



**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/88251154297>

Meeting ID: 882 5115 4297 By phone (669) 900-9128

Thursday, February 17, 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

1. MEETING CALLED TO ORDER: *Mr. Villarino called the meeting to order at 12:03 pm*

2. ESTABLISH A QUORUM *Quorum was established at 12:15pm*

Roll Call:

David Villarino (*present*)

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

Dr. Mark Martinez (*present, joined at 12:45pm*)

Dr. Jesse Ortiz (*present by video conference*)

Ines De Luna (*present by video conference*) (*joined at 12:18pm*)

Nadia Villagran (*not present*)

Nonvoting:

Patrick Pine, Secretary (*not present*)

Michael Gomez, Treasurer (*present by video conference*) (*joined at 12:15pm*)

Joseph Casas (*General Counsel*) (*not present*)

Staff Present:

Rosa Ruelas (*present by video conference*)

Delilah Martinez (*present by video conference*)

Maria Rawls (*present by video conference*)

Susana Navarro-Llamas (*present*)

Lisa Tabarez (present, by video conference)

3. SALUTE TO THE FLAG / FARMWORKER POEM

No Salute to the Flag/Farmworker Poem

4. ADOPTION OF THE AGENDA

Agenda was adopted at 12:18pm Mr. Villarino asked everyone to review the agenda. There were no comments. Chair entertained a motion to adopt the Agenda. Ines De Luna 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 12:05 pm. He asked if there were any comments by the public. There were none.

6. CLOSE PUBLIC FORUM

Public forum closed at 12:06 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:

- a) Approval of minutes from the November 16, 2021 meeting*
- b) Approval of minutes from the December 11, 2021 meeting*
- c) Approval of minutes from the January 14, 2022 meeting*

Board meeting minutes were approved at 12:19pm. Chair entertained a motion to approve the approval of minutes from the November 16, 2021, December 11, 2021 & January 14, 2022 meeting.

Nora Domiguez moved, Ines De Luna seconded. There was no additional discussion and the motion to approve the meeting minutes was approved unanimously.

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.

Mr. Villarino shared our financial status with the board of directors. We started the year with \$8.1M in assets and \$4.7M in liabilities, with a fund balance of \$5.4M. Although we had a loss of \$2M our revenue is up by \$1M more than what was planned, but our expenses are also up by at least \$500,000 compared to what we planned.

We have approximately obtained about \$7M in grants coming from Caltrans, CalFire, CDE and CalRecycle. We are in a healthy position, but those fundings will come probably in June. We also have four upcoming grants that we're going to apply for and 2 upcoming grants that are pending with a total of \$1.7M.

Mr. Villarino continued sharing that we are seeing a lot of growth with our training programs and we need a place to house them, unfortunately we are having difficulty on the Union acquisition and need 1M to procure this property. We are trying to think of any any business that we might know that would be willing to invest into this property with us short term, because if we receive funding from the state, we pay it all out.

11. INFORMATION ITEMS (nonvoting)

- a) David Villarino, President/CEO
 - 1. Finance Update

Mr. Villarino asked Rosa Ruelas, our Financial Manager to share the financials with the board of directors.

Financials are through December 31, 2022 reflecting total assets of \$8.1M, total liabilities of \$4.7M with a fund balance carryover of \$5.4M. The Combined Revenue and Expense Statement is our actual revenue and expenditures reflecting a total revenue through December 31 of \$5.7M compared to the budget we have 4.7 million. So we're actually have an increase of \$1M more than what we actually had projected. Total expenditures have been \$7.7M, we budgeted \$7.3M which has a variance of \$503,000. In December there was a big push to finish out one of the CTE grants actually we had two cycles that had to be finished. And a lot of majority of it is from that which is something we had not budgeted for, so that's where that \$500,000 comes in. Lastly the Excess Revenue over (under) Expenditures is under \$2M.

- b) Rosa Ruelas, Accounting Manager
 - 1. 2021 Audit

Rosa shared the 2021 Audit in a draft form with the board of directors.

The Audit is for fiscal year July 1, 2020 through June 30, 2021. Total assets for the year were \$14.5M, total liabilities were \$9M with total liabilities and net assets of \$5.4M.

Our revenue for the whole year which includes ADA, ESL, grants, etc is \$14.7M and expenditures were \$11.6M so that gave us a positive net revenue over expenditures of \$3M this is where we see that fund balance that was rolling over so it actually increased the fund balance to \$5M The rollover balance was the a \$2,393,553 million this is coming from the beginning of time, and then we're adding an additional \$3M from the excess of June 30, 2020 giving us \$5.4M in net assets for the end of the year.

Rosa also pointed out that this year a single audit was performed due to federal funding received over \$700K during the fiscal year. This was mainly triggered by our WIOA funding which is for our ESL and high school, we received \$745K as well as monies from the CARES Act LMFF funding.

Rosa also noted that this is considered an unmodified audit, which means there is no findings and as far the numbers that were reviewed with the board of directors, there will be no changes.

c) Delilah Martinez, Chief Academic Consultant

1. Local Control Accountability Plan, LCAP Mid Year Report
2. School Accountability Report Card, SARC

Delilah Martinez shared some background on the LCAP Mid Year Report, as this is the first year where we have to do a mid year supplement. During the year of COVID which started in March of 2020 the LCAP was suspended and then in 2020 to 2021 it was also suspended but replaced with other documents, so we had to create a single school plan for student achievement and create a learning continuity plan in its place.

Lisa Tabarez, Southern Regional Manager & Asst. EPIC Director shared the Local Control Accountability Plan, LCAP Mid Year Report. She shared that the state is asking all the school districts to do a media report. It has three components one is their five prompts that need to be answered. The second component, there's learning outcomes, where we are right now, as far as student outcomes, and then the third is expenditures. And so all three of those components need to be in this mid year report. Lisa continued to share the rest of the report with our board of directors.

Lisa Tabarez also shared the School Accountability Report Card, SARC with the board of directors.

d) Maria Rawls, Director of Asset and Development

1. Acquisition update

Maria Rawls shared an update report on the 2240 S Union Ave., Bakersfield, CA 93307 location. This location will serve as a base for the incubation and business development of our social businesses within FIELD. Our social businesses will be incubators that provide experience to FIELD's students to become entrepreneurs as they become shared business owners within FIELD's designated industries

12. OLD BUSINESS:

13. NEW BUSINESS:

FIELD/EPIC:

- 1. Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the Local Control Accountability Plan, LCAP Mid Year Report?

Chair entertained a motion to approve the Local Control Accountability Plan, LCAP Mid Year Report. Nora Dominguez moved, Ines De Luna seconded. There was no discussion and the motion was approved unanimously.

- 2. Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the School Accountability Report Card, SARC?

Chair entertained a motion to approve the School Accountability Report Card, SARC. Ines De Luna moved, and Nora Dominguez 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 2021 Audit?

Chair entertained a motion to approve the 2021 Audit Draft including any final changes. Nora Dominguez moved, Ines De Luna seconded. There was no discussion and the motion was approved unanimously.

14. ADJOURNMENT:

Chair entertained a motion to adjourn, Ines De Luna moved, Nora Dominguez seconded. There was no discussion and the motion was approved unanimously. Meeting adjourned at 12:39pm

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

Correction: our next quarterly meeting will be on March 26, 2022.

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.