

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

**Location: 106 Robinson St**

**Tehachapi, CA 93561**

Google Meets Location:

meet.google.com/htz-ahwe-btf

or via Phone

(US)+1 617-675-4444

PIN: 932 222 689 5336#

**June 27, 2020 at 10 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 called to order by David Villarino at 10:10am*

### **2. ESTABLISH A QUORUM**

*Quorum was established by Patrick Pine at 10:14am*

#### **Roll Call:**

David Villarino *Present (remotely)*

Dr. Nora Dominguez *Absent*

Dr. Mark Martinez *Present (remotely)*

Ines De Luna *Present (remotely)*

Dr. Jesse Ortiz *Present (remotely)*

#### **Nonvoting:**

Joseph Casas (General Counsel )*Present (remotely)* Michael Gomez, Treasurer *Present (remotely)*

Patrick Pine, Secretary *Present (remotely)*

#### **Staff Present:**

Dr. Tamar Asatryan

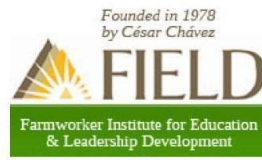
Delilah Martinez

Jaime Villalobos

Gustavo Olvera

Rosa Ruelas

Silva Ohannessian



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

### **4. ADOPTION OF THE AGENDA**

*David Villarino entertains motion to approve the agenda  
Mark Martinez moves to approve the agenda; Jesse Ortiz seconds  
Motion carried 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.*

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

### **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.*

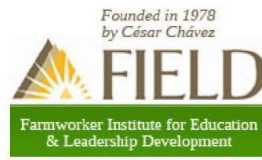
### **8. OPEN SESSION**

### **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 May 20, 2020 meeting.*

*Ines DeLuna moves to approve, Mark Martinez seconds, no discussion, motion carried unanimously*



**10. REPORTS 2019-2020: 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:*

a) Governance and Legislative: David Villarino

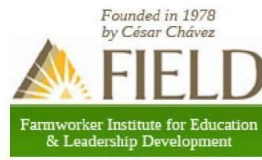
- We consulted Patrick Below to help with planning process
- Biggest threat we encountered this year was a result of a state budget deficit; governor may revise
- Fiscally we did very well, we met all our budget goals
- EPIC has over \$2m in the fund balance
- Governor's plan to address deficit is to defer what they owe us
- They will defer \$600,000 that they will owe us in July
- We have to have the cash to move forward, and we do have the cash
- Every month our expenses are about \$700,000
- In May the legislature proposed an age cap, but we were able to mobilize, and the state senate rejected the proposal
- We will be able to maintain EPIC for at least a year
- The budget they signed yesterday, said there was a cap on enrollment on all charter schools, so we are going to see about getting an exemption

b) Finance: Rosa Ruelas

- Right now FIELD stands at a very healthy financial status
- In total assets we have \$1.6m and a carryover balance of \$817,000 excess revenue of \$835,000 which gives us a net revenue of \$1.6m
- Revenue and expense report: this is where we do a comparison with projected and actuals.
- In total revenue our actual was \$9.0m; we projected \$9.4 with a variance of \$407,000
- We are able to continue instruction in our coastal region
- Total expenditure was \$8.2 giving us an excess revenue of \$835,00 compared to our projected expenditure of \$9.0m, so we did come out higher than we projected
- Assets that we purchased helped us with our lower expenditures

c) Human Resources: Silva Ohannessian

- We did have some challenges with recruitment due to CoVid, but we did hire a CTE director
- We are looking for substitute teachers and administrative support staff
- We did temporarily lay off 16 employees; we were able to bring them back within the same month on April 27th, thanks to the PPP loan
- Because we could not meet with people in person we have moved to DocuSign for signatures
- We reminded people working from home about meal and break schedules
- We also trained corps members on valley fever
- We are going to have a training for all current employees for MOR training
- We are also moving forward with new hire orientations where new employees can learn about FIELD's history, future, go over handbook, benefits, etc.
- They will also have a 1 on 1 with their manager about expectations as part of orientation



- Also every year we have a sexual harassment training for all our leaders, so we will be doing that in the next couple of months
- We will also be going through and revising job descriptions, making sure they are correct and up to date
- We are going to be looking at a badging system for employee identification
- Strategic training and MOR training refreshers for all employees

d) Operations (ESL, CTE, and EPIC): Tamar Asatryan

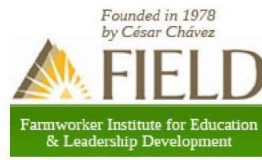
- In 19-20 we had 2 operational objectives; to serve 12,000 students through 2 new educational programs by June 30th 2020; we served almost 6,000 students
- 2nd goal was to contribute to FIELD's balance \$200,000; we exceeded that goal
- we also wanted to start offering 5 pathways for CTE
- One of the reasons we could not meet EPIC and ESL is due to COVID hindering our growth
- 660 students served due to low outreach, and lack of CTE director

e) EPIC's CoVid 19 Report: Delilah Martinez

- The graduation total for 2019-2020 was 220 graduates; a slight decline from last year of 238
- We attribute the decline to the switch to distance ed, making it hard to follow up with students
- We will utilize our new counselors to do more follow up moving forward
- Increases percentage of ADA from 64% of enrollment to 89% after we switched to distance ed.
- We learned we had some interest in distance ed, and students were coming to us when they heard we were enrolling for remote ed.
- We conducted surveys; 84% said they preferred some form of distance education 80% said they wanted to continue online, 17% said they did not
- 83% said it was either easy, or that it was difficult, but they could keep up
- LCAP report for December; we are
- WASC accreditation has been extended so we do not have to go through that process again

f) Business and Administration Report (Property, Fleet, Chavez Corps, and Solar FIELD): Gustavo Olvera

- we have entered a new agreement to lease 2 additional suites; those are scheduled to be occupied by July 1st
- We will continue operations at our 329 Watts location in Bakersfield. Our recycling program runs operations there
- 200 Mulberry is one of the properties we are looking to procure; will be using prop 68 monies, therefore no cash is used; \$220,000 in grant monies
- We are looking to purchase Rexland Acres; we are still in negotiations with them
- We are at 35 fleet vehicles
- In response to CoVid 19, the Chavez Corps has been contracted to clean EPIC classrooms
- Chris Chacon was assigned as Project Coordinator for e-waste and tires
- Paco Jacobo was also assigned as Project Coordinator for recycling, crv and oil
- 2 project coordinators continue operations using CalRecycle grant
- for our CTE solar, we are in the process of license certification



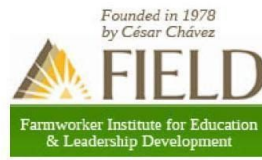
## 11. Information Items

- a) Contributions
- b) Donations to Dolores Huerta and The Latino and Latina Roundtable for their legislative support
  - \$1,500 donation made to Dolores Huerta, who helped us call the governor during this last fight for the EPIC age cap; she was instrumental in that fight, she made it all the way through to the governor and told him how good our program was.
  - Also professor Calderon, who was on the board; he was instrumental in contacting Senator Leyva, Assemblywoman out of San Bernardino, and Assemblymember Medina; I am planning on donating \$2,500 to his non-profit (The Latino and Latina Roundtable). They do wonderful work with Immigrant rights, cooperatives, and social equity and justice.

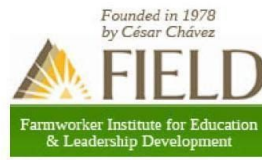
## 12. OLD BUSINESS:

## 13. New Business:

- a) Corporate Plan 2020-2021: David Villarino
  - I sent out the summary, this is a critical year due to recession caused by CoVid
  - Charter School opponents have tried to use this year to shut down EPIC
  - We need support from legislature; our success will depend if i can spend time with legislature to continue fighting for an exemption
  - We will try and get our social enterprises up and running
  - If we are going to lose money from state, we have to figure out a way to establish our social businesses to get funding
  - You will see that this year we are foreseeing solar, recycling, and agriculture each to contribute \$120,000
  - We want to roll out solar soon; we have the staff, we have the equipment, we just need the license
  - Our services change, but our core values do not
  - We need to instill those core values in our staff, and get them to see their position, not as a job, but as a responsibility, and motivate them to be open to innovation
  - So that is my summary, we dd an analysis and overall there are 2 basic objectives
  - One is how can we establish our smart growth initiative and still have funding from our social businesses
  - We want to push the development of our social media
  - our objective is to seek an exemption from legislature; that is my number one objective and that is where I will be spending most of my time
  - If my effort will be focused on that, Managers need to carry out their responsibilities
  - second objective is to achieve objectives through shared responsibilities for staff and managers, and extended the planning process training for all staff at all levels



- the third issue is with funding; we need to raise different monies, we cannot just go around chasing grants like we did in the past. We have to raise at least \$500,000 for social enterprises. and \$100,000 for legal fees, \$85,000 for legislative consultants
  - We're going to need \$580,000 for construction
  - We put in \$250,000 to buy the land from a group that will be producing mesquite that will be ground to produce gluten free flour
  - Then we will get a grant to make an investment
  - So desired results is to leverage grants to establish 3 businesses; we need to get tax credits for construction
  - And finally we need earned income; I think we can get \$360,000 in revenue, at a cost of about \$100,000
  - The next area is structure
  - Right now I have about 9 people reporting to me, and that was reduced from about 13
  - I have set it up for finance to report to me; HR would report to me, Gustavo will report to me for the business enterprises and administration Tamar will report to me for Operations and Student services, and of course Delilah who is our Executive Director of EPIC
- b) Finance/Budget 2020-2021: Rosa Ruelas
- Right now we have an excess revenue of 91,500
  - This is incorporated EPIC, ESL, and CTE
  - This is the EPIC budget we will be submitting to Nevada County
  - Total revenue we are looking at 7m which includes 550 ADA and CTE expenditures, and CTE match
  - We have 2.1 in certificated salaries and 1.7, for a total of 3.9, in total benefits we have 1.2
  - 792,000 for book and supplies, we also have 480,000
  - Overall EPIC expenditures we have \$7.5m and revenue of \$7.7m for an excess revenue of \$200,000
- c) ESL, Student Services, and CTE Plan 2020-2021: Tamar Asatryan
- Our critical issue is whether or not
  - Antelope Valley College has no renewed permission to deliver ESL classes
  - They do not have the capacity to serve ESL students
  - We are only allowed to deliver our college and career readiness certificate in Kern due to lack of permission
  - Our desired result is that 1,200 EPIC students in hybrid learning
  - Our objective to establish a hybrid education plan to serve 11,000 students by June 30, 2021
  - Our program action plan; we have started Canvas; we are going to provide Canvas training for our teachers and students
  - looking to hire a distance ed coordinator
  - 3 week summer computer class in order to give them the technical skills
  - we are also in the process of acquiring additional hotspots and laptops
  - We are currently at 20 EPIC sites, and we are looking to expand to 30 sites



d) EPIC Plan 2020-2021: Delilah Martinez

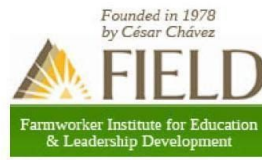
- It's the same operational planning objective Tamar and I designed as a team
- We are looking at continuing distance ed hybrid model
- 10 sites we are looking into opening: Oxnard, Santa Paula, Moreno Valley, San Bernardino, Arlington, Hollister, Fresno, Woodland, Moorpark, Santa Maria
- They will be conducted via remote classes, so 1 teacher in charge of 2 sites, we expect 15 students for each location, so each teacher will be in charge of 30 students
- We still need to see what the budget will allow us to do because of the legislature and budget, but the idea is the cost will be lower because of the distance learning model
- Teacher Assistance will continue and students will have access to support and tutoring needs; tutors were given "class hours" to receive assistance
- State testing is waved until distance testing can be established
- We did a technology needs survey, we needed 477 laptops and 150 hotspots, we expect the numbers to be about the same or higher for next year, but will be conducting surveys to assess these needs

e) HR Plan: Silva

- HR's plan includes keeping things electronic; having information on our website, so they can find a lot of information on our website
- We also have a desire to stay paperless and use as many means of handling documents and paperwork electronically
- This includes looking for an HR database system; if we have this, we can have an HR rep manage it, and that way we are not burdening another department like patrol
- This is also where the benefit of a corporate calendar comes into play; we are looking in to training staff in MOR methods
- We will be focusing on training in the MOR method, creating structure, having it spelled out clearly, and ensuring that it continues on a regular basis.

f) Business Enterprises Report: Gustavo

- We are establishing the business enterprises in order to meet the goal of being able to fund our programs through earned income instead of looking for grants
- The conservation corps looking to increase membership to 80, working 60 hours per month is going to help us with that
- With facilities, we are looking into establishing an inventory tracking system; establishing protocols on how to request repairs.
- It has become very challenging with CoVid 19, looking on how to do remodeling efficiently
- All in all we have a good team put together, and we are looking to be very productive this year and being more efficient overall



#### 14. Action Items

1. **Action Item** - Shall the FIELD/ EPIC Board approve the FIELD Corporate Plan and Budget for 2020-2021?
2. **Action Item** - Shall the FIELD/EPIC Board approve the EPIC de Cesar Chavez Budget for 2020-2021?
3. **Action Item** - Shall the FIELD/EPIC Board approve EPIC's 2020-2021 Calendar?
4. **Action Item** - Shall the FIELD/EPIC Board approve EPIC's CoVid 19 report?
5. **Action Item** - Shall the FIELD/EPIC Board approve EPIC teacher Salary Schedule for the 2020-2021 school year?

*David Villarino moves to approve action items 1-5*

*Mark Martinez moves to approve*

*Ines DeLuna seconds; no discussion, motions 1-5 carried unanimously*

6. **Action Item** - Shall FIELD/EPIC Board approve the utilization of Michael Najera as a licensed contractor to help with FIELD's Solar program?

*Withdrawn by David Villarino*

7. **Action Item** - Shall FIELD/EPIC Board approve the nomination for FIELD/ EPIC Board of Directors of Nadia Villagran?

*Mr. Villarino asks for a motion to approve*

*Jesse Ortiz moves; Mark Martinez seconds*

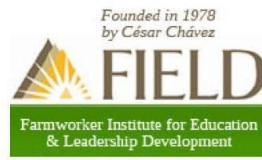
*no discussion; motion carried*

8. **Action Item** - Shall FIELD/EPIC Board of Directors approve the re- appointments of officers and directors/ trustees of FIELD for additional 1-year terms?

*Jesse Ortiz moves to approve; Mark Martinez seconds;*

*no discussion; motion carried*





9. **Action Item** - Shall FIELD/EPIC Board of Directors approve the dates for Board Meetings for 2020-2021 fiscal year?

September 19, 2020

December 19, 2020

March 27, 2021

June 26, 2021

*Chair entertains a motion to approve  
Jesse Ortiz motions to approve; Mark Martinez seconds  
no discussion, motion carried*

**ADJOURNMENT:**

*David Villarino motions to adjourn at 11:37  
Jesse Ortiz moves; motion carries  
Meeting adjourned at 11:38*

Next Meeting Date: Regularly Scheduled FIELD Board Meeting; Saturday, September 19, 2020, time and location to be determined.

*This Meeting Agenda was posted at least 72 hours in advance online on the website, and at the meeting location.*