

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

Meeting of June 26, 2025
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
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
Maria Pantoja, Project Coordinator, 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 Gloria Santillan and seconded by Deby Ellett to approve the items on the Consent Agenda as presented. ***Motion carried unanimously.***

- Minutes of May 15, 2025, Regular Meeting;
- May '25 Warrant Order #'s: 25321547, 25322237-25322299; 25323211-25323280; 25324130-25324273; 25325024-25325103; 25326377-25326456.

PERSONNEL: ***APPOINTMENT OF PERSONNEL.*** A motion was made by Fabiola Calderon and seconded by Gloria Santillan to approve the appointment of personnel Joel Gomez, Krystal Murillo, Bianca

Rodriguez, Berenise Sandoval, Julissa Solorio, and Karla Valencia Samberino. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Deby Ellett and seconded by Larry Iten to approve the resignation of Christina Madueño and Daniela Olvera. ***Motion carried unanimously.***

FY 2025-2026 FRINGE BENEFITS. A motion was made by Fabiola Calderon and seconded by Deby Ellett to approve the FY 2025/2026 updated Fringe Benefits.

VARIABLE CCSD TERM WAIVERS. Vicente Ayala explained it takes three years to get a CTE teaching credential. Gloria Santillan asked how many CTE Teachers under IVROP need a teaching credential. Adriana Hernandez said there are currently three CTE Teachers and two additional CTE Teachers will be hired soon through IVROP. Edwin P. Obergfell mentioned Adriana Hernandez completes the CTE Instructors onsite evaluation in conjunction with him because he has the Administrative Credential. A motion was made by Gloria Santillan and seconded by Fabiola Calderon to approve to employ Crystal Carrasco and Jessica Ruiz, CTE instructors on the basis of a Variable CCSD Term Waiver (English Learner) for the 2025-2026 school year as part of the IVROP CTE MOA Addendums for supplemental services.

NEW BUSINESS: ***ACCEPT FUNDING OF.*** A motion was made by Fabiola Calderon and seconded by Deby Ellett to accept funding for Project NENES (\$243,700) and Project CARE (Children Acquiring Readiness for Education) (\$29,000). ***Motion carried unanimously.***

RESOLUTION No., 06262025 – DELEGATION OF AUTHORITY TO ENTER INTO WRITTEN AGREEMENTS OR WRITTEN CONTRACTS UNDER SPECIFIC LIMITATIONS. Edwin P. Obergfell informed the board that this resolution is approved annually, granting the authority to enter into contractual agreements as needed throughout the year. A motion was made by Gloria Santillan and seconded by Fabiola Calderon to approve Resolution No. 06262025. Resolution No. 06262025 was approved with the following roll call vote: AYES: President Alicia Armenta, Trustee Fabiola Calderon, Trustee Deby Ellett, Trustee Larry Iten, Trustee Raul Navarro, and Clerk of the Board Gloria Santillan. NAYES: None. Absent: Trustee Elvira Hernandez. ***Motion carried unanimously.***

2025-2026 SALARY BUDGET WITH 2024-2025 WITH ESTIMATED ACTUALS – FINANCIAL REPORT. Vicente Ayala reviewed the 2025-2026 Salary Budget with 2024-2025 with Estimated Actuals – Financial Report with the board. He mentioned the cashflow remains strong. He said this was a conservative projection of the budget for 2025-2026. There are anticipated reductions in the upcoming budget due to projects possibly ending such as READY4Life, the sunseting of programs BFH, and HS and project direct services operating at lower level compared to the previous year. Our initial deficit spending projection of \$167,289 is conservatively estimated. The Workers Compensation rate increased due to the new rate of 1.6819%. We are projecting a decrease in the overall budget if projects were not to be funded past 2025/2026. He thanked the managers, clerks, and staff to ensure services were being provided and invoices are sent in a timely manner. A motion was made by Gloria Santillan and seconded by Deby Ellett approve the 2025-2026 Budget with 2024-2025 Estimated Actuals – Financial Report. ***Motion carried unanimously.***

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Vicente Ayala referred to the Monthly Budget Update. The Monthly Budget Update was reflective of the 2025-2026 Budget with 2024-2025 Estimated Actuals - Financial Report. We started with \$117,000 projected in deficit. We are hoping to end the year at \$80,000 deficit, and that's a \$36,000 decrease. Vicente Ayala pointed out that 87% of the grants fund the

organization and 13% of funding comes from Memorandums of Agreement (MOA), district services and live scans.

IVROPCF COMMUNITY FOUNDATION. Edwin P. Obergfell informed the board that the IVROPCF Board had met on June 10th. The IVROPCF Board reviewed the monthly, actual budget, and the fiscal report for Dancing with the Stars. After all our expenses we cleared \$43,000. The IVROPCF Board already communicated with the Quechan Resort to secure Friday, May 1, 2026, for the Dancing with the Stars. The Quechan Resort will be going through some remodeling and they will confirm within the next few weeks if it will be available on May 1st.

CTE UPDATE. Adriana Hernandez provided the CTE Update. She mentioned that Career Specialists work the whole year, so they do make themselves available to provide support during summer school. As usual, a big focus is work-based learning, and we continue supporting it through guest speakers and industry tours. She added that this past month staff focused on employability services (resumes, job application, interview skills, mock interviews, etc.) because there was a lot of interested form youth to possibly get summer jobs and to get high school seniors ready for the workforce. Also, Ed. Services collaborated with Brawley Union High School District and Calexico Unified School District to apply for an LCSSP grant, with the goal of adding two new IVSSSP programs if the grant is awarded. Mobile Career Lab participated in the Calipatria TK-8th grade and Calipatria Parent Night on June 25th. READY4Life grant will be coming to an end soon, but we're still providing services to summer cohorts. The Small Schools Perkins Consortium Application was submitted and approved. The Ed. Services department is starting to plan for the next school year. She mentioned the 2025-2026 tentative event dates. Adriana Hernandez referred to the newsletters that were provided to each board member.

WASC UPDATE. Edwin P. Obergfell thanked Adriana Hernandez, Gabriel Aguirre, and the WASC team for a very successful mid-cycle report. He said the WASC process starts all over again. Gabriel Aguirre referred to the letter from WASC that indicates that the mid-cycle report was successfully submitted. He mentioned Stephanie Sandoval, Data Manager assisted and supported capturing data and survey results. We will begin in completing the next three years of WASC. Edwin P. Obergfell reminded the board that at the time the WIOA classes needed accreditation, so we decided to move forward with WASC.

IVROPCF STIPENDS FOR THE SUPERINTENDENT AND OFFICE MANAGER. Edwin P. Obergfell informed the board that Dancing with the Stars is a portion of what is work that is connected to the foundation. There is also the scholarship review, scholarship application process, and a lot of planning. Edwin P. Obergfell reminded the board that Raul Navarro had requested for the IVROPCF Stipends for the Superintendent, and the Office Manager be placed on agenda this month. He mentioned this has been brought up before. Edwin P. Obergfell said it is a lot of work. He said it is difficult to come up with a number for the stipends. He mentioned he looked at stipends you may have awarded to coaches or others, it's just hard to compare. The Superintendent functions as the executive director for the foundation. Edwin P. Obergfell said his current position is Secretary for the foundation. He said he wrote the bylaws. He mentioned it was Mary N. Camacho's former IVROP Superintendent vision. She saw the need and opportunity to create a non-profit 501(c)3. She had directed Edwin to create the 501(c)3. The bylaws for the foundation were created so the Superintendent had a strong representation on the foundation. Edwin reminded the board that Sam Couchman is the president, Eric Rodriguez is the vice-president, Marianne Valenzuela Fenley is the secretary, and he is the treasurer. The intent is for IVROP not to lose its role on the Board. He explained that is why the Superintendent is a strong role in the foundation. The volunteer does not have to be the Office Manager. Wendy Ramirez works really hard in everything that she does. She is a great dedicated employee. Edwin said he wish he could clone her. Wendy Ramirez does her job with a smile and keeps on going. We have

done the extra work out of love and out of commitment, I think the stipend is a valid conversation. Edwin P. Oberghell pointed out that in the current IVROP Superintendent job description the IVROPCF is not included. Edwin P. Oberghell mentioned that he added the foundation to the new revised job description for the superintendent. It is a conversation that is, time is due. He said the dollar amounts are up to debate. Edwin P. Oberghell told the board that this item can be tabled for now or make a decision now. He confirmed that Raul Navarro had requested for the stipends to be retroactive to cover the current year July 1, 2024, to June 30, 2025, and then July 1, 2025, to June 30, 2026. Raul Navarro said as much as we all love to volunteer and give back to our community. He said sometimes people feel it's your job to do it, even though you love to do it. Raul said this is the sixteen year they have been volunteering. Raul Navarro said it is long hours, time, and effort that they put into the foundation. Raul Navarro said we should compensate them for what they do. Some sort of gratitude to let me know we appreciate what they have been doing for twenty some years. He said they take time away from family or things they would normally want to do. They do it for the scholarships and to give back. Raul Navarro said he recommended they should be compensated. The dollar amount is negotiable. Gloria Santillan the dollar amount presented was kind of high for her. She said she could see that the dollar amount provided for three months. Alicia Armenta said she felt there should be compensation. There's a lot of extra hours are being worked. Alicia Armenta said she didn't feel comfortable providing a stipend for the entire year. She said she felt some compensation was in order. Larry Iten said there should be some type of reward. Maybe once a year type of deal. Deby Ellett said the board probably doesn't have a clue how many hours are spent on working on this event. Deby Ellett said there could be a gratitude at the months where the most hours are spent on this event. Deby Ellett requested an overview of when the hours are being worked and how many hours are spent. Deby Ellett obviously it takes much more work than we comprehend, because we have a little idea about what you do or don't do. Deby Ellett provided an example of stating I usually do thirty hours in May getting ready. Just an idea because why may not know how much work it involves. Gloria Santillan said to also include how many hours are during the work hours because you can't do much business during the evening. Alicia Armenta asked the board if they wanted this item to be brought back as an action item in August. Fabiola Calderon said she was in favor of the stipend as a one lump sum, rather than the whole year. Fabiola Calderon suggested the stipend could be paid out in June. Edwin P. Oberghell repeated the direction provided from the board for clarification. He asked the board to correct him if he's wrong. The board is requesting a table where it shows a month to month. For example, July through June where Wendy Ramirez explains her work and her time, and then my work and my time. A table that includes a description of the work done on a monthly basis. A description of the dollar amount or an hour amount. Edwin P. Oberghell provided the following example, In July, Edwin P. Oberghell would have vendor negotiation, two hours' of contact and two hours of negotiation. As, Gloria Santillan requested include if it was done during IVROP hours. Gloria Santillan said she was okay with work being completed during IVROP work hours but the information provided would be helpful to decide the stipend dollar amount. Edwin P. Oberghell shared a lot of his personal information and is shared on Sam.gov and other sites. Wendy Ramirez has copies of my driver license, social security number, etc. It is important for the next Superintendent or Director to be informed that they will need to share a lot of their personal information. Some people may not be willing to share their personal information. Sam Couchman, IVROPCF President, also must share his personal information. Wendy Ramirez must go to the bank often for foundation purposes. Gloria Santillan said at this point were are not requesting you to be a member of the IVROPCF. She said it is voluntary on your end. Edwin P. Oberghell said he is not being compensated and didn't request compensation. Edwin P. Oberghell said the future Superintendent or Director need to understand that they need to be involved and participate in the IVROPCF. Alicia Armenta said everyone seems to be in agreement that there is a stipend in order, and the last we had a recommendation that we look into a onetime stipend or discuss it further but we are not making a decision right now. Edwin P. Oberghell reminded the board that they will need to inform the next Superintendent or Director of the additional liability and risk they must take on as

a Superintendent or Director. Alicia Armenta said she thinks the board is not fully aware of all the work that goes into the foundation. Wendy Ramirez informed the board that the new Superintendent or Director needs to be informed of their role in the foundation because Edwin P. Obergfell and she do most of the work for the foundation. Wendy Ramirez said she cannot do all the work by herself, and she will continue to need the support of the Superintendent or Director to do their piece. Wendy Ramirez said I'm sorry, but I can't do it all by myself. Gloria Santillan stated if Wendy Ramirez is being required to do the job, then there should be compensation. Raul Navarro asked Wendy Ramirez and Edwin P. Obergfell if it is in their job descriptions. Edwin P. Obergfell and Wendy Ramirez said no the foundation is not in their job descriptions. Raul Navarro asked Edwin P. Obergfell if the foundation role is included in his contract and Edwin P. Obergfell said no. Raul Navarro shared his Calipatria superintendent is provided with an extra \$23,000 to do something away from her contract, because it is not included in her contract. Even though she is the superintendent on salary. The superintendent is provided with additional money for doing an additional job that is not written in the contract. Raul Navarro provided an example of the Superintendent that is covering the Niland principal position. The principal travels back and forth. She spends about thirty percent of her time as a principal. Fabiola Calderon mentioned that the ICOE foundation wanted to establish the option for people to donate with their credit card or debit card. So, to implement the machines to swipe, it's tied to my social security and her passport. Edwin P. Obergfell shared that his Sentri Global Entry is also connected to IVROP. Alicia Armenta said everyone is in agreement that this item needs to be brought back.

DRAFT JOB DESCRIPTIONS FOR SUPERINTENDENT AND EXECUTIVE DIRECTOR. Edwin P. Obergfell informed the board that he had provided the information as directed by the board. He provided a draft job description for a Superintendent or Executive Director. He said the bigger thing in addition to the job description is somebody that is passionate, committed, that they would be willing to do the foundation work, willing to share personal without expecting compensation. The Superintendent or Executive Director would need to know that with the great work that our staff does, management, staff, and the board. We do change lives. We hope that we can continue to receive your complete support for the transition that we're going through for our next leader. Alicia Armenta said the essential job duties and responsibilities are the same for the Superintendent and Executive Director job descriptions. Edwin P. Obergfell said the current Superintendent job description doesn't include all the duties and expectations. The board requested for the Job Descriptions for Superintendent and Executive Director to be placed on the August agenda as an action item.

COMPARISON OF HIRING A SUPERINTENDENT VS. EXECUTIVE DIRECTOR. Edwin P. Obergfell informed the board he had also provided a draft comparison of hiring a Superintendent vs. an Executive Director as requested by the board. Deby Ellett said the information provided for the comparison of hiring a Superintendent vs. an Executive Director really helped her. Gloria Santillan stated it seems the funding opportunities could be stronger with a Superintendent. He pointed out that a good Executive Director could save IVROP some money. He referred to the budget pie chart where it states 13% of the funding comes from the school districts. The other 87% comes from other funding sources. The board requested for the Comparison of Hiring a Superintendent vs. Executive Director to be placed on the August agenda as an informational item.

SUPERINTENDENT AND EXECUTIVE DIRECTOR SEARCH TIMELINE. As directed by the board, Edwin P. Obergfell also provided the board with a search timeline draft for a Superintendent and Executive Director. Edwin P. Obergfell said he is not an attorney and does not belong to any professional search groups. He provided the information from the experience that he has. He included the information as an informational item for discussion. Edwin P. Obergfell told the board that he knows the board is representing the Joint Powers Agreement and they are elected officials representing their constituents, their students, parents, your certificated, your classified, and your

administration. I hope that you look at it from a regional perspective, which is what we are. Your decision will impact the regional aspect. Edwin P. Obergfell said more importantly how IVROP touches the lives of your community. He explained that an Executive Director would come in without an administrative credential. You could hire somebody that has an administrative credential. Edwin P. Obergfell reminded the board that this is a hybrid organization. Alicia Armenta asked if a job announcement could be posted to hire a Superintendent or an Executive Director. Wendy Ramirez suggested posting both the Superintendent and Executive Director job announcements. The board could review the applications that are received for the Superintendent and Executive Director and then decide who they want to interview. Edwin P. Obergfell said Wendy Ramirez point is what you are looking for because you post both positions and then the board can decide which applicants they want to pursue. Alicia Armenta said she has never been on a Superintendent search. Edwin P. Obergfell said a Superintendent search can cost quite a bit of money. Fabiola Calderon stated the biggest pro of running both positions is that those that don't qualify for the Superintendent position will be able to qualify for the Executive Director position. Gloria Santillan said she has a lot of experience hiring Superintendents. The board requested to have the Superintendent and Executive Director search for a timeline to be placed on the August agenda as an action item.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Alicia Armenta referred to the Imperial Valley Press articles dated May 28, 29, 31, 2025, and June 12, 2025.

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

IVROP/IVROPCF NEWSLETTERS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Alicia Armenta thanked the WASC team and the hard work they have been doing. Every time the board requests something everyone goes above and beyond. We're always pleased with the information the board receives from all Staff. She said she continues to read Edwin P. Obergfell's reports and thanked him for keeping the board informed.

Fabiola Calderon said thank you for the budget that was presented for being realistic. She thanked Edwin P. Obergfell for the work on the recruitment to replace him. She said she was hopeful that we're going to find someone.

Deby Ellett thanked everyone for their reports and all the work you do. She especially appreciates the grant writing done by Staff. Thank you for your faithfulness and your continued diligence. Deby Ellett said she really appreciates it.

Larry Iten thanked the staff for all the reports, updates, and for keeping the board informed. He thanked Edwin P. Obergfell for the work he did to assist with the recruitment.

Raul Navarro thanked Edwin P. Obergfell and Staff for helping with the Calipatria Summer School. They did Parents Night last night and provided some other services. The kids and the community loved it. Edwin P. Obergfell said Adriana Hernandez and Alyssa were able to assist with the request.

Gloria Santillan said thank you for the realistic budget that was presented. Gloria shared IVROP presented to the Brawley Union High School District (BUHSD) board. The BUHSD Board was very excited with everything IVROP is doing.

Gloria Santillan departed the meeting at 8:00 a.m.

Edwin P. Obergfell shared the Public Hearing was held yesterday, June 25th. There were no members of the public present. The Public Hearing started at 7:45 a.m. and ended at 8:00 a.m. without any issues. The IVROP Board will be going dark in July 2025. He thanked the board for their generous and very kind words to the staff and management team. The staff and management team are amazing. He thanked the board for their leadership. Looking forward to collaborating with you and making this transition as seamless and as beneficial to all of you and IVROP.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, August 21, 2025, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:28 a.m.