

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

Meeting of August 21, 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
Elvira Hernandez, Board Member, Imperial 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 June 26, 2025, Regular Meeting;
- June '25 Warrant Order #'s: 25327393-25327441; 25328406-25328495; 25329170-25329350; 25330402-25330465; and July '25 Warrant Order #'s: 26331583-26331636; 26332363-26334247; 26333100-26333161; 26333683-26333725.

PERSONNEL:

APPOINTMENT OF PERSONNEL. A motion was made by Raul Navarro and seconded by Gloria Santillan to approve the appointment of personnel Berenice Cervantes, Jose Frayre, Juan Gonzalez, and Julissa Solorio. ***Motion carried unanimously.***

RESIGNATION. A motion was made by Fabiola Calderon and seconded by Deby Ellett to approve the resignation of Sabine Moya, Krystal Murillo, and Agustin Portillo. ***Motion carried unanimously.***

2025-2026 HEALTH BENEFITS. A motion was made by Deby Ellett and seconded by Raul Navarro to approve the 2025-26 Health Benefits, Option # 1, Fiscal Impact: \$14,947. ***Motion carried unanimously.***

VARIABLE CCSD TERM WAIVERS. A motion was made by Fabiola Calderon and seconded by Gloria Santillan to approve to employ Jose Frayre Jr, Melanie Miranda Oliver, and Julissa Solorio, 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:

ORGANIZATIONAL CHART. A motion was made by Gloria Santillan and seconded by Fabiola Calderon to approve the Organizational Chart. ***Motion carried unanimously.***

ACCEPT The CONTINUATION OF. A motion was made by Elvira Hernandez and seconded by Deby Ellett to accept funding for Project Connect (\$1,765,965.60). ***Motion carried unanimously.***

JOB DESCRIPTIONS FOR SUPERINTENDENT AND EXECUTIVE DIRECTOR. The board reviewed and discussed the job descriptions for the Superintendent and Executive Director positions. Edwin P. Obergfell reminded the board that the Superintendent job description includes an Administrative Credential, and the Executive Director job description does not. The board shared concerns regarding the Executive Director position. Edwin P. Obergfell informed the board that currently Senior Cabinet level management and managers do not have an Administrative Credential or teaching credential. Gloria Santillan asked how much it would cost to hire a part-time consultant to provide the Administrative Credential and teaching credential to evaluate teachers. Debby Ellett asked if hiring an Executive Director would affect WASC. Edwin P. Obergfell said it shouldn't be an issue. Raul Navarro said he would not want to exclude internal staff from applying for the Executive Director position because they have the most hand-on experience with IVROP. Raul Navarro said stability is very important. Turnover will continue to hurt us, and Raul Navarro thinks we have some good IVROP employees that will probably stay for an additional ten or fifteen years. IVROP needs stability and staff know the process of categorical funding, federal grants, state grants, and local grants. Being a grant writer is a skill. Having good grants writers and having people that can sustain this program is extremely important. Fabiola Calderon pointed out that she noticed the Superintendent job description has a minimum qualification Administrative and Teaching Credential while the Executive Director job description has preferred qualifications. Edwin P. Obergfell explained the preferred with the Executive Director would provide more flexibility if the board were interested in considering someone internally for the position. The Executive Director job description would also provide the opportunity for someone with an Administrative Credential to apply. Edwin P. Obergfell said he agreed with Raul Navarro that someone internal would have the experience with IVROP. Elvira Hernandez said she agreed to open the Executive Director position. The board agreed to review the Executive Director job description and provide guidance to Edwin P. Obergfell a week before the September board meeting. Wendy Ramirez reminded the board that the board meeting was scheduled for September 11th. The board asked Wendy Ramirez to email them the job descriptions for their review. A motion was made by Fabiola Calderon and seconded by Raul Navarro to move forward with the Executive Director job description. ***Motion carried unanimously.***

SUPERINTENDENT AND EXECUTIVE DIRECTOR SEARCH TIMELINE. The board felt they are making good progress on the Superintendent and Executive Director search timeline. Edwin P. Obergfell reminded the board that the timeline will start in October 2025.

COMPARISON OF HIRING A SUPERINTENDENT VS. EXECUTIVE DIRECTOR. The board referred to the Comparison of Hiring a Superintendent vs. Executive Director.

IVROPCF STIPENDS FOR THE SUPERINTENDENT AND OFFICE MANAGER. Raul Navarro told Wendy Ramirez she does a lot. Raul Navarro asked Edwin P. Obergfell to provide a brief comment about the scholarship process over of the scholarship process. Edwin explained the IVROP Scholarship Application process and the CTSO Scholarship Application process. Edwin P. Obergfell reminded the board that Vesper will probably not be sponsoring the event next year. Edwin P. Obergfell informed the board that the IVROPCF Board will be tasking the IVROPCF Event Coordinator to get additional new sponsors. Alicia Armenta said the board will consider the stipend for the Edwin P. Obergfell and Wendy Ramirez for the volunteer work they do for the foundation. Edwin P. Obergfell said the board should consider the stipend for the next Superintendent or Executive Director but not for him. Edwin P. Obergfell said the IVROPCF Dancing with the Stars is a great event where the movers and shakers of the Imperial Valley say great things about IVROP. Alicia Armenta said she had mixed emotions about providing the Superintendent with a stipend because you are an administrator and you get paid the big bucks. Edwin P. Obergfell informed the board that the only person that receives money for her work is the IVROPCF Event Coordinator who manages the Stars and the Pros. Edwin P. Obergfell said it would be a negotiated item for the next Superintendent or Executive Director. Edwin P. Obergfell said Wendy Ramirez does a lot of the volunteer work. Edwin P. Obergfell said before Wendy Ramirez he would do the volunteer work when Mary N. Camacho was the Superintendent. Edwin P. Obergfell reminded the board that the next Superintendent or Executive Director need to feel comfortable sharing their person information with Wendy Ramirez because she needs to have access to a lot of personal information to set up accounts for the IVROP and IVROPCF. Edwin P. Obergfell said he provides Wendy Ramirez with flex time for additional hours worked. Edwin P. Obergfell said that you have to pray that Wendy Ramirez will always be there and willing to work with you and willing to do the additional work. Raul Navarro asked if it was in her job description. Edwin P. Obergfell said no the volunteer job is not in her job description or anyone's job description. Raul Navarro asked so she doesn't have to do it. Edwin said no she doesn't have to do it. Gloria Santillan asked for clarification regarding the flex time. Wendy Ramirez explained that if she works an extra five hours, she does receive five hours of flex. Gloria Santillan asked if she gets overtime or time and a half. Wendy Ramirez clarified that she is not asking for money. Wendy Ramirez shared that she is concerned once Edwin P. Obergfell retires. Gloria Santillan asked if Wendy Ramirez was salaried or non-exempt. Gloria Santillan said Wendy Ramirez should be getting paid overtime legally. Edwin P. Obergfell said we avoid overtime because we are exempt management and we provide flex time. Gloria Santillan said legally she should be getting overtime. Elvira Hernandez confirmed with Wendy Ramirez that she will be having a new Superintendent or Executive Director and you might not have the same work dynamic. So you want to make sure that you are ensured that extra flexibility for the extra hours worked. Raul Navarro said she just wants to make sure she is appreciated for the extra work she is doing. Debby Ellett said she felt that the board need more clarification of the division between IVROP and IVROPCF and what the expectations are. Wendy Ramirez explained the extra work is to support the IVROPCF. Edwin P. Obergfell reminded the board that it's more than just Dancing with the Stars, it's also the scholarships. Alicia Armenta stated she didn't like flex time. She said she felt a stipend should be provided. Alicia Armenta said even with the stipend. The type of person Wendy Ramirez is and the type of person you want on the job, is someone that is so loyal, very inspired. In spite of the stipend, they will never receive their time's worth. Alicia Armenta said the stipend is a recognition that we realize through doing extra work. Edwin P. Obergfell said humbly, respectfully, but you can't omit what the employee or the volunteer prefers in this particular case. Edwin P. Obergfell flex time can

be used effectively and it has been used effectively. Wendy Ramirez agreed with Edwin P. Obergfell that the flex time has been used effectively. Edwin P. Obergfell explained flex time is accrued and used without sacrificing IVROP or IVROPCF. Edwin P. Obergfell said if you are hearing more and more what the new generation of employees prefer is flexibility. The board should consider what the persons preference is. Wendy Ramirez explained to the board the duties that are being completed the busiest months of the year which are March, April, and May. Wendy Ramirez assured the board that she always takes flex time off without sacrificing IVROP or IVROPCF. I always make sure I complete my work. I always give my 100% to IVROP and IVROPCF, I'm a perfectionist and take pride in my work. Edwin P. Obergfell said he agreed with Wendy Ramirez statement. Fabiola Calderon asked Wendy Ramirez that if the board were to honor your preference of flex time over monetary compensation, how would that look like, if we formalize it? Wendy Ramirez again shared that her concern is when Edwin P. Obergfell retires she can cannot do the extra work they both currently do for the IVROPCF. Wendy Ramirez told the board that Edwin P. Obergfell work very well together and do what needs to be done to complete the work for IVROP and IVROPCF. Wendy Ramirez explained that sometimes she needs to complete foundation work during working hours but will stay late to complete IVROP work because she needs to get the job done for both IVROP and IVROPCF. Elvira Hernandez said Wendy Ramirez prefers flex time and that will enhance her performance. Fabiola Calderon said right now they have an agreement but Edwin P. Obergfell will not be here soon. So she wants to make sure she is protected when the new person comes in. Edwin P. Obergfell said it is very important that you keep a Wendy Ramirez in this volunteer position, or in this position. Edwin P. Obergfell said she is an essential piece of both IVROP and IVROPCF. You would miss out if she misses out on one of those. Gloria Santillan said I think we need to clarify if you are salary exempt. Edwin P. Obergfell said Wendy Ramirez is exempt management. Gloria Santillan said it depends what she is classified as. Edwin P. Obergfell said Wendy Ramirez is a exempt classified manager. Edwin P. Obergfell explained IVROP staff are provided with flex time for extra hours that are worked. Gloria Santillan asked Vicente Ayala to provide clarification on whether the Office Manager position is salary exempt or non-exempt at the next meeting.

INFORMATIONAL ITEMS:

MONTHLY BUDGET UPDATE. Vicente Ayala referred to the Monthly Budget Update. He pointed out that Project IMPACT ended on June 30, 2025, resulting in net revenue decrease of \$25,000. Which increased the deficit by \$900. Edwin P. Obergfell reminded the board that 84% of the grants fund the organization and 16% of funding comes from Memorandums of Agreement (MOA), district services and live scans.

Elvira Hernandez departed the meeting at 7:53 a.m.

IVROP COMMUNITY FOUNDATION. Edwin P. Obergfell informed the board that the IVROPCF Board had met on August 12th. The IVROPCF Board received an update on the IVROPCF READY4Life grant. READY4Life is entering it's last final year. The IVROPCF was the lead of the READY4Life grant. Chantelle Gerardo and Adriana Hernandez worked on a new READY4Life grant through IVROP. The IVROPCF board approved the new proforma with the Quechan Casino Resort for Friday, May 1, 2026. The IVROPCF Board gave Wendy Ramirez and Edwin P. Obergfell direction to obtain quotes from the Dancing with the Stars vendors for the 2026 IVROPCF DWTS. Wendy Ramirez has already been doing a fantastic job on that. She has communicated with the décor and audio sound vendor. The board is also exploring a new sponsorship level. The foundation is able to award additional dollars when we have a successful year. Fabiola Calderon asked if Edwin P. Obergfell could provide the board with a list of the current sponsors. Edwin P. Obergfell shared the current sponsorship levels are \$10,000 for Diamond, \$5,000 for Ruby, \$2,500 for Sapphire, and the board is exploring the possibility of a \$1,500 sponsorship level for a small

business that can't afford the other sponsorship levels. The \$1,500 sponsorship would not receive the same stuff as the other sponsors but would could get some recognition.

CTE UPDATE. Adriana Hernandez provided the CTE Update. As Edwin P. Obergfell mentioned our department submitted an application for the Office of Family Assistance for new and enhanced READY4Life program. It was submitted on July 26th. We also submitted a no cost extension until December, because we have available funds. The current READY4Life project could potentially end at the end of September or December. Career Specialist were supporting requests from your schools during the summer. She informed a copy of the Save the Date for the Imperial Valley Regional Occupational Program 9th Annual Regional CTE Advisory Committee Meeting was provided with the update. The IVROP 9th Annual Regional CTE Advisory Committee Meeting was scheduled for October 3, 2025, from 12-3:15 pm at Imperial Valley College. Adriana Hernandez informed the board that the timeline of the impact reports was changed. The dates will align better with the academic year. The first impact report will be presented in November 2025.

WASC UPDATE. Gabriel Aguirre provided a WASC update. Teacher and Student SLO refreshers, for CET teachers took place on August 14th. The ITA instructors were provided with the SLO refreshers in July. As an agency, we are reviewing our annual data, and it's being analyzed by Stephanie Sandoval, IVROP Data Manager. She has diligently working through last year's data collection. We are in the process of promoting the CTE Regional Advisory that will be held on October 3, 2025. We will start providing quarterly WASC reports.

PRESENTATION: None.

CORRESPONDENCE: None.

LEGISLATION: None.

OTHER: **ARTICLES.** Alicia Armenta referred to the Imperial Valley Press articles dated August 8, 2025.

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

IVROP/IVROPCF NEWSLETTERS. None.

**BOARD AND
SUPERINTENDENT
COMMENTS:**

Alicia Armenta said she echoed everything that was said. Again, thank you, The grant work that's being done is, has extra icing on the cake when you get awarded, but the work that goes prior to that, whether you get awarded or not, it's work. I want to say thank you to all the teams that have had something to go with the writing of grants. We appreciate it. Alicia Armenta said the board, it's great to have spirited discussions, and to not always agree, but always agree to that we are a board, we're together. Once a decision is made, more I be our board, and we're going to be supportive. So, I'm excited about some positive things coming on board, and the fact that we are discussing this is important.

Fabiola Calderon said hopefully we can have the Culinary Skills event at the Cambria Hotel. Thank you for hosting the event and all the activities and support you provided during the summer and preparing for the new school year. I'm ready to hear about the updates and the wonderful things that are happening out there. Thank you for supporting our families, adults, and students. Great work is being done in the community.

Deby Ellett thanked everyone. Especially this summer's not a break for most of you, and you keep everything going. Just to know people will get jobs because of what you do is wonderful.

Raul Navarro thanked IVROP staff for the grant writing, for sustaining IVROP nonprofit organization. I'd also like to thank the board of trustees for the healthy discussions, and we all have our great point of views and that's the beauty of our democracy.

Gloria Santillan said ditto to everything that Fabiola Calderon said. She shared the Culinary Arts instructor had shared with her that they had not won the Culinary Arts competition but Cambria Hotel did approach three students to do an internship program.

Edwin P. Obergfell said ditto, too. I really appreciate the work and the good discussions we have. You provide your experience, insight, and your passion to this organization. Without you we couldn't continue to work. I appreciate the fact that we got all three grants out. It was a lot of hard work. Wendy Ramirez was involved in the three grants and submission, there were a lot of people also in the writing aspect of it. Vicente Ayala was involved in the budget aspect. All three grants were submitted on a timely basis. It was overwhelming, but the grants were submitted. Supposedly the announcement is scheduled for August 29th. We are currently working on a major phone system upgrade. He thanked Cristobal from ICOE for all his support. Our phone system is very old and antiquated. We need to get it updated and the old phone system will not be supported. ICOE provided some quotes for the replacement of the phone system. He mentioned some of the managers would be attending the California Workforce Association conference in Monterey. Edwin P. Obergfell mentioned Wendy Ramirez will also be attending the conference. It will be September 1st through September 5th.

NEXT MEETING: The next IVROP Board Meeting was scheduled for Thursday, September 11, 2025, at 6:30 a.m., at Imperial Valley Regional Occupational Program (IVROP) Main Office.

ADJOURNMENT: The meeting adjourned at 8:12 a.m.