarship award. This year a Louis Vuitton Handbag, a Louis Vuitton duffle bag, and a Yeti ice chest will be raffled at the 2025 IVROPCF DWTS Gala. Tickets for the drawing are \$20 each. Edwin P. Obergfell shared that all the proceeds go towards scholarships, to pay the vendors, and the coordinator.

CTE UPDATE. Adriana Hernandez provided the CTE Update. On February 4th, the Imperial County Board of Supervisors proclaimed February as CTE Month in Imperial County. The CTE teacher nominations for Outstanding CTE Student were due on January 24th. Top Outstanding Student applications were due February 18th. The IVROP CTE Showcase was held on February 6th at 4:00 p.m. at the Imperial Valley fairgrounds. Twenty-nine CTE Teachers and about one-hundred sixty students participated in the IVROP CTE Showcase. Over forty industry representatives also participated. Deby Ellett shared she was impressed by the students at the IVROP CTE Showcase. She said it was wonderful to interact with the kids. Adriana Hernandez mentioned some of the work-based learning support being provided by her team. She also shared the upcoming events. Adriana Hernandez provided the quarterly impact reports to each board member for their districts.

WASC UPDATE. Gabriel Aguirre provided a WASC Update. Gabriel Aguirre said the action plan review will be completed by March 2025. IVROP received a six-year accreditation in 2022. The WASC, the SLOs, Mission-Vision Statements and the Organization Goals will be reviewed to make sure it's reflective to where it's at. The newsletters will continue to be shared with the IVROP Board and stakeholders. Edwin P. Obergfell said the data component was huge in the June mid-year report. We are currently working on our marketing strategies by updating our website and social media.

ANNUAL EVALUATION PROCESS OF THE IVROP SUPERINTENDENT. Edwin P. Obergfell informed the board of the Annual Evaluation process of the IVROP Superintendent. He pointed out that the Annual Evaluation Process of the IVROP Superintendent had been adopted on March 17, 2022. By March 15th, Wendy Ramirez, IVROP Office Manager, will be emailing the board a blank superintendent evaluation rubric form along with a copy of the superintendent's evaluation from the prior year for the board's review. On or before March 15th, Edwin P. Obergfell, IVROP Superintendent, will email the board a brief summary of activities for the board to review and utilize in the evaluation process. During the April IVROP Board meeting, in close session, each board member will submit a completed form to Alicia Armenta, IVROP Board President. During the May IVROP Board Meeting, in closed session, the board will review and conduct the formal and annual evaluation with the superintendent.

SALARY SCHEDULE UPDATE FOR FY 25/26. Edwin P. Obergfell informed the board that recommendations regarding the Salary Schedule will be provided to the board at the April Board Meeting for their review. He explained the Employee Attraction and Retention (EAR) program. He mentioned the Cost-of-Living Adjustment (COLA) has increased in the State and future minimum wages will also impact the current Salary Schedule.

PRESENTATION: None.

CORRESPONDENCE: Alicia Armenta referred to the letter from ICOE, Maribel Paez, Chief Business Officer, Business Services.

LEGISLATION: **AB 2158.** Edwin P. Obergfell explained Assembly Bill 2158 (AB 2158), signed into law by Governor Gavin Newsom on September 13, 2022, mandates that officials of school districts, county offices of education, and charter schools in California complete ethics training every two years. He asked the board to provide a copy of their completed AB 2158 certificate to IVROP.

OTHER: **ARTICLES.** Edwin P. Obergfell referred to the Imperial Valley Press articles dated December 19, 24, 2024.

EVENTS. Edwin P. Obergfell extended an invitation to the board to the events.

IVROP/IVROPCF NEWSLETTERS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Alicia Armenta welcomed the Board members and expressed her appreciation for the staff's continuous efforts in making incremental improvements each year. She acknowledged the positive changes that have been implemented, noting that some of these resources were not available just a few years ago. She thanked the staff for their responsiveness to community needs and for incorporating recommendations based on data. She also emphasized the importance of the Family Stabilization program in helping families find housing, recognizing it as a vital service. Additionally, she extended her gratitude to Adriana for providing the CTE update.

Deby Ellett expressed her admiration for the students, highlighting how friendly and engaged they were with the public. She was particularly impressed by the Desert Oasis students demonstrating their skills in haircutting and facials, as well as the culinary students' excellent interaction with attendees. She commended IVROP for equipping students with valuable professional skills. She also shared her privilege of attending the Board of Supervisors meeting for the IVROP CTE Proclamation Month and the Healthy Marriages and Families Proclamation. She acknowledged the many wonderful initiatives IVROP has underway and encouraged everyone to keep up the great work. She concluded by thanking everyone.

Larry Iten said he wanted to thank everybody for welcoming him and he looks forward to working with everyone. He said a lot of information was provided.

Fabiola Calderon shared her excitement about being part of the team. She recounted attending the showcase, where she enjoyed a delicious dinner prepared by the Calexico High School Culinary program, including barbecue ribs and coleslaw. She also had the opportunity to watch the band perform and listen to the music. While it was a bit challenging to have conversations due to the noise, she was impressed by the students' immense talent across various areas. As a newly elected board member in Calexico, she mentioned that a few board members requested a tour of the high school, where they observed students actively engaged in welding and auto shop classes. She expressed

her enthusiasm for working together and looks forward to accomplishing great things with the team. She concluded by thanking everyone.

Raul Navarro expressed his gratitude to the staff for staying informed about federal changes and shifts in administration. He emphasized the importance of vigilance as a district, staying aware of developments to ensure a smooth transition if necessary. He also highlighted the need to explore new grants and funding opportunities to continue preparing students for successful careers. He concluded by thanking the staff for their dedication.

Edwin P. Obergfell expressed his gratitude to the board for taking time out of their busy schedules and commitments to be a part of IVROP and gain a regional perspective. He commended the board for the excellent work they are doing in their districts and emphasized how this opportunity allows for a broader view of regional developments. He also appreciated the board's willingness to collaborate with IVROP and shared his enthusiasm for working with each member. He informed the board that a retreat had been held for previous board members and announced plans to conduct an IVROP Board 101 session for current members. He assured them that the session would not violate the Brown Act, as no decisions or policies would be made. Instead, the Senior Cabinet would present and provide insights into IVROP's operations. He committed to coordinating with the Senior Cabinet to determine available dates and times for the session. Lastly, he extended his appreciation to the staff for their outstanding work.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, March 13, 2025, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 7:54 a.m.