ESTRELLA EDUCATIONAL FOUNDATION

AGENDA

BOARD OF DIRECTORS
QUARTERLY MEETING
April 24, 2015

Friday, April 24, 2015 **3:00 p.m.**

Order of Business

1. **Call to Order**

2. **Roll Call**

3. **Pledge of Allegiance**

4. **Items for Discussion**

   A. **Proposed Approval of Logo, Coat of Arms and Website for Maricopa Institute of Technology (MIT) and Estrella Educational Foundation (EEF).**

   OrcuttWinslow has designed the Logo, Coat of Arms and Website for MIT. Design has been reviewed and it is recommended the EEF Board of Directors approve the rendition as provided by OW.

   Power Point Presentation by Mr. Ruben Gutierrez

   B. **Proposed Approval of Mrs. Ramona Gonzales' travel to San Diego to attend the USNews.com conference from June 29 – July 1, 2015.**

   USNews.com has comprehensive coverage on STEM trends in education and careers. Its national leadership conference, US News STEM Solutions, is where employers and educators meet to effect change, take action, and make an impact. Cost of attendance to this conference is $395.00 for Conference Registration and $597.00 lodging.

   C. **Proposed Approval of Direct Donation to Riverside Elementary School District No. 2 Faculty and Staff for perfect attendance as per the Perfect Attendance Program and a recruitment stipend paid to each employee who successfully recruits a new hire candidate to work at R2.**

   D. **Proposed Approval for Mr. Ruben B. Gutierrez Contract Agreement for January 01, 2015 to December 30, 2018 to give authority to represent Estrella Educational Foundation (EEF) as the Authorized Representative – Title of Chief Operations Officer as described in the EEF Bylaws. Duties and Responsibilities are outlined in the contractual agreement.**

   - Chairing the Finance Committee
   - Working closely with the **Chief Operations Officer** to help prepare the annual budget and monthly financial dashboards.
   - Ensuring the school is in compliance with federal, state and district mandatory reporting requirements and all financial reporting requirements.

- Working with the **Chief Operations Officer** to establish school policies and procedures that ensure financial stability and sustainability
- Collaborating with the Board Chair and **Chief Operations Officer** to ensure financial records are accurate and updated
- Reviewing monthly, quarterly, and yearly budget and financial statements
- Reporting regularly to the Board on the financial position of the school and facilitating Board understanding of the financial health of the organization
- Support in developing, managing, opening, and closing Bank Accounts as approved by the Governing Board
- Other duties may be assigned to the COO as defined in the contractual agreement and/job description

(In accordance with the Bylaws of Estrella Educational Foundation – Article 4 (Officers) section l (Employees) pages 6 & 7: The Board of Directors may establish such positions of employment as it deems desirable from time to time shall fix the compensation for such positions. The Board of Directors may also delegate such actions to specified officers. Subject to the control and direction of the Board of Directors, the President shall hire and discharge employees necessary for the proper conduct of the business of the Corporation.)

E. Mr. Ruben Gutierrez, Chief Operating Officer for EEF, will provide an update to the Board on the status of the following:

- **Arizona State Board for Charters Application**
- **Mission and Vision Statement for MIT**
- **Received Donations**
  - **Ledger outlining all donations**
- **Expenditures**
  - **Ledger outlining all expenses to date**
- **Account Balance**
  - **2014-2015 Taxes**
  - **2015-2016 Expenditures**

F. Mr. Gustavo Valenzuela will present information regarding MIT construction, equipment, timelines, ground breaking, grand opening and general costs of the project.

- **Power Point Presentation**
- **Architectural or Project renderings**
- **Project Timelines**

5. Informational

Riverside Elementary School District No. 2 held a Public Hearing at its April 16, 2015 Regular Board Meeting to allow the public an opportunity to voice their opinion and or concerns regarding the use of Bond Financed Property by the Estrella Educational Foundation. As there were no members of the public who wished to address the Governing Board, the Public Hearing was closed. Also on the Agenda was the request for the Governing Board to approve a Resolution concerning the possible use of bond financed property by a nonprofit entity. The Governing Board approved the Resolution.
The R2 Governing Board also approved the TEFLA Bond Sale for R2. A copy of the approved Agenda and Unofficial Minutes for the Governing Board Meeting held on April 16, 2015 is included in the packet for the EEF Board of Directors to review.

6. <u>Board of Directors Update(s) –</u>

7. <u>Adjournment</u>

Mr. Anthony Calderon
President

Mr. David Burrows
Vice President

Mr. Anthony Arano
Secretary