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## SPECIAL BOARD MEETING AGENDA

### The Farmworkers Institute of Education and Leadership Development, Inc EPIC DE CESAR CHAVEZ BOARD OF TRUSTEES

**Location: Farmworkers Institute of Education & Leadership Development**  
FIELD CTE Operations Center  
2240 S. Union Ave  
Bakersfield, CA 93307

**Teleconference Location:**  
505 City Parkway West, Orange, CA 92868

**Zoom Meeting/Teleconference Location:**  
<https://us02web.zoom.us/j/88416702125>  
**By Phone (669) 900-9128 Meeting ID: 884 1670 2125**

**Wednesday, September 6, 2023 at 11:45am**

**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](http://www.farmworkerinstitute.org)

- 1. MEETING CALLED TO ORDER:**
- 2. ESTABLISH A QUORUM:**

**Roll Call:**

David Villarino	Dr. Nora Dominguez
Dr. Mark Martinez	Dr. Jesse Ortiz
Ines De Luna	Nadia Villagran
Greg Cervantes	

**Nonvoting:**

Patrick Pine, Secretary  
Michael Gomez, Treasurer  
John C. Lemmo, General Counsel

**Staff Present:**

Rosa Ruelas  
Carolina Martinez  
Susana Navarro-Llamas

### **3. SALUTE TO THE FLAG / FARMWORKER POEM**

### **4. ADOPTION OF THE AGENDA**

#### **5. OPEN PUBLIC FORUM**

*It is appropriate for the public to address the FIELD's EPIC 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 wishes 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's EPIC Board of Trustees. 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.*

#### **6. CLOSE PUBLIC FORUM**

#### **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.*

#### **8. OPEN SESSION**

#### **9. APPROVAL OF THE CONSENT AGENDA**

*All consent agenda items for FIELD's EPIC BOARD OF Trustees 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:*

**10. EPIC DE CESAR CHAVEZ REPORTS: THE BOARD MAY, IF TIME PERMITS, TAKE BOARD REPORTS AND 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. EPIC INFORMATION ITEMS**

**1. David Villarino - Superintendent EPIC**

- a. Revised EPIC School Calendar & Teacher Work Days
- b. Revised Quarterly Board Meeting Dates for Fiscal Year 2023-2024
- c. Revised EEO Policy

**2. Rosa Ruelas - Financial Management**

- a. EPIC Unaudited Financials

**12. OLD BUSINESS:**

**13. NEW BUSINESS:**

**EPIC:**

1. **Action Item:** Shall FIELD’s EPIC Board of Trustees approve the revised EPIC School Calendar & Teacher Work Days?
2. **Action Item:** Shall FIELD’s EPIC Board of Trustees approve the EPIC Unaudited Financials for the Fiscal Year Ending June 30, 2023?
3. **Action Item:** Shall FIELD’s EPIC Board of Trustees approve the revised Quarterly Board Meeting Dates for Fiscal Year 2023-2024?
4. **Action Item:** Shall FIELD’s EPIC Board of Trustees approve the revised EEO Policy?

**14. ADJOURNMENT:**

Next Meeting Date: Regularly Scheduled EPIC Board Meeting; Saturday, October 21, 2023 time and location to be determined.

*This Special Meeting Agenda was posted at least 24 hours in advance of the meeting at FIELD, CTE Operations Center, 2240 S. Union Ave. Bakersfield, CA 93307 online on the website, and at the meeting location.*

# EPIC de Cesar Chavez | 2023-2024 School Calendar

Aug. 13: Staff Travel Day  
 Aug. 14-18: PD Week  
 Aug. 21-25: Teacher Work Days  
 Aug. 28: First Day of School  
 Aug. 28- Sept. 12: CASAS Testing  
 4 Instructional Days

AUGUST 2023						
S	M	T	W	Th	F	S
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FEBRUARY 2024						
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Feb. 19: Presidents' Day  
 Feb. 23: PLC Minimum Day  
 20 Instructional Days

Sept. 4: Labor Day  
 Sept. 8: PLC Minimum Day  
 Sept. 20: College & Career Day  
 Sept. 22: PLC Minimum Day  
 20 Instructional Days

SEPTEMBER 2023						
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MARCH 2024						
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31						

Mar. 8: PLC Minimum Day  
 Mar. 14-16: PD Days  
 Mar. 28: End of 3rd Quarter  
 Mar. 29: Cesar Chavez Day of Service  
 Mar. 18-27: CAST Testing  
 19 Instructional Days

Oct. 6: PD Day  
 Oct. 20: PLC Minimum Day  
 Oct. 26: End of 1st Quarter  
 Oct. 26- Nov. 16: CASAS Testing  
 Oct. 31: Grades Due  
 21 Instructional Days

OCTOBER 2023						
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APRIL 2024						
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Apr. 1-5: Spring Break  
 Apr. 8-25: CASAS Testing  
 Apr. 11: Grades Due  
 Apr. 12: PD Day  
 Apr. 17: College & Career Day  
 Apr. 26: PLC Minimum Day  
 16 Instructional Days

Nov. 3: PLC Minimum Day  
 Nov. 10: Veterans Day  
 Nov. 20-24: Thanksgiving Break  
 16 Instructional Days

NOVEMBER 2023						
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MAY 2024						
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May 24: PLC Minimum Day  
 May 27: Memorial Day  
 May 28-Jun. 7: CASAS Testing  
 22 Instructional Days

Dec. 15: PD Day  
 Dec. 18-29: Winter Break  
 10 Instructional Days

DECEMBER 2023						
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JUNE 2024						
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June 11: Last Day of School  
 June 12: Teacher Work Day  
 June 13: Teacher Work Day/Grades Due  
 June 13-20: Graduations  
 7 Instructional Days  
 176 Total Instructional Days  
 195 Total Teacher Work Days

Jan. 1: New Year's Day (Obs.)  
 Jan. 2: Return from Winter Break  
 Jan. 3-22: CASAS Testing  
 Jan. 5: PLC Minimum Day  
 Jan. 15: Martin Luther King Jr. Day  
 Jan. 19: PLC Minimum Day  
 Jan. 23: End of First Semester  
 Jan. 30: Grades Due  
 21 Instructional Days

JANUARY 2024						
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- Key**
- PD Day - Non-School Day
  - PLC Day - Minimum Day
  - CASAS Testing Window
  - Holiday - Non-School Day
  - Grades Due
  - Other Important Dates

**PLC Minimum Day Schedule**

PLC: 9:00am-12:00pm  
 Lunch/Prep: 12:00pm-2:00pm  
 Instructional Time: 2:00pm-6:00pm



## **Farmworkers Institute of Education and Leadership Development (FIELD)**

**EPIC Board of Trustees  
FIELD Board of Directors**

### **Board Meeting Dates 2023-2024**

October 21, 2023

December 9, 2023

March 9, 2024

June 22, 2024





<b>FIELD</b>	<b>DOCUMENT:</b> # 120	<b>Page 1 of 8</b>
<b>DEPARTMENT:</b> Human Resources	<b>EFFECTIVE DATE:</b> January 01, 2000	<b>REVISED DATE:</b>  Revision: AUG, 22, 2023
<b>POLICY/PROCEDURE:</b> <a href="#">Equal Employment Opportunity</a>	<b>APPROVED:</b>	

**PURPOSE**

To provide employees, supervisors and managers with appropriate guidelines regarding the principles of equal employment opportunity.

**POLICY**

When it comes to treatment of others, FIELD sets the bar high. We believe that employees are entitled to a safe and secure work environment where everyone treats each other with dignity, respect, and professionalism at all times. This policy expresses our commitment to such an environment. FIELD is an equal opportunity employer. FIELD is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on actual or perceived:

- Race (including traits historically associated with race, such as hair texture and protective hairstyles),
- Religion/religious creed (including religious dress and grooming practices)
- Color
- Sex/gender (including pregnancy, childbirth, lactation, or related medical conditions), gender identity/gender expression/transgender (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify) and sexual orientation
- National origin (including language use restrictions and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law [Vehicle Code section 12801.9])
- Ancestry
- Physical or mental disability
- Medical condition
- Genetic information/characteristics
- Marital status/registered domestic partner status
- Age (40 and over)
- Sexual orientation
- Military or veteran status (including Civil Air Patrol status)
- An individual's reproductive health decisions
- Any other basis protected by federal, state, or local law or ordinance or regulation

For purposes of this policy, discrimination on the basis of "national origin" also includes discrimination against an individual because that person holds or presents the California driver's license issued to those who cannot document their lawful presence in the United States, as well as discrimination based upon any of the following: an individual's or individual's ancestors' actual or perceived physical, cultural or linguistic characteristics associated with a national



origin group; marriage to or association with individuals of a national origin group; tribal affiliation; membership in or association with an organization identified with or seeking to promote the interests of a national origin group; attendance or participation in schools, churches, temples, mosques or other religious institutions generally used by persons of a national origin group; or a name that is associated with a national origin group. An employee's or applicant for employment's immigration status will not be considered for any employment purpose except as necessary to comply with federal, state, or local law.

FIELD allows employees to self-identify their gender, name and/or pronoun, including gender-neutral pronouns. FIELD will use an employee's gender or legal name as indicated on a government-issued identification document, only as necessary to meet an obligation mandated by law. Otherwise, FIELD will identify the employee in accordance with the employee's current gender identity and preferred name.

FIELD will not tolerate discrimination or harassment based upon these protected characteristics or any other characteristic protected by applicable federal, state or local law. FIELD also does not retaliate or otherwise discriminate against applicants or employees who request a reasonable accommodation for reasons related to disability or religion. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination and harassment by any employee, including supervisors and co-workers.

**All such conduct violates Company policy.**

### ***Harassment Prevention***

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited. The Company's policy prohibiting harassment applies to all persons involved in the operation of the Company. FIELD prohibits harassment, disrespectful or unprofessional conduct by any employee of the Company, including supervisors, managers, and co-workers. The Company's anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come into contact while working.

Prohibited harassment, disrespectful or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs based on race, sex, ethnicity, or unwanted sexual advances, invitations, comments, posts or messages;
- Mocking or imitating speech or dialect;
- Criticizing others moral or lifestyle choices;
- Visual displays such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by company policy.



### ***Sexual Harassment Defined***

- Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal, or physical conduct of a sexual nature when:
- Submission to such conduct is made a term or condition of employment; or
- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.
- Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:
- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

### ***Equal Pay***

Fieldish committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations. FIELD prohibits unlawful discrimination against any job applicant, employee or unpaid intern by any employee of the Company, including supervisors and coworkers. Pay discrimination between employees of the opposite sex or between employees of another race or ethnicity performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations defined by law. Employees will not be retaliated against for inquiring about or discussing wages.

### ***Abusive Conduct Prevention***

It is expected that FIELD and persons in the workplace perform their jobs productively as assigned, and in a manner that meets all of managements' expectations, during working times, and that they refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above.

Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal, or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.



### ***Protection Against Retaliation***

Retaliation is prohibited against any person by another employee or by FIELD for using the Company's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

### ***Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Process***

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, or are aware of such behavior against others, bring your complaint to your supervisor or to the Human Resources Manager as soon as possible after the incident. Employees are not required to make a complaint directly to their immediate supervisor. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Human Resources Manager. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.

FIELD encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved. If someone confides in you or you witness offensive conduct toward others, please alert the Human Resources Manager, or encourage the victim to do so. Help us uncover and resolve problems to ensure a good working environment for all. You also should be aware that the Federal Equal Employment Opportunity Commission (EEOC) and the California Civil Rights Department (CRD) investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at [www.calcivilrights.ca.gov](http://www.calcivilrights.ca.gov) and [www.eeoc.gov](http://www.eeoc.gov). The CRD Sexual Harassment Prevention Training may be accessed here:

<https://calcivilrights.ca.gov/shpt>

***Supervisors must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the Human Resources Manager so FIELD can try to resolve the complaint.***

When FIELD receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. FIELD will reach reasonable conclusions based on the evidence collected.

FIELD will maintain confidentiality to the extent possible. However, FIELD cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know. Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible and permitted under applicable federal and state law
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner



If FIELD determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. FIELD also will take appropriate action to deter future misconduct.

Any employee determined by FIELD to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

### ***Disability Accommodation***

To comply with applicable laws ensuring equal employment opportunities for individuals with disabilities, FIELD will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee, unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

Any employee who requires an accommodation in order to perform the essential functions of their job, enjoy an equal employment opportunity, and/or obtain equal job benefits should contact the Human Resources Manager to request such an accommodation. Human Resources will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. In some cases, this interactive process may be triggered without a request from the employee, such as when FIELD receives notice from its own observation or another source that a medical impairment may be impacting the employee's ability to perform essential job functions.

Employees who believe they need an accommodation must specify, preferably in writing, what barriers or limitations prompted the request. FIELD will evaluate information obtained from the employee, and possibly the employee's health care provider or another appropriate health care provider, regarding any reported or apparent barriers or limitations, and will then work with the employee to identify possible accommodations, if any, that will help to eliminate or otherwise address the barrier(s) or limitation(s). If an identified accommodation is reasonable and will not impose an undue hardship on FIELD and/or a direct threat to the health and/or safety of the individual or others, FIELD will generally make the accommodation, or it may propose another reasonable accommodation which may also be effective.

Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation, and being willing to consider alternative accommodations when applicable.

FIELD will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation where supported by medical documentation and/or as required by applicable federal, state or local law.

Employees who wish to request unpaid time away from work to accommodate a disability should speak to Human Resources.

FIELD will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

### ***Religious Accommodation***

FIELD will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is



possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company. FIELD has developed an accommodation process to assist employees, management, and Human Resources. Through this process, FIELD establishes a system of open communication between employees and FIELD to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and the employee's request for accommodation to the attention of the Human Resources Manager to initiate the accommodation process. FIELD requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

FIELD will not retaliate or otherwise discriminate against an employee or applicant who requests an accommodation in accordance with this policy.

### ***Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking***

FIELD will make reasonable accommodations for employees who report that they are the victim of domestic violence, sexual assault or stalking and request that FIELD accommodate their safety while at work, unless providing the accommodation will impose an undue hardship on the company's business operations or violates the company's duty to provide a safe and healthy working environment for all employees.

Reasonable accommodations may include, but are not limited to: a transfer; reassignment; modified work schedule; change in work telephone number; change in work station; installed lock; assistance in documenting domestic violence, sexual assault, stalking or other crime that occurs at the workplace; implemented safety procedures; or other adjustment to a job structure, workplace facility or work requirement in response to a domestic violence, sexual assault, stalking, or other crime, or referral to a victim assistance organization. FIELD will engage in a timely, good faith and interactive process with the employee to identify effective reasonable accommodations.

Employees may also be entitled to a leave of absence under the company's Crime Victim Leave policy, leave to Attend Judicial Proceedings Related to Certain Felonies policy and/or Leave to Attend Court Proceedings for Serious Crimes policy. Employees should consult those policies and/or the Human Resources Manager for additional information.

FIELD may request that an employee provide a written statement signed by the employee (or an individual acting on behalf of the employee) certifying that the requested accommodation is for the employee's safety while at work. FIELD may also require an employee to provide a certification that the employee is the victim of domestic violence, sexual assault or stalking and may request recertification every six months. Any of the following will be considered sufficient certification: a police report indicating the employee was a victim; a court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee has appeared in court; documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries resulting from the crime or abuse; or any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized purpose.

Employees must notify FIELD if their needs change or if they no longer need an accommodation.



FIELD will keep all information submitted in connection with an employee's request for an accommodation confidential to the extent permissible by law. If the law requires disclosure of information, FIELD will notify the employee before any information is released.

FIELD will not discriminate or retaliate against any employee because of the individual's status as a victim of crime or abuse, if the employee provides FIELD notice of such status, FIELD has actual knowledge of such status, or the employee requests a reasonable accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the Human Resources Manager.

## **GENERAL**

### ***Scope of Policy***

This policy governs all aspects of employment, including selection, job assignment, compensation, counseling, discipline, termination, and access to employee services, benefits and training.

## **PROCEDURE**

### ***Employees***

When FIELD receives allegations of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. FIELD will reach reasonable conclusions based on the evidence collected.

FIELD will maintain confidentiality to the extent possible. However, FIELD cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible and permitted under applicable federal and state law
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

If FIELD determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. FIELD also will take appropriate action to deter future misconduct.

Any employee determined by FIELD to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

### ***Supervisors***

1. Report to Human Resources any questions, concerns or complaints raised by employees concerning equal employment opportunity issues and assist in addressing and resolving such questions, concerns or complaints in a timely and equitable manner.



2. Report all complaints to Human Resources and/or General Counsel within twenty-four hours of being notified or served an EEOC or ADA violation complaint.

### ***Human Resources***

1. Provide counsel to supervisors and employees on questions, concerns or complaints raised by employees concerning equal employment opportunity or procedures relative to equal employment opportunity policy.
2. Promptly and confidentially investigate any formal or informal equal employment opportunity complaints and take appropriate action to resolve questions, concerns or complaints raised by employees.
3. Refer any formal charges of discrimination to the General Counsel.

CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2022 to June 30, 2023

CHARTER SCHOOL CERTIFICATION

Charter School Name: EPIC de Cesar Chavez  
CDS #: 29-10298-0130823  
Charter Approving Entity: Nevada County Office of Education  
County: Nevada  
Charter #: 1680

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

Table with 3 columns: For County Fiscal Contact, For Approving Entity, For Charter School. Rows include Name, CBO, Title, Telephone, and Email address for each contact.

To the entity that approved the charter school:

X 2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Signed: David M Villarino  
Charter School Official  
(Original signature required)  
Date: 09/06/2023  
Printed Name: David M Villarino  
Title: CEO/President

To the County Superintendent of Schools:

X 2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Signed: \_\_\_\_\_  
Authorized Representative of Charter Approving Entity  
(Original signature required)  
Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

To the Superintendent of Public Instruction:

X 2022-23 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)  
Date: \_\_\_\_\_

CHARTER SCHOOL UNAUDITED ACTUALS  
 FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2022 to June 30, 2023

Charter School Name: EPIC de Cesar Chavez  
 CDS #: 29-10298-0130823  
 Charter Approving Entity: Nevada County Office of Education  
 County: Nevada  
 Charter #: 1680

This charter school uses the following basis of accounting:  
 (Please enter an "X" in the applicable box below; check only one box)

- X **Accrual Basis (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 6910, 7438, 9400-9489, 9660-9669, 9796, and 9797)**
- Modified Accrual Basis (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 6600, 7438, 7439, and 9711-9789)**

Description	Object Code	Unrestricted	Restricted	Total
<b>A. REVENUES</b>				
1. LCFF Sources				
State Aid - Current Year	8011	5,386,253.00		5,386,253.00
Education Protection Account State Aid - Current Year	8012	65,644.00		65,644.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	17,283.00		17,283.00
Other LCFF Transfers	8091, 8097	0.00	0.00	0.00
Total, LCFF Sources		5,469,180.00	0.00	5,469,180.00
2. Federal Revenues (see NOTE in Section L)				
No Child Left Behind/Every Student Succeeds Act	8290		0.00	0.00
Special Education - Federal	8181, 8182		0.00	0.00
Child Nutrition - Federal	8220		135,805.00	135,805.00
Donated Food Commodities	8221		0.00	0.00
Other Federal Revenues	8110, 8260-8299	0.00	0.00	0.00
Total, Federal Revenues		0.00	135,805.00	135,805.00
3. Other State Revenues				
Special Education - State	StateRev SE		15,551.00	15,551.00
All Other State Revenues	StateRev AO	4,159,151.00	181,674.00	4,340,825.00
Total, Other State Revenues		4,159,151.00	197,225.00	4,356,376.00
4. Other Local Revenues				
All Other Local Revenues	LocalRev AO	11,914,838.00	0.00	11,914,838.00
Total, Local Revenues		11,914,838.00	0.00	11,914,838.00
5. TOTAL REVENUES				
		21,543,169.00	333,030.00	21,876,199.00
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	1,858,959.00	0.00	1,858,959.00
Certificated Pupil Support Salaries	1200	243,454.00	15,551.00	259,005.00
Certificated Supervisors' and Administrators' Salaries	1300	0.00	0.00	0.00
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		2,102,413.00	15,551.00	2,117,964.00
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	268,113.00	0.00	268,113.00
Noncertificated Support Salaries	2200	1,437,793.00	0.00	1,437,793.00
Noncertificated Supervisors' and Administrators' Salaries	2300	1,699,209.00	0.00	1,699,209.00
Clerical, Technical and Office Salaries	2400	2,225,419.00	0.00	2,225,419.00
Other Noncertificated Salaries	2900	0.00	0.00	0.00
Total, Noncertificated Salaries		5,630,534.00	0.00	5,630,534.00
3. Employee Benefits				
STRS	3101-3102	357,201.00	180,810.00	538,011.00
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	498,265.00	0.00	498,265.00

	Health and Welfare Benefits	3401-3402	1,273,887.00	0.00	1,273,887.00
	Unemployment Insurance	3501-3502	97,593.00	0.00	97,593.00
	Workers' Compensation Insurance	3601-3602	211,451.00	0.00	211,451.00
	OPEB, Allocated	3701-3702	0.00	0.00	0.00
	OPEB, Active Employees	3751-3752	0.00	0.00	0.00
	Other Employee Benefits	3901-3902	317,074.00	0.00	317,074.00
	Total, Employee Benefits		2,755,471.00	180,810.00	2,936,281.00
4.	Books and Supplies				
	Approved Textbooks and Core Curricula Materials	4100	17,624.00	864.00	18,488.00
	Books and Other Reference Materials	4200	0.00	0.00	0.00
	Materials and Supplies	4300	100,238.00	0.00	100,238.00
	Noncapitalized Equipment	4400	129,436.00	0.00	129,436.00
	Food	4700	107,186.00	135,805.00	242,991.00
	Total, Books and Supplies		354,484.00	136,669.00	491,153.00
5.	Services and Other Operating Expenditures				
	Subagreements for Services	5100	0.00	0.00	0.00
	Travel and Conferences	5200	501,269.00	0.00	501,269.00
	Dues and Memberships	5300	13,130.00	0.00	13,130.00
	Insurance	5400	152,617.00	0.00	152,617.00
	Operations and Housekeeping Services	5500	276,980.00	0.00	276,980.00
	Rentals, Leases, Repairs, and Noncap. Improvements	5600	634,639.00	0.00	634,639.00
	Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
	Professional/Consulting Services and Operating Expend.	5800	1,397,981.00	0.00	1,397,981.00
	Communications	5900	168,594.00	0.00	168,594.00
	Total, Services and Other Operating Expenditures		3,145,210.00	0.00	3,145,210.00
6.	Capital Outlay				
	(Objects 6100-6170, 6200-6500 modified accrual basis only)				
	Land and Land Improvements	6100-6170			0.00
	Buildings and Improvements of Buildings	6200			0.00
	Books and Media for New School Libraries or Major				
	Expansion of School Libraries	6300			0.00
	Equipment	6400			0.00
	Equipment Replacement	6500			0.00
	Lease Assets	6600			0.00
	Depreciation Expense (accrual basis only)	6900	465,671.00	0.00	465,671.00
	Amortization Expense - Lease Assets	6910	0.00	0.00	0.00
	Total, Capital Outlay		465,671.00	0.00	465,671.00
7.	Other Outgo				
	Tuition to Other Schools	7110-7143	0.00	0.00	0.00
	Transfers of Pass-Through Revenues to Other LEAs	7211-7213	0.00	0.00	0.00
	Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE		0.00	0.00
	Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	0.00	0.00	0.00
	All Other Transfers	7281-7299	0.00	0.00	0.00
	Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00
	Debt Service:				
	Interest	7438	217,145.00	0.00	217,145.00
	Principal (for modified accrual basis only)	7439			0.00
	Total Debt Service		217,145.00	0.00	217,145.00
	Total, Other Outgo		217,145.00	0.00	217,145.00
8.	TOTAL EXPENDITURES		14,670,928.00	333,030.00	15,003,958.00
	<b>Description</b>	<b>Object Code</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
C.	<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		6,872,241.00	0.00	6,872,241.00
D.	<b>OTHER FINANCING SOURCES / USES</b>				
1.	Other Sources	8930-8979	0.00	0.00	0.00

Less:					
2. Other Uses	7630-7699	0.00	0.00	0.00	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	0.00	0.00	0.00	
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		6,872,241.00	0.00	6,872,241.00	
<b>F. FUND BALANCE / NET POSITION</b>					
1. Beginning Fund Balance/Net Position					
a. As of July 1	9791	4,749,606.00	0.00	4,749,606.00	
b. Adjustments/Restatements	9793, 9795	113,436.00	0.00	113,436.00	
c. Adjusted Beginning Fund Balance /Net Position		4,863,042.00	0.00	4,863,042.00	
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		11,735,283.00	0.00	11,735,283.00	
<b>Components of Ending Fund Balance (Modified Accrual Basis only)</b>					
a. Nonspendable					
1. Revolving Cash (equals Object 9130)	9711			0.00	
2. Stores (equals Object 9320)	9712			0.00	
3. Prepaid Expenditures (equals Object 9330)	9713			0.00	
4. All Others	9719			0.00	
b. Restricted	9740			0.00	
c. Committed					
1. Stabilization Arrangements	9750			0.00	
2. Other Commitments	9760			0.00	
d. Assigned	9780			0.00	
e. Unassigned/Unappropriated					
1. Reserve for Economic Uncertainties	9789			0.00	
2. Unassigned/Unappropriated Amount	9790M			0.00	
3. <b>Components of Ending Net Position (Accrual Basis only)</b>					
a. Net Investment in Capital Assets	9796	0.00	0.00	0.00	
b. Restricted Net Position	9797		0.00	0.00	
c. Unrestricted Net Position	9790A	11,735,283.00	0.00	11,735,283.00	
	<b>Description</b>	<b>Object Code</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
<b>G. ASSETS</b>					
1. Cash					
In County Treasury	9110	0.00	0.00	0.00	
Fair Value Adjustment to Cash in County Treasury	9111	0.00	0.00	0.00	
In Banks	9120	7,199,833.00	0.00	7,199,833.00	
In Revolving Fund	9130	0.00	0.00	0.00	
With Fiscal Agent/Trustee	9135	0.00	0.00	0.00	
Collections Awaiting Deposit	9140	0.00	0.00	0.00	
2. Investments	9150	0.00	0.00	0.00	
3. Accounts Receivable	9200	1,037,338.00	0.00	1,037,338.00	
4. Due from Grantor Governments	9290	0.00	0.00	0.00	
5. Stores	9320	0.00	0.00	0.00	
6. Prepaid Expenditures (Expenses)	9330	10,425.00	0.00	10,425.00	
7. Other Current Assets	9340	5,944,044.00	0.00	5,944,044.00	
8. Lease Receivable	9380	0.00	0.00	0.00	
9. Capital Assets (accrual basis only)	9400-9489	0.00	0.00	0.00	
10. TOTAL ASSETS		14,191,640.00	0.00	14,191,640.00	
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>					
1. Deferred Outflows of Resources	9490	0.00	0.00	0.00	
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00	
<b>I. LIABILITIES</b>					
1. Accounts Payable	9500	1,639,896.00	0.00	1,639,896.00	
2. Due to Grantor Governments	9590	0.00	0.00	0.00	
3. Current Loans	9640	667,963.00	0.00	667,963.00	
4. Unearned Revenue	9650	148,497.00	0.00	148,497.00	

5. Long-Term Liabilities (accrual basis only)	9660-9669	0.00	0.00	0.00
6. TOTAL LIABILITIES		2,456,356.00	0.00	2,456,356.00
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690	0.00	0.00	0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G10 + H2) - (I6 + J2)				
(must agree with Line F2)		11,735,284.00	0.00	11,735,284.00

**L. FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT**

**NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL EVERY STUDENT SUCCEEDS ACT (ESSA) MAINTENANCE OF EFFORT REQUIREMENT:**

**1. Federal Revenue Used for Capital Outlay and Debt Service**

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")	Capital Outlay	Debt Service	Total
a. NONE	\$ 0.00	0.00	0.00
b. _____			0.00
c. _____			0.00
d. _____			0.00
e. _____			0.00
f. _____			0.00
g. _____			0.00
h. _____			0.00
i. _____			0.00
j. _____			0.00
<b>TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**2. Community Services Expenditures**

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures	Amount (Enter "0.00" if none)
a. Certificated Salaries 1000-1999	0.00
b. Noncertificated Salaries 2000-2999	0.00
c. Employee Benefits 3000-3999 except 3801-3802	0.00
d. Books and Supplies 4000-4999	0.00
e. Services and Other Operating Expenditures 5000-5999	0.00
<b>TOTAL COMMUNITY SERVICES EXPENDITURES</b>	<b>0.00</b>

**3. Supplemental State and Local Expenditures resulting from a Presidentially Declared Disaster**

Date of Presidential Disaster Declaration	Brief Description i.e., COVID-19 (If no amounts, indicate "None")	Amount
a. _____		0.00
b. _____		0.00
c. _____		0.00
d. _____		0.00
<b>TOTAL SUPPLEMENTAL EXPENDITURES (Should not be negative)</b>		<b>0.00</b>

**4. State and Local Expenditures to be Used for ESSA Annual Maintenance of Effort Calculation:**

Results of this calculation will be used for comparison with 2021-22 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis may result in reduction to allocations for covered programs in 2024-25.

a. Total Expenditures (B8)	15,003,958.00
b. Less Federal Expenditures (Total A2)	
[Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	135,805.00
c. Subtotal of State & Local Expenditures	14,868,153.00
[a minus b]	
d. Less Community Services	0.00
[L2 Total]	
e. Less Capital Outlay & Debt Service	682,816.00
[Total B6 plus objects 7438 and 7439, less L1 Total, less objects 6600 and 6910]	
f. Less Supplemental Expenditures made as the result of a Presidentially	0.00

Declared Disaster

TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE

[c minus d minus e minus f]

\$ 14,185,337.00