



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

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

Zoom Meeting/Teleconference Location:

<https://us02web.zoom.us/j/88653847587>

Meeting ID: 886 5384 7587 By Phone (669) 900-9128

Saturday, March 11, 2023 at 9:00 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 9:03 am*

2. ESTABLISH A QUORUM: *Secretary Patrick Pine established quorum at 9:05am*

Roll Call:

David Villarino *(present)*

Dr. Nora Dominguez *(present)*

Dr. Mark Martinez *(present)*

Dr. Jesse Ortiz *(present, by video conference, State Emergency)*

Nadia Villagran *(present)*

Ines De Luna *(present, by video conference, State Emergency)*

Nonvoting:

Patrick Pine, Secretary *(present)*

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

Staff Present:

Rosa Ruelas *(present)*

Dr. Tamar Asatryan *(present)*

Vanessa Gutierrez *(present)*

Maria Rawls *(present)*

Silva Ohannessian *(present)*

Ruby Torres *(present)*

Gustavo Olvera *(present)*

Andres Lopez *(present)*

Christopher Blood *(present)*

Dave Weaver *(present)*

Adonis Galarza-Toledo *(present)*

Carolyn Coffey *(present)*

Steven Watkins *(present)*

Susana Navarro-Llamas *(present)*

3. SALUTE TO THE FLAG / FARMWORKER POEM

Farmworker Poem was recited by Nadia Villagran

4. ADOPTION OF THE AGENDA

Mr. Villarino asked everyone to review the agenda, there were no comments. Chair entertained a motion to adopt the Agenda for FIELD. Ines De Luna moved, Mark Martinez seconded the motion. There was no discussion and the motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.

Ayes: 6 (all Trustees in attendance)

Absent: 0

Abstain: 0

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 9:10 am. He asked if there were any comments by the public. There were none.

6. CLOSE PUBLIC FORUM

Public forum closed at 9:12 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.

No items for closed session

8. OPEN SESSION

I. FIELD INFORMATION ITEMS:

1. David Villarino - President CEO

- a. Joseph Casas Update
- b. John C. Lemmo, General Counsel
- c. Overview on State Budget

Mr. Villarino shared with the board of directors that our General Counsel Joseph Casas will be stepping down, in his place we have asked Mr. John Lemmo, Attorney and an expert in Charter schools to join our organization.

Rosa Ruelas - Financial Management

- d. Financials
- e. 2021-22 Fiscal Audit
- f. Selection of the Auditor for Fiscal Year 2022-23

Rosa Ruelas shared the FIELD Balance Sheet as of January 31, 2023 containing Total Assets, Total Liabilities with a Total Liabilites and Net Assets of \$8,873,146.

The combined Revenue and Expense Statement Actuals were reviewed by Rosa. This report reflects Actuals, Year to Date Budget & Variance.

Rosa also shared the 2021-22 Fiscal Audit and the selection of the Auditor for FY 2022-23.

2. Silva Ohannessian - Human Resources Director

- a. Human Resources Report

Silva Ohannessian, Human Resources Director shared her HR report to the board of directors.

3. Maria Rawls - FIELD Advancement

- a. Real Estate Report
 - i. Construction & Development
- b. Marketing
 - i. General Update
 - ii. Campaigns

Maria Rawls, FIELD Advancement went over the Real Estate & Marketing Reports with the board of directors.

4. Dr. Tamar Asatryan - Strategic Initiatives

- a. Strategic Initiatives Report; Plan & Results
- b. OSY 22-23 Grant

Dr. Tamar Asatryan reported on the Strategic Initiatives Report Plan & results, Dr. Asatryan also went over the OSY 2022-23 Grant with the board of directors.

II. EPIC

- 1. MEETING CALLED TO ORDER:** *Mr. Villarino called the meeting to order at 11:45 am*
- 2. ESTABLISH A QUORUM:** *Secretary Patrick Pine established quorum at 11:46 am*

Roll Call:

David Villarino <i>(present)</i>	Dr. Nora Dominguez <i>(present)</i>
Dr. Mark Martinez <i>(present)</i>	Dr. Jesse Ortiz <i>(present, by video conference, State Emergency)</i>
Nadia Villagran <i>(present)</i>	Ines De Luna <i>(present, by video conference, State Emergency)</i>

Nonvoting:

Patrick Pine, Secretary *(present)*
Michael Gomez, Treasurer *(present, by video conference)*

3. ADOPTION OF THE AGENDA

Chair entertained a motion to adopt the Agenda for EPIC. Nora Dominguez moved, Jesse Ortiz seconded the motion. There was no discussion and the motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.

*Ayes: 6 (all Trustees in attendance)
Absent: 0
Abstain: 0*

4. OPEN PUBLIC FORUM

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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 11:48 am. He asked if there were any comments by the public. There were none.

5. CLOSE PUBLIC FORUM

Public forum closed at 11:49am

6. 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 items for closed session

7. OPEN SESSION

8) APPROVAL OF THE CONSENT AGENDA FOR EPIC:

All consent agenda items for the FIELD/EPIC 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 September 24, 2022*
- b) Approval of Minutes from December 10, 2022*

Mr. Villarino asked the Board Members to review Minutes from September 24, 2022 & December 10, 2022 to be approved simultaneously. Board Trustee Jesse Ortiz made a motion to vote on the Minutes separately. Nadia Villagran moved, Nora Dominguez Seconded. There was no discussion, motion approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino. Ayes: 6 (all Trustees in attendance)

Abstain: 0

Absent: 0

*Mr. Villarino asked the Board Members to review Minutes from **September 24, 2022**. Nadia Villagran moved, Nora Dominguez Seconded. There was no discussion, motion approved by Mark Martinez, Ines De Luna, Nora Dominguez, Nadia Villagran, David Villarino.*

Ayes: 5

Abstain: 1, Jesse Ortiz

Absent: 0

Mr. Villarino asked the Board Members to review Minutes from **December 10, 2022**. Jesse Ortiz moved, Ines De Luna seconded. There was no discussion, motion approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.

Ayes: 6 (all Trustees in attendance)

Abstain: 0

Absent: 0

9) 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.

10) EPIC INFORMATION ITEMS

1. David Villarino - Superintendent EPIC

- a. Executive Summary
- b. Administrative Update
- c. Program Update
- d. Annual Statement of Economic Interest Form 700
- e. Gregorio C. Cervantes, Potential Board Trustee
- f. EPIC High School Safety Plan

Mr. Villarino discussed Annual Statement of Economic Interest Form 700 which is due by March 31, 2023 by all board of trustees.

Mr. Villarino shared Mr. Gregorio Cervantes's resume for Director of FIELD and Trustee for EPIC.

2. Rosa Ruelas - Financial Management

- a. 2nd Interim Report
- b. 2021-22 Fiscal Audit
- c. Selection of the Auditor for Fiscal Year 2022-23

EPIC's 2nd Interim Report was reviewed by Rosa Ruelas and shared with the board of Trustees. The 2nd Interim report Total Revenue Projected as of 06/30/2023 is \$8,343,261 with a total projected ADA of 330, Overall expenses \$8,682,231. The Net Increase (Decrease) In Fund Balance reflects a negative balance of (\$338, 970) with a fund balance of \$4,410,636 as of July 1, 2023. Rosa continued with the Multi Year Projection for the next two years and the Assumptions and Cashflow projections.

Rosa also discussed and shared the 2021-22 Fiscal Audit and the selection of the Auditor for Fiscal Year 2022-23

3. Ruby Torres - Acting Instructional Services Assistant Director

- a. EPIC Plan & Results
- b. Bell Schedule Update for Riverside & S. Bakersfield Sites

Ruby Torres, Acting Instructional Services Assistant Director shared the EPIC Plan & Results & the Bell Schedule Update for Riverside & S. Bakersfield sites. Ruby reviewed the EPIC High School Safety Plan with the board of directors.

4. Vanessa Gutierrez - EPIC Student Services Director

- a. Student Services Plan & Results

Vanessa Gutierrez, EPIC Student Services Director shared the Student Services Plan & Results with the board of trustees.

5. Gustavo Olvera - EPIC Workforce Development Director

- a. EPIC Workforce Development Report & Plan
 - i. CTE Plan & Results
 - ii. CCEC Plan & Results
 - iii. Recycling Plan & Results
 - iv. Natural Resources
 - v. Early Childhood Education Plan & Results
 - vi. Fire Fighting Plan & Results
- b. Environmentally Preferable Purchasing Practices

Gustavo Olvera, EPIC Workforce Development Director shared the EPIC Workforce Development Report & Plan, his team also presented the CTE, CCEC, Recycling, Natural Resources, Early Childhood Education & Fire Fighting Plan & Results.

Gustavo Olvera also discussed the Environmental Preferable Purchasing Practices with the board Trustees.

11. OLD BUSINESS:

12. NEW BUSINESS:

FIELD/EPIC:

1. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the 2nd Interim Report?

Chair entertained a motion to approve the 2nd Interim Report. Jesse Ortiz moved, Nadia Villagran seconded. Item discussed during information Items, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.

Ayes: 6 (all Trustees in attendance)

Abstain: 0

Absent: 0

2. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve 2021-22 Fiscal Audit?
Chair entertained a motion to approve the 2021-22 Fiscal Audit. Nora Dominguez moved, Mark Martinez seconded. Item discussed during information Items, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.
Ayes: 6 (all Trustees in attendance)
Abstain: 0
Absent: 0

3. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the selection of the auditor for fiscal year 2022-23?
Chair entertained a motion to approve the selection of the auditor for fiscal year 2022-23. Nadia Villagran moves, Nora Dominguez seconded the motion. Item discussed during information Items, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.
Ayes: 6 (all Trustees in attendance)
Abstain: 0
Absent: 0

4. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve EPIC High School Safety Plan?
Chair entertained a motion to approve the EPIC High School Safety Plan. Mark Martinez moved, Jesse Ortiz seconded. Item discussed during information Items, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.
Ayes: 6 (all Trustees in attendance)
Abstain: 0
Absent: 0

5. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the additional hours to bell schedules for Riverside and S. Bakersfield EPIC Sites?
Chair entertained a motion to approve the additional hours to bell schedules for Riverside and S. Bakersfield EPIC Sites. Nadia Villagran moved, Nora Dominguez seconded the motion. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.
Ayes: 6 (all Trustees in attendance)
Abstain: 0
Absent: 0

6. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the OSY 2022-23 Grant Agreement?

Chair entertained a motion to approve the OSY 2022-23 Grant Agreement. Mark Martinez moved, Nadia Villagran seconded. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.

Ayes: 6 (all Trustees in attendance)

Abstain: 0

Absent: 0

7. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve the Environmentally Preferable Purchasing Practices?

Chair entertained a motion to approve the Environmental Preferable Purchasing Practices.

Nora Dominguez moved, Mark Martinez seconded. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.

Ayes: 6 (all Trustees in attendance)

Abstain: 0

Absent: 0

8. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve to establish an Audit Committee?

Chair entertained a motion to approve to establish an Audit Committee. Nora Dominguez moved, Mark Martinez seconded. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.

Ayes: 6 (all Trustees in attendance)

Abstain: 0

Absent: 0

9. **Action Item:** Shall the FIELD Board of Directors/EPIC Board of Trustees approve Greg Cervantes as Director of FIELD and Trustee for EPIC?

Chair entertained a motion to approve Greg Cervantes as Director of FIELD and Trustee for EPIC.

Jesse Ortiz moved, Nadia Villagran seconded the motion. No discussion, motion was approved by Mark Martinez, Ines De Luna, Nora Dominguez, Jesse Ortiz, Nadia Villagran, David Villarino.

Ayes: 6 (all Trustees in attendance)

Abstain: 0

Absent: 0

13. ADJOURNMENT:

Chair entertained a motion to adjourn, Mark Martinez moved, Nora Dominguez seconded. No discussion, motion was approved unanimously. Meeting adjourned at 3:34pm.

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday, June 24, 2023 time and location to be determined.



This Quarterly Meeting Agenda was posted at least 72 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.