

The Farmworker’s Institute of Education and Leadership Development FIELD BOARD OF DIRECTORS MEETING

MINUTES

**Location: University of La Verne
1201 24th Street Suite D-200
Bakersfield, CA 93301**

Or by phone: 1-218-339-7800 Access Code 431-4064

Saturday June 24, 2017 10:00 AM

NOTE: In compliance with the Americans with Disabilities Act if you need special assistance to participate in the meeting, please contact us 48 hours prior to the meeting.

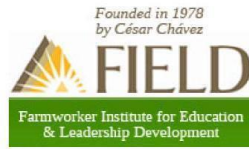
ON THE WEB: Agendas may be viewed at www.farmworkerinstitute.org

1. MEETING CALLED TO ORDER-

Mr. Villarino called the meeting to order at 10:11 AM.

2. ESTABLISH A QUORUM

Roll Call: David Villarino-President (Present)
Jenny Freeman, Secretary (non-voting)
Michael Gomez, Treasurer (non-voting)
Anthony Chavez (Present)
Dr. Mark Martinez (Present)
Rick Najera (Present)
Inez DeLuna
Dr. Nora Dominguez (Present)
Joseph Casas (General Counsel – nonvoting)



Staff Present: Rick Alvarez (Present)
Delilah Martinez (Present)
Rosa Ruelas (Present)
Susana Escamilla (Present)

3. SALUTE TO THE FLAG / FARMWORKER POEM

Dr. Nora Dominguez led the flag salute and the farmworker prayer.

4. ADOPTION OF THE AGENDA

Mr. Villarino asked everyone to review the agenda. There were no comments. Chair entertained a motion to approve the agenda as amended. Dr. Nora Dominguez moved and Anthony Chavez seconded the motion.

5. OPEN PUBLIC FORUM

It is appropriate for the public to address the FIELD Board regarding items of public interest within the jurisdiction of the board before or during the Board's consideration of the items. Time allowed may be limited to three minutes per item. If a large number wish to speak on a specific item, the board may limit total input to 30 minutes on any item. Individuals or groups may address the board on items not listed on the agenda; however, no action can or will be taken on the unlisted items. Further, Education Code §35145.5 also establishes the right of the public to place items on the agenda directly relating to business of the FIELD/EPIC Board of Directors. Agenda requests must be made in writing ten days prior to board meetings.

In accordance with the law, the public and Board are hereby given notice that a tape recording of today's meeting is being made. This recording is to assist in the completion of the minutes. It is NOT a transcript of the meeting and may be disposed of in 30 days. The official transcript of this meeting will continue to be the adopted minutes.

Mr. Villarino opened public forum at 10:16 AM. He asked if there were any comments by the public.

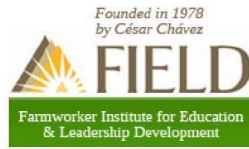
6. CLOSE PUBLIC FORUM

There were no comments by the public and public forum was closed at 10:17 AM.

7. CLOSED SESSION

The board may call for a closed session to discuss confidential personnel matters, potential litigation, or other matters allowed under the Brown Act.

a) Pending litigation and personnel matters



8. OPEN SESSION

A report out from closed session

Open session at 10:17 AM

9. APPROVAL OF THE CONSENT AGENDA:

All consent agenda items for the FIELD BOARD OF DIRECTORS EPIC de Cesar Chavez are considered to be routine and will be enacted by one motion unless a board member requests separate action on a specific item. Approval recommended on all items listed:

- a) Approval of minutes from the March 18, 2017 meeting.
- b) Approval of minutes from the March 13, 2017 meeting.

Approval of minutes moves to approve Dr. Nora Dominguez. Anthony Chavez seconded the motion.

10. REPORTS: SUPERINTENDENT'S REPORT AT ANY TIME DURING THE MEETING AND NOT AT A SPECIFIC TIME.

There is very limited board discussion, between the board, except to ask questions or refer matters to staff, and no action will be taken unless listed elsewhere on the agenda or on a subsequent agenda:

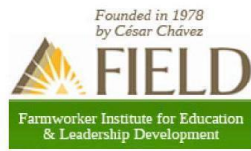
11. INFORMATION ITEMS (nonvoting):

A. Review and Discuss Financials 2016-2017

1) 2017-2018 LCAP

Delilah went over the LCAP and the 4 goals were briefly summarized. Every goal has an analysis. Delilah explained LCAP as a three year plan which is reviewed and updated annually. Delilah clarified that the dates we have are for 2015-2016 and the report for 2017 will come out in July. The biggest strength was that we exceeded the California average. In addition, page 13 is the analysis and we see that there was a major growth of number of graduates. The number of students who met all the requirements in 2016-2017 increased to 85%. She also pointed out that at the bottom of page 13, there is clear pathway from ESL to EPIC. She also added a CASAS analysis and the importance of WASC accreditation. Board members were then given the opportunity to review the EPIC LCAP for the next board meeting.

2) 2017-2018 Budget



Rosa Ruelas went over the Financials and balance sheet. She then went over the combined revenue and expense statement. The expense statement was through the fiscal year period ending through May 31, 2017. Excess revenue was at \$180,000 and projected was at \$281,000. She also discussed the EPIC de Cesar Chavez Budget report. The total of revenue is \$2.9M was based on P-1 2016-17 and the total expenses is \$2.8M. Rosa commented that if we stay with an ADA of 240 for 3 years, expenses increase every year by 3%. With that we will stay be within the 3% fund balance. Mr. Villarino asked if there were any questions for Rosa.

3) 2017-2018 Calendar

Delilah Martinez went over the proposed EPIC 2017-2018 calendar. There will be four quarters throughout the year. The first day of school begins on June 22, 2017 and ends June 15, 2018. Track A begins on March 26-30 and Track B begins March 30th. Christmas break begins December 18-29 and it is aligned with our student's children christmas break. Cesar Chavez Service Day is proposed for the date of March 23. Anthony proceeded to ask if Cesar Chavez Service Day can be on March 29th. David asked Delilah to amend the statement. The calendar will be up for approval on the next board meeting.

C. Review and Discuss FIELD Corporate Plan

- 1) Executive Report
- 2) Business Services
- 3) KSACC
- 4) Academic Services

This item was removed and postponed to the next meeting.

D. Information regarding an upcoming loan application for a new accounting software

Rosa introduced information regarding an upcoming loan application for a new accounting software with Rabobank. The loan application has been pre-approved at the moment. The loan application is for \$52,000.

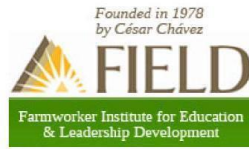
E. Review and Discuss Prospective Secretary Board of Directors

David introduced Patrick Pine's resume/biography.

David stated Patrick Pine is progressive and knowledgeable. Anthony stated Mr. Pine was polite, progressive, and a knowledgeable person.

F. 2017-2018 Board dates:

This item was removed and postponed to the next meeting.



12. a) Public Hearing/LCAP 2017-18 Fiscal Year Time Open:

Mr Villarino opened public hearing of LCAP 2017-2018 and EPIC Process, Budget and Calendar at 11:33AM.

b) Public Comments: No public comments

c) Discussion:No discussion

d) Time Closed: There were no comments or discussions and was closed at 11:34 AM.

13. OLD BUSINESS: None at this time.

14. NEW BUSINESS:

FIELD/EPIC:

1. Shall the FIELD/EPIC Board Approve the Prospective Board Secretary?

Chair entertained motion to approve Patrick Pine as secretary of board for 2017-2018. Dr. Nora Dominguez moved and it was second by Anthony Chavez. Motion was carried and there were no abstentions. Mr. David Villarino, Rick Najera, Dr. Nora Dominguez, Anthony Chavez and Dr. Mark Martinez all voted yes on the approval of the secretary.

2. Action Item- Shall the FIELD/EPIC Board approve the EPIC 2017-18 calendar?

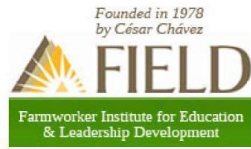
Action item will be up for approval on the next board meeting date, June 24th, 2017.

3. Shall the FIELD/EPIC Board approve the proposed quarterly meeting dates of Board of Directors, Board of Trustees 2017-2018?

Action Item postponed for next meeting June 29, 2017 at 3 PM.

4. Shall the FIELD/EPIC Board approve the loan application for a new accounting software?

Chair entertained motion to approve Rabobank Loan Application to finance new accounting software. Motion was made by Anthony Chavez and seconded by Dr. Nora Dominguez. There was no discussion



and motion was carried unanimously. Mr. Villarino, Rick Najera, Dr. Mark Martinez and Anthony Chavez all voted yes on the item.

15. ADJOURNMENT:

Dr. Nora Dominguez made a motion to adjourn at 11:35 PM and it was seconded by Rick Alvarez. It was voted on and it was carried unanimously and meeting was adjourned.

Next Meeting Date: Regularly scheduled FIELD Board Meeting; June 26, 2017 at 3p.m.

This Meeting Agenda was posted at least 72 hours in advance of the meeting at the FIELD Main Office, 410 West J. Street, Suite A, Tehachapi, CA 93561, online on the website, and at the meeting location.