

## The Farmworker’s Institute of Education and Leadership Development FIELD BOARD OF DIRECTORS MEETING MINUTES

Location: Cambria Pines Lodge  
2905 Burton Dr.  
Cambria, CA 93428

September 10, 2016 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](http://www.farmworkerinstitute.org)

### 1. MEETING CALLED TO ORDER

Meeting was called to order at 9:29 AM by Mr. David Villarino.

### 2. ESTABLISH A QUORUM

**Roll Call:** David Villarino (**Present**) Joseph  
Casas (General Counsel – nonvoting) (**Not Present**)  
Anthony Chavez (**Present**)  
Inez DeLuna (**Present**)  
Dr. Mark Martinez (**Present**)  
Jenny Freeman, Secretary-Treasurer (nonvoting) (**Present**)  
Rick Najera (**Present**) Dr.  
Nora Dominguez (**Present**)

**Staff Present:** Dr. Tamar Asatryan and Rosa Ruelas

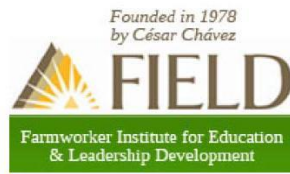
### 3. SALUTE TO THE FLAG / FARMWORKER POEM

Inez De Luna led the flag salute. Dr. Nora Dominguez read the Farmworker Poem.

### 4. ADOPTION OF THE AGENDA

### 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 wish 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 public forum at 9:30 AM.

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

Public forum was closed by Mr. Villarino at 9:35 AM and there were no comments by the public.

#### **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.*

- a) Pending litigation and personnel matters

Closed session started at 9:52 AM and closed at 9:53 AM.

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

*A report out from closed session*

There was no action taken and thus there was no report.

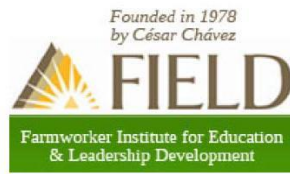
#### **9. APPROVAL OF THE CONSENT AGENDA:**

*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:*

Mr. Villarino pulled out the May 4 minutes from the agenda and moved it to a later date. Mr. Villarino asked the board to take time to go over the August 4<sup>th</sup>, June 29 and March 24 minutes.

- a) Approval of minutes from the August 4, 2016 meeting.
- b) Approval of minutes from the June 29, 2016 meeting.

Anthony Chavez moved and Inez de Luna seconded that the June 29 minutes be amended to reflect that Inez de Luna was "present by phone" versus "not present" as typed in the minutes. The amendment was approved by Mr. Villarino, Jenny Freeman, Anthony Chavez, Inez de Luna, Rick Najera, Dr. Mark Martinez, and Dr. Nora Dominguez.



- c) Approval of minutes from the May 4, 2016 meeting.  
This item was moved to a later time.
- d) Approval of minutes from the March 24, 2016 meeting.  
Rick Najera moved and it was seconded by Dr. Nora Dominguez that the minutes be amended by changing “not present” for Inez De Luna and to “present by phone” in the minutes. This motion was approved by Mr. Villarino, Rick Najera, Jenny Freeman, Anthony Chavez, Inez de Luna, Dr. Mark Martinez, and Dr. Nora Dominguez.

Inez De Luna moved to approve the Consent Agenda items 9 A, B, and D and it was seconded by Dr. Nora Dominguez and was approved as amended by Mr. Villarino, Anthony Chavez, Jenny Freeman, Inez de Luna, Rick Najera, Dr. Mark Martinez, and Dr. Nora Dominguez.

**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) Review of Financial Statements**

2015-16 Un-audited Financial Report was given by Rosa Ruelas (Accounting Manager)

Board reviewed financial reports while Rosa gave a presentation.

Audit is due December 15 or before.

Rosa also went over the combined revenue expenditure report. Then over the EPIC unaudited actuals. Then Rosa went over the FIELD Balance Sheet. She then went over FIELD Revenue and Expenses. Rosa finished by going over the proposal budget and funding source list for 2016-17.

**b) Review of Corporate Plan, Structure, and Budget**

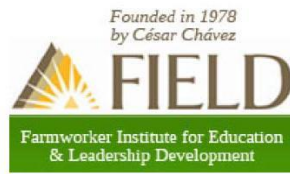
Mr. David Villarino (CEO) gave an overview of the following items:

Then, Mr. Villarino went over the Corporate Executive summary and the Corporate Action Plan. Then Mr. Villarino went over the Academic Action Plan for EPIC which he followed with the Academic Action Plan for ESL.

The Board took a lunch break and then reconvened at 2:06pm

**c) Presentations**

- 1) Academic Services presentation was made by Mr. David Villarino (CEO). He went over the following items:



- a) EPIC de Cesar Chavez High School Charter School: Enrollment, Staffing, hiring, new sites
  - b) ESL
  - c) Short Term Staffing Permits: Mirella Bautista, Cesar Reveles, Matthew Mijares, and Glenn Wheeler
- 2) Chavez Youth Corps/Kern Services Conservation Corps presented by Anthony Chavez (KSACC Director)

Immediately following the lunch break, Anthony did a presentation on the Chavez Youth Corps. He went over the Action Plans for objective 1 and objective 2.

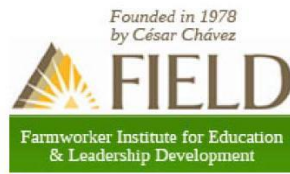
- 3) Business Services presented by Rosa Ruelas (Accounting Manager)  
Rosa gave a presentation on the Financial Management Action Plan.
- 4) Human Resources presentation was made by Mr. David Villarino (CEO)

**12. OLD BUSINESS:** None at this time.

**13. NEW BUSINESS:**

**FIELD:**

1. Action Item- Shall the FIELD Board Approve the 2016-17 Corporate Plan and Budget?  
Motion was made by Rick Najera and seconded by Dr. Mark Martinez.  
No Comments were made and it was approved in a unanimous vote by Dr. Mark Martinez, Mr. Villarino, Jenny Freeman, Anthony Chavez, Inez de Luna, and Rick Najera.
2. Action Item- Shall the EPIC Board Approve the 2015-16 Un-audited Financial Report?  
Inez de Luna moved, Rick Najera seconded. There were no comments and it was approved in a unanimous vote by Dr. Mark Martinez, Mr. Villarino, Jenny Freeman, Anthony Chavez, Inez de Luna, and Rick Najera.
3. Action Item- Shall the FIELD Board Approve Nichole Chavez, family member for the A&R department?  
Dr. Mark Martinez moved and Rick Najera seconded. There were no comments and it was approved in a unanimous vote by Dr. Mark Martinez, Jenny Freeman, Inez de Luna, and Rick Najera. Anthony Chavez and Mr. David Villarino abstained.
4. Action Item- Shall the FIELD Board Approve Peter Alvarez, family member as Voc. Ed. P/T So. Cal.?  
Inez de Luna made a motion and it was seconded by Rick Najera. It was approved with the addition that Rick Alvarez not supervise Peter Alvarez. There were no comments and it was



approved in a unanimous vote by Dr. Mark Martinez, Mr. Villarino, Jenny Freeman, Anthony Chavez, Inez de Luna, and Rick Najera.

5. Action Item-Shall the FIELD Board Approve Elisa Rios, family member as part-time EPIC high school teacher?

Inez de Luna moved and Dr. Mark Martinez seconded. There was no discussion and it was approved unanimously by Dr. Mark Martinez, Inez de Luna, Mr. David Villarino, Jenny Freeman, Dr. Nora Dominguez, Anthony Chavez, and Rick Najera.

6. Action Item- Nomination and Election of Board of Directors for 2016-17.

Chair entertained motion to re-elect all board members. Anthony Chavez made a motion to approve and Dr. Nora Dominguez seconded the motion. There was no discussion and it was approved unanimously by Dr. Mark Martinez, Inez de Luna, Mr. David Villarino, Jenny Freeman, Dr. Nora Dominguez, Anthony Chavez, and Rick Najera.

7. Action Item- Nomination and Election of Audit Committee for 2016-17.

Action Item 7 was not voted on since it was not necessary

8. Action Item- Shall the FIELD Board Approve the 2016-17 Schedule of Board of Directors Meetings?

Inez de Luna moved and it was seconded by Rick Najera. There was no discussion or comments and everyone was in favor. It was approved by Dr. Mark Martinez, Inez de Luna, Mr. David Villarino, Jenny Freeman, Dr. Nora Dominguez, Anthony Chavez, and Rick Najera.

#### **EPIC:**

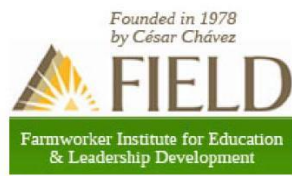
1. Action Item- Shall the EPIC Board Approve the STSP for Mirella Bautista, Cesar Reveles, Matthew Mijares, and Glenn Wheeler?

Rick Najera moved and it Inez de Luna seconded the motion. There was a discussion during which time Anthony asked about Cesar Revelez and Mr. Villarino said he has enrolled in a credential program. Everyone agreed and motion was carried unanimously by Dr. Mark Martinez, Inez de Luna, Mr. David Villarino, Jenny Freeman, Dr. Nora Dominguez, Anthony Chavez, and Rick Najera.

#### **14. ADJOURNMENT:**

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday December 3, 2016. Time and location to be determined

*This Meeting Agenda was posted at least 72 hours in advance of the meeting at the FIELD Main Office, 410 West J. Street, Suite A, Tehachapi, CA 93561, online on the website, and at the meeting location.*



Rick Najera moved to adjourn and Dr. Nora Dominguez seconded the motion. Everyone agreed and it was carried by a unanimous vote by Dr. Mark Martinez, Inez de Luna, Mr. David Villarino, Jenny Freeman, Dr. Nora Dominguez, Anthony Chavez, and Rick Najera.