

The Farmworker's Institute of Education and Leadership Development

FIELD BOARD OF DIRECTORS MEETING

MINUTES

Location: FIELD Headquarters
122 E. Tehachapi Blvd. Suite E.
Tehachapi, CA 93561

or by phone: 1-218-339-7800 Access Code 502-5673

September 8, 2018 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. Patrick Pine called the meeting to order at 9:42 am.*

2. ESTABLISH A QUORUM

Roll Call:

David Villarino (*present*) Anthony Chavez (*present*)

Dr. Mark Martinez (*present*) Dr. Mark Martinez (*present*)

Dr. Nora Dominguez (*not present*) Ines de Luna (*present*)

Michael Gomez, Treasurer (nonvoting) (*not present*)

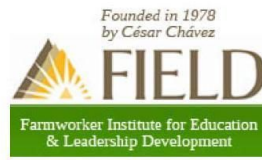
Patrick Pine, Secretary (nonvoting) (*present*)

Joseph Casas (General Counsel-nonvoting) (*present*)

Staff Present: Brian Cargile (*present*)

Rosa Ruelas (*present*)

Dr. Brian Ellison (*present-joined at 11:12am*)



Dr. Tamar Asatryan (*present-joined at 11:36 am*)

Joe Mota (*present-joined at 10:55 am*)

John Huerta (*present-joined at 3:00 pm*)

Mona Sidhu (*present-joined at 3:25 pm*)

Delilah Martinez (*present-joined at 10:00 am*)

Jose Miguel Ruiz (*not present*)

Susana Escamilla (*present*)

Teresa Goodwin (*present*)

Dr. Stephen Schoonmaker (*present-joined at 11:32 am*)

3. SALUTE TO THE FLAG / FARMWORKER POEM

Anthony Chavez did the salute to the flag and the farmworker poem.

4. ADOPTION OF THE AGENDA

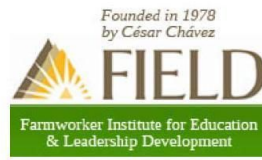
Mr. Villarino asked everyone to review the agenda. There were no comments. Chair entertained a motion to approve the agenda as amended. Anthony Chavez moved and Dr. Mark Martinez seconded the motion. There was no discussion and the motion was approved unanimously.

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 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 9:45 am. He asked if there were any comments by the public. There were none.



6. CLOSE PUBLIC FORUM

Public forum closed at 9:46 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.

- a) Pending litigation and personnel matters

The Board went into closed session at 9:50 am. Closed session ended at 10:23 pm.

8. OPEN SESSION

Mr. Villarino opened session at 10:25 am.

No action was taken in closed session. No report was made.

9. APPROVAL OF THE CONSENT AGENDA:

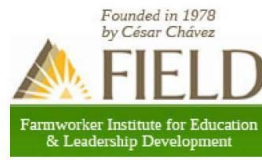
All consent agenda items for the FIELD BOARD OF DIRECTORS are considered to be routine and will be enacted by one motion unless a board member requests separate action on a specific item. Approval recommended on all items listed:

- a) Approval of minutes from the June 29, 2018 meeting.

Chair entertained a motion to approve the minutes from June 29, 2018. Dr. Mark Martinez moved and it was seconded by Ines de Luna. There was no discussion. The motion was approved unanimously by David Villarino, Anthony Chavez, Dr. Mark Martinez, and Ines de Luna.

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 Statement 2017-2018-Brian Cargile, Chief Finance Officer
 - 1) Un-audited Financial Report by Rosa Ruelas
 - a) EPIC 2017-2018 un-audited financials
 - 2) Income expense
 - 3) Balance Sheet

The review of the financial statements, un-audited financials, income expense and balance sheet were reviewed and discussed by the Board members.

- b) Review of Corporate Plan, Structure and Budget
 - Mr. Villarino (CEO) will give an overview of the following items:
 - 1) Strategic Plan
 - 2) 2018-2019 Corporate Plan
 - 3) Operational Structure
 - 4) Operational Budget
 - 5) Strategic Planning

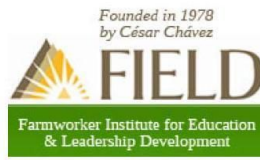
Mr. Villarino went over his corporate plan structure and budget. The 2018-2019 corporate plan consists of an executive summary, corporate analysis, action plan, enrollment trends, strategic plan, an operational structure and create an enrollment management system. FIELD will also be offering (5) programs: ESL, EPIC, KSACC and CTE-Cooperative Shared Ownership.

- c) Presentations
 - 1) Academic Services - Dr. Brian Ellison, Chief Academic Officer
 - a) CTE
 - b) JPA
 - c) ISA

Mr. David Villarino introduced Dr. Brian Ellison to the Board. Dr. Ellison gave a presentation of FIELD's and EPIC's Academic Services. The presentation included partnering with community colleges in California, Instructional Service Agreement, Scope of Instructional Delivery, Joint Powers Authority and EPIC/Career Technical Education programs.

Dr. Schoonmaker joined the presentation and gave a report regarding the Joint Powers Agreement to the Board. The JPA functions like a cooperative, all mutually benefiting and able to serve students. Mr. David Villarino recommended reconvene with some of the colleges and go through this discussion to bring them aboard.

The next steps is the expansion of FIELD ESL program to multiple partnerships in California. Rapid expansion of Agriculture Program to include multiples sites. Implement Environmental and Soil Conservation Program and implement remaining instructional programs by June 2019. Dr. Brian Ellison finished his presentation at 12:55 pm



- 2) Academic Programs Plan - Delilah Martinez, Director Academic Programs
 - a) EPIC de Cesar Chavez
 - b) ESL Academics

Ms. Delilah Martinez presented Educational Programs report to the Board at 2:31 pm. The presentation included the following, instructional support for EPIC and ESL teachers, monthly informal classroom walkthroughs, teacher reference materials, professional collaboration, EPIC educational improvements, program expansion and teacher coaching.

- 3) Chavez Youth Corps/Kern Services Conservation Corps Plan - Anthony Chavez, KSACC Director

Mr. Anthony Chavez presented his report to the Board and shared the Chavez Youth Corps/Kern Services Conservation Corps plan. Mr. Chavez went over his action plan with the Board.

- 4) Financial Management Plan - Rosa Ruelas, Accounting Manager –
Financial Management was included in the financials report.

- 5) Regional Plans
 - a) Northern California
 - b) Coastal
 - c) Central California
 - d) Southern California

All regional managers gave a presentation to the Board. Each regional manager went over their operational plan that include an action plan. The Board discussed and reviewed the plans.

- 6) Business Services Plan - Brian Cargile, Chief Business Officer

Mr. Brian Cargile presented the business service plan to the Board. The presentation included the organizational budget performance, regional staff development, and the student management system. The Board discussed and reviewed the plan.

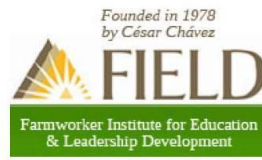
- 7) Human Resources Plan - Mona Sidhu, Director Human Resources

Ms. Mona Sidhu Human Resource Plan was part of the Business Services plan. The key result area for the HR plan is Regional Staff Development. The objective for the Human Resources plan was discussed and reviewed by the Board.

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

13. NEW BUSINESS:

14. FIELD:



1. Action Item-Shall the FIELD Board approve the 2018-2019 FIELD Operational Plans and Budgets?

David Villarino entertained a motion to approve the 2018-2019 FIELD Operational Plans and Budgets. Anthony Chavez moved and it was seconded by Ines de Luna. Mr. Villarino opened it for discussion. The motion to approve the 2018-19 FIELD Operational Plans and Budgets was approved unanimously by David Villarino, Anthony Chavez, Dr. Mark Martinez, Ines de Luna.

2. Action Item-Shall the FIELD Board approve the EPIC 2017-2018 un-audited financials?

David Villarino entertained a motion to approve the 2018-2019 un-audited financials. Anthony Chavez moved and it was seconded by Ines de Luna. Mr. Villarino opened it for discussion. The motion to approve the 2018-19 un-audited financials was approved unanimously by David Villarino, Anthony Chavez, Dr. Mark Martinez, Ines de Luna.

3. Action Item-Shall the FIELD Board approve Nomination and Election of Board of Directors for 2018-2019?

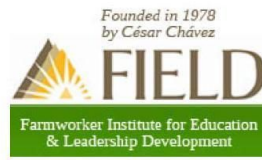
David Villarino entertained a motion to approve the Nomination and Election of Board of Directors for 2018-2019. Mr. Rajy Brar was nominated and Mr. Villarino gave an introduction of Rajy Brar. Anthony Chavez moved and it was seconded by Ines de Luna. Mr. Villarino opened it for discussion. The motion to approve the Nomination and Election of Board of Directors for 2018-2019 was approved unanimously by David Villarino, Anthony Chavez, Dr. Mark Martinez, Ines de Luna.

4. Action Item-Shall the FIELD Board approve Nomination and Election of EPIC Board of Trustees for 2018-2019?

David Villarino entertained a motion to approve the Nomination and Election of EPIC Board of Trustees for 2018-2019. Dr. Mark Martinez moved and it was seconded by Ines de Luna. Mr. Villarino opened it for discussion. The motion to approve the Nomination and Election of EPIC Board of Trustees for 2018-2019 was approved unanimously by David Villarino, Anthony Chavez, Dr. Mark Martinez, Ines de Luna.

5. Shall the FIELD/EPIC Board Approve the potential Provisional Internship Permit (PIP) applications, and the Short Term Staff Permit (STSP) applications, as appropriate, for the following teachers: Maggie Rodgers, Angelica Cardenas, Angelica Paredes-Sanchez, Rosalba Anzora, Erindira Hernandez, Karina Quintanilla, Michael Marcyes, Angelica Zavala, and Julia Cruz?

David Villarino entertained a motion to approve the above action item. Ines de Luna moved and it was seconded by Anthony Chavez. Mr. Villarino opened it for discussion. The motion to approve the potential Provisional Internship Permit (PIP) applications, and the Short Term Staff Permit (STSP) applications, as appropriate, for the following teachers: Maggie Rodgers, Angelica Cardenas, Angelica Paredes-Sanchez, Rosalba Anzora, Erindira Hernandez, Karina Quintanilla,



Michael Marcyes, Angelica Zavala, and Julia Cruz was approved unanimously by David Villarino, Anthony Chavez, Dr. Mark Martinez and Ines de Luna.

- 6. Shall FIELD /EPIC submit PIP/STSPs and Temporary County Certificate applications for Maggie Rodgers, Angelica Cardenas, Angelica Paredes-Sanchez, Rosalba Anzora, Erindira Hernandez, Karina Quintanilla, Michael Marcyes, Angelica Zavala and Julia Cruz?**

David Villarino entertained a motion to approve the above action item. Struck out the STSPs. Ines de Luna moved and it was seconded by Anthony Chavez . Mr. Villarino opened it for discussion. The motion to submit PIP/STSPs and Temporary County Certificate applications for Maggie Rodgers, Angelica Cardenas, Angelica Paredes-Sanchez, Rosalba Anzora, Erindira Hernandez, Karina Quintanilla, Michael Marcyes, Angelica Zavala and Julia Cruz was approved unanimously by David Villarino, Anthony Chavez, Dr. Mark Martinez, Ines de Luna.

- 7. Action Item-Shall the FIELD Board approve EPIC's Executive Director?**

David Villarino entertained a motion to approve Delilah Martinez as EPIC's Executive Director. Anthony Chavez moved and it was seconded by Dr. Mark Martinez. Mr. Villarino opened it for discussion. Delilah Martinez was approved as EPIC's Executive Director unanimously by David Villarino, Anthony Chavez, Dr. Mark Martinez and Ines de Luna.

ADJOURNMENT:

Chair entertained a motion to adjourn and Anthony Chavez moved to adjourn. Dr. Mark Martinez seconded the motion. The motion was approved by David Villarino, Anthony Chavez, Dr. Mark Martinez and Ines de Luna. The meeting was adjourned at 5:30 pm

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday December 8, 2018. 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, 122 E. Tehachapi Blvd. Suite E. Tehachapi, CA 93561, online on the website, and at the meeting location.