

Farmworker's Institute of Education and Leadership Development
Special Board of Directors Meeting
University of La Verne, 1201 24th Street, Bakersfield, California

February 28, 2016

Conference Call phone in number 605-562-3000; access no. 942219#

1. Meeting called to order at 1:30 pm by FIELD President David Villarino-Gonzales
2. Roll Call to establish a quorum was taken by President Villarino.

Anthony Chavez,
Inez DeLuna (by telephone),
Dr. Mark Martinez,
Rick Najera. (by telephone)
Secretary/Treasurer Jenny Freeman (by telephone)

Secretary/Treasurer Jenny Freeman took minutes
A quorum was confirmed for the Special Meeting of the Board of Directors

Staff members present was Rosa Ruelas, accounting manager. Staff present by phone included: Dr. Rob Frost, Dr. Tamar Asatryan, Rick Alvarez, Delilah Martinez – Cantu

General Counsel Joseph Casas was present by telephone.

3. Flag Salute. Dr. Mark Martinez recited Poem of Farmworker's Struggle
5. Public Forum for public comment was opened. No comments from phone or from audience
6. Public Forum was closed.
7. Board moved into closed session
8. Open session was resumed. Nothing was reported as no action was voted on to be taken.
9. Approval of Consent Agenda. No action taken
 - a. Approval of Minutes for December 20, 2015 was placed on hold until next regularly scheduled meeting of March 12, 2016
 - b. Approval of Minutes from March 3, 2014 was moved by Mark Martinez,, Seconded by Anthony Chavez, no discussion, Motion carried
10. Executive Reports
 - a. FIELD President David Villarino reported Dr. Rob Frost has temporarily stepped down as a member of the board of directors of FIELD/EPIC to work on staff as FIELD's

Chief Business Officer until the end of the fiscal year. He reported that he and Rick Alvarez attended the Nevada County Board of Education meeting on January 20 to provide a progress report on our Notice of Violations of Law and Charter. The Board has copies of the report and the cover letter with references to the attachments. He relayed how we requested and received an additional 15 days to respond to the notice. The deadline was changed to March 3, 2016. We had also requested to implement the Dispute Resolution clause in our charter in and place the Notice to Cure and Violations of law on hold until this could be exhausted. We also asked the board for their response to the request for dispute resolution process. The board president suggested a letter to the Board President outlining the request with specifics. General Counsel Casas stated that Holly's response was sufficient to establish their position.

b. Rick Alvarez, Executive Director of EPIC discussed progress procuring certificated staff, responding to Nevada County's Notice of Violations, visiting the different sites and dealing with the concerns about 3 teachers.

1. Julia Cruz moving from Grass Valley to Bakersfield. Ms. Cruz will be replaced by a substitute teacher;

2. Sylvia Duran who has a single subject credential needing to be a Provisional Interim Permit along with;

3. Chris McDonald.

Rick reported the resignation of Juan Herrera Olea who had been assigned to South Bakersfield, but who was only available a limited amount of time. His replacement is Stella Cox who was recently hired. He stated that Cesar Reveles 30 day substitute had expired and was being reassigned as a teacher assistant/community coordinator in South Bakersfield.

A Motion was made by Mark Martinez to accept Provisional Interim Permits for Cruz, Duran and McDonald; to accept the resignation of Juan Herrera Olea, to accept the demotion of Cesar Revelez and to accept Stella Cox as his replacement. It was seconded by Inez DeLuna, no discussion. Motion carried.

c. Rosa Ruelas Accounting Manager then presented the 2014-2015 Financial Audit and the Audit Firm of Clem Payne CPA and Samyr Codio for approval. She shared that it was an unqualified audit with no findings. One area of concern of note was that they notified us that we had to begin using the standard chart of accounts for schools and Ms. Ruelas stated that we are now in the process of implementing the new chart of accounts.

d. Anthony Chavez Kern Service and Conservation Corps (KSACC) manager then reviewed the grants including \$950,000 from the State of California OHV with a 50% advance. Funding included two projects in Barstow and a National Park Service (NPS) which are not underway. He reported that we also received a \$60,000 grant from the National Fish and Wildlife Foundation grant (NFWF) to conduct work in Joshua Tree national Park. He has allowed him to recruit 7 new corps members from Mecca to attend the project on "spike" for the next 5 weeks. He stated that we will be submitting a grant to the State Parks OHV grants for next year for \$400-500 for Lake Isabella. He stated that the California Conservation Corps reviewed our documents on January 27 to certify

KSACC which could qualify KSACC for up to over \$1 million in recycling funding. They are tentatively not recommending certification but are sending out their findings for us to respond to. We will have appeal rights to the manager of 10 days after receipt and then an additional 10 days to the CCC Director for final determination.

f. Delilah Martinez Cantu, Director of Curriculum and Instruction reported that Dr Tamar had purchased over 1000 books and multiple devices for the classroom materials and supplies. She stated that Cyber-High had been purchased to add on-line rigor as a supplemental tool for direct instruction and individualized course work with up to 72 courses. She also reported that:

a. They revised the Standardized Bell Schedules for 3 options with 2-3 templates by changed page 2 of 2014-2016 semester. Most updates were done by when they receive the CDE standard 180 minutes.

b. they revised the graduation requirement to be consistent with California Education Regulations and list of requirements to be in compliance

c. Also stated that they were working on the Vocational and Career Education for the future.

e. Business Services was reported on by Dr. Tamar and Dr. Frost. They reiterated that over 1000 books had been purchased and distributed with an additional 95 this week; that the website had been updated with policy an advocacy items, that the name of the high school on the web page was changed officially to EPIC de Cesar Chavez. She stated that the Community Services and the conservation corps had pictures loaded; that the FIELD Board page had been initiated and that it was noted that it was under construction. She stated that in technology, devices had been purchased a distributed to every center with a minimum of 5 and most to 9 as either PC, laptops or chrome books. Dr. Frost reported that the HR work was currently being managed between himself and Joseph Casas for the labor law compliance side while also implementing an e-file system. Director Chavez commended Dr. Tamar for her outstanding assistance in California City because the students exhibit a high awareness of Cesar Chavez core values, and FIELD's Mission and Vision based on her orientations. They were attentive, didn't use cell phones during class, and they didn't take breaks until proper break times.

Dr. Frost stated that President Villarino has been able to convene a great team to work on things and move forward. He stated that major updates on policies and procedures are being conducted as first drafts. It is a year round project and ties directly to EPIC as well. He stated that former HR employee kept past records of employees making it difficult to coordinate HR and build a robust record keeping system that can provide information and benefits and qualifications on teachers.

General Counsel Joseph Casas gave a report on current HR efforts to implement FIELD/EPIC's HR process and systems. FIELD will be recruiting a fully dedicated HR manager with good education background utilizing Rob's help.

Villarino publically commended Mr. Casas for his hard work, and diligent foresight on defending the interests of our farmworker students in their academic quests.

12 Old Business

President Villarino gave an update on NevCo's notice to Cure and the Notice of Violations with our progress report. He stated that everything was on track to be submitted by the March 3 deadline.

13. New Business

Director Martinez moved to appoint Dr. Nora Dominguez as a member of FIELD and EPIC's board of directors. Motion was seconded by Director Inez DeLuna. No discussion. Motion carried unanimously.

Director Chavez moved to approve the 2014-2015 FIELD/EPIC audit and the use of the auditor firm of Clem Payne CPA with Samyr Codio. Motion seconded by Director Martinez. No discussion, motion carried.

Director Martinez moved to accept all the EPIC staff requests for employees, and policy changes as discussed in Executive Reports such as bell schedule, Cyber-High as supplemental direct instruction curriculum. Director Chavez seconded. No discussion, Motion carried.

Director Dominguez Moved to table item 14 (b) approval of Kern High school district grant for FIELD internships until next regularly scheduled FIELD / EPIC board meeting on March 12, 2016. Director Chavez seconded. No discussion, Motion carried.

Director Martinez moved to adjourn. Director DeLuna seconded. No discussion, motion carried. Meeting ended at 4:20 pm

Next Meeting March 12, 2016 in Tehachapi, CA

END