

**The Farmworkers Institute of Education and Leadership Development, Inc**  
**FIELD BOARD OF DIRECTORS SPECIAL MEETING**  
**EPIC de Cesar Chavez Board of Trustees Meeting**  
**MINUTES**

**Location:** Farmworker Institute of Education and  
Leadership Development  
(FIELD) Headquarters  
106 S. Robinson Street  
Tehachapi, CA 93561

**Zoom Meeting/Teleconference Location:**  
<https://us02web.zoom.us/j/87860378501>

**Meeting ID: 878 6037 8501 By Phone (669) 900-9128**

**Friday, January 14, 2022 at 12:00pm**

**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:** *Mr. Villarino called the meeting to order at 12:12 pm*

**2. ESTABLISH A QUORUM** *Quorum was established at 12:13 pm*

**Roll Call:**

David Villarino (*Present*)

Dr. Nora Dominguez (*present, by video conference*)

Dr. Mark Martinez (*present, by phone*)

Dr. Jesse Ortiz (*present, by video conference, joined at 12:16pm*)

Ines De Luna (*present, by video conference, joined at 12:12pm*)

Nadia Villagran (*not present*)

**Nonvoting:**

Patrick Pine, Secretary (*not present*)

Michael Gomez, Treasurer (*present, by video conference*)

Joseph Casas (*General Counsel*)

**Staff Present:**

Dr. Tamar Asatryan (*Present*)

Vanessa Gutierrez (*present, by video conference*)

Rosa Ruelas (*present, by video conference*)

Lisa Tabarez (*present, by video conference*)

Susana Navarro-Llamas (*present*)

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

*No Salute to the Flag/Farmworker Poem*

**4. ADOPTION OF THE AGENDA**

*12:12pm. Mr. Villarino asked everyone to review the agenda. There were no comments. Chair entertained a motion to adopt the Agenda. Mark Martinez moved, Nora Dominguez seconded. There was no discussion and motion was approved unanimously.*

**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 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/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 the public forum at 12:14 pm. He asked if there were any comments by the public. There were none.*

**6. CLOSE PUBLIC FORUM**

*Public forum closed at 12:15 pm*

## **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.*

*No closed session*

## **8. OPEN SESSION**

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

*All consent agenda items for the FIELD BOARD OF DIRECTORS 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:*

*No minutes for approval*

### **10. 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. INFORMATION ITEMS (nonvoting)**

a) David Villarino, President/CEO

1. Independent Study
2. Review of Potential Connections with Foundation Board Members
3. FERPA Policy
4. WASC Feedback

*Mr. Villarino discussed the budget proposed by the Governor for declining enrollment in terms of hold harmless. If the legislature prevails or if the governor issues an executive order for this year's application of hold harmless, then we will be able to reimburse us at the level that we were paid last year, which is over 600 ADA. This year, we're barely at 350 which is about a 50% decline in our enrollment and our attendance.*

*Mr. Villarino also shared with the board of trustees that they are applying for an additional grant with the community of CalFire with the Pine Mountain Club Fire Mitigation Project.*

*Lisa Tabarez, shared the impact of the Omicron variant and how it has affected our attendance issues*

*with staff and students.*

*On January 3, we began to place students on long term independent study. We were finding that some students, especially our ESL students preferred in person class as they needed that personal contact with the teacher in the classroom. We are proposing to the board of Trustees a hybrid offering, this requires training for teachers & students with implementing this hybrid type of classroom and offer those students the opportunity to choose if they want to be virtual or in class.*

*Lisa Tabarez also shared, the Western Association of Schools and Colleges, WASC are doing a review and are posing some questions for the Board of Trustees on how the board supports the purpose, achievement, and the work of the staff and how the decisions are made to support improving the school. Responses are compiled and sent to the Local Control Accountability Plan, LCAP.*

*Board members provided some feedback in response to the WASC questions. Mr. Villarino shared that the board supports our purpose, student achievement, and the work of the staff by being available throughout the year for updates at all the board meetings. The board attends the graduations and helps FIELD in terms of approaching any funding from the legislature. Mr. Mark Martinez shared that we have a diversity of board members that serve as a resource for any number of issues that might come up . Also, dealing with local communities, state government regulations. This is an important resource, especially because we're talking about not just funding but the spending of money and how we try to make sure that everything we do is within the ethical guidelines that we have for our mission. Nora Dominguez added fiscal oversight, fundraising, resources, and approval of staff support services, as well as staff providing the board with presentations to make informed decisions.*

*Mr. Jesse Ortiz also added that the board regularly reviews & approves the LCAP and suggested sharing the chapter of the governance which discusses the role of the board.*

*Vanessa Gutierrez shared the FERPA Policy, FERPA is a policy that says how we handle our student records and how we give students access to those records. Most community colleges and schools have them and that's basically the language that we use, modifying it to serve our students who are 18 and over.*

*Rosa Ruelas, Accounting Manager shared an update on our financials. Rosa shared with the board of trustees the total revenue of \$3,727,943 which includes 400 ADA projected according to our budget through November 2021. As far as revenue and expenditures we have a total of \$5,806,035 giving us a negative excess revenue of \$2,078,000. Our fund balance as of July 1, 2021 was \$5,444,751. The negative excess revenue of \$2,078,000 will be deducted from our fund balance of July which will leave a fund balance of \$3,366,659. We projected a loss as the board may recall from last December meeting.*

*Rosa also shared additional revenue came in from CTE & CalRecycle grants in the amount of \$254,000 which is more revenue than we had projected.*

*In our expenses compared to the budget we came in lower than what we were projected at \$189,000. As of closure of P-1 which was in December, we ended up closing with 354 ADA in our actuals. Adjustments will be made to reflect the true P-1 revenue that we reported.*

**12. OLD BUSINESS:**

**13. NEW BUSINESS:**

**FIELD/EPIC:**

1. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the conversion to Distance Education?

*Chair entertained a motion to approve the conversion to Distance Education. Jesse Ortiz moved, Ines De Luna seconded the motion. Trustee Jessy Ortiz asked Lisa Tabarez how will we measure the effectiveness of this hybrid offering, Lisa Tabarez responded by measuring the attendance, student/teacher feedback and graduate count. No additional discussion, motion was approved unanimously.*

2. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve CAL FIRE Grant Resolution for Pine Mountain Club Fire Mitigation Project?

*Chair entertained a motion to approve the CAL FIRE Grant Resolution for Pine Mountain Club Fire Mitigation Project. Nora Dominguez moved, Mark Martinez seconded. There was no discussion and the motion was approved unanimously.*

3. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the FERPA Policy?

*Chair entertained a motion to approve the FERPA Policy. Mark Martinez moved, Jesse Ortiz seconded. There was no discussion and the motion was approved unanimously.*

**14. ADJOURNMENT:**

*Chair entertained a motion to adjourn, Nora Dominguez moved and Jesse Ortiz seconded. The motion was approved unanimously. The meeting was adjourned at 12:39pm*

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday, March 27, 2022 time and location to be determined.

*This Special Meeting Agenda was posted at least 24 hours in advance of the meeting at Farmworker Institute of Education and Leadership Development (FIELD) Corporate office, 106 S. Robinson Street, Tehachapi, CA 93561, online on the website, and at the meeting location.*