

Farmworker's Institute of Education and Leadership Development  
Board of Directors Special Meeting Minutes  
FIELD Tehachapi Learning Center 410 West J Street Tehachapi, California

March 12, 2016

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

1. Meeting called to order at 9:00 AM 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 (by telephone)

A quorum was confirmed for the Special Meeting of the Board of Directors

General Counsel Joseph Casas was present by telephone.

Staff members present were Rosa Ruelas, Dr. Robert Frost, Dr. Tamar Asatryan.

Staff present by phone included: Richard Alvarez and Delilah Martinez

3. Flag Salute. Anthony Chavez recited the Poem of the Farmworker's Struggle

4. Richard Alvarez asked that two corrections be made to the agenda. He asked that item 9.c.i be removed and in its place add in Emergency & Limited Assignment Teaching Permits. It was also suggested that consent item 9.c. be moved to new business. Amendments accepted with no objections.

5. Public Forum for public comment was opened. No comments were offered by phone or from the audience.

6. Public Forum was closed.

7. Board moved into closed session.

8. Open session resumed at 10:30. It was reported that during closed session the board authorized the president to initiate litigation against various parties as needs may determine. The decision was unanimous.

9. Approval of Consent Agenda: Rick Najera moved to approve the consent agenda with the amendments (move 9.c as corrected to New Business). It was seconded by Anthony Chavez. Motion was carried unanimously.

a & b. Dr. Mark Martinez moved to approve the December 20, 2015 meeting minutes and the February 28, 2016 meeting minutes. It was seconded by Inez DeLuna. It was carried by a unanimous vote.

Dr. Mark Martinez also made a motion to move item 9.c. to new business as action item 3; to change action item 4 from approval of P2 to approval of Interim Report; to change item 9.c. which was added to new business as action item 3, to approval of request for declaration of need for Emergency and Limited Assignment Teaching Permits. It was seconded by Inez DeLuna. There was no discussion. Motion carried unanimously.

A complete personnel list was shared with board members in an effort to show comprehensive action since December. Several of the personnel items had been approved during the February board meeting. Dr. Mark Martinez also made a motion to move the personnel list to New Business item number 5. Chair entertained a motion to approve and it was approved unanimously.

Dr. Mark Martinez made a motion to amend action item 3 under New Business to second interim report. It was seconded by Inez DeLuna, there were no discussion and motion was carried.

d. Richard Alvarez gave a report on SARC, which was included in the board packet. All items required in the report were fulfilled. He informed the board that the SARC is a report that is required by the state.

## 10. Executive Reports

a. No new report from President Villarino.

b. Rosa briefed the board on the second interim report and board members had copies of the report as part of the board packets. A motion to approve the second interim report was made by Dr. Mark Martinez and seconded by Rick Najera. Motion was carried unanimously.

c. Dr. Frost gave the CBO report. He mentioned that he and his team were working along preparing required reports. Employees are challenged by having to work on so many extra reports but the commitment and spirit is in place to succeed. Policies and procedures are under an ongoing annual review, with a booklet on hand at the board meetings. No major changes have been made to existing policy; it is primarily updates, legal information, clarity, and compliance review. He also mentioned the ongoing website project, significant updates already made, and to watch for more.

d. Anthony Chavez gave a report on Kern Services and Conservation Corps (KSACC). He mentioned that the OHV grant was submitted sometime early in March. He also indicated a follow up report/response is under development to address the CCC certification report.

e. Rick Alvarez, the EPIC Director gave a report next. He mentioned that there was a certificated employee at every learning center. He also mentioned that an academic calendar is under development and will be coming for approval to the board.

f. Delilah Martinez, Director of Curriculum and Instruction reported that she is planning to spend time at each learning center to make sure that Cyber High was being used properly. She also reported that books and technology were in place at every learning center.

#### 11. Information Items

- a. The website was addressed under the CBO Report.
- b. David Villarino gave a brief update of our work with partner colleges, including the support from multiple colleges to increase the ESL contact hour rate to FIELD in response to the state's funding increases. Rates generally are increasing from \$3.10 a contact hour to \$5.65 a contact hour. The board was briefed on several recent meetings with ag producers who have solicited a FIELD partnership for worksite ESL training. David Villarino indicated plants in two counties have expressed interest.
- c. Policy and procedures updates were reviewed in the CBO report.

#### 12. Old Business

- a. NCSOS discussions will continue Negotiations will be determined after submission of Financial reports.

#### 13. New Business

Items 1 and 5: A motion was made by Anthony Chavez to approve both EPIC and FIELD personnel list including adding Brandon Johnson (AD Crew Supervisor) and was seconded by Rick Najera. Motion carried unanimously.

Item 2: SARC was approved.

Item 3: Rick Najera moved to accept the submission of the declaration of need for emergency and limited teaching assignment permits and was seconded by Inez DeLuna. A discussion followed where Richard Alvarez explained that the State of California was facing a shortage of teachers and thus it is difficult to acquire new teachers who hold a multiple subject credential. He mentioned that advertising was in place on EDJOIN to look for credentialed teachers and an extra step was made to reach out to colleges in search of credentialed teachers. The motion was carried unanimously at the end of the discussion.

Item 4: Second Interim Report was approved.

Director Martinez moved to adjourn. Director Najera seconded. No discussion, motion carried. Meeting ended at 11:36 AM.

Next Meeting is scheduled for June 18, 2016 at 9:00 AM. Location TBD.

A Special Meeting may be called earlier as needs determine.