



**Esperanza Elementary Board of Directors Meeting
March 18, 2014 -- 6:00 pm
West Valley City Library, 2880 West 3650 South, West Valley, UT**

MINUTES

Call to Order

Janet Christensen called to order the meeting at 6:04pm on March 18, 2014.

Roll Call

Members present: Janet Christensen (chair), Marty Banks, Elena Bensor, Juan Freire, Patricia Matthews, Steve Winitzky

Members absent: Robert Heyn, Marlon Morales.

Guests present: Karina Taylor, Carmen Thompson, Marianita Granda, Jeff Biesinger, Flavia Knight, Cody Case

Facilities Update

- **Facilities Update.** Jeff Biesinger/Red Apple reported that construction is well under way. Masonry is halfway through and the steel framing will begin this week. A few changes have been made to the layout of classrooms. Not all classrooms will be equipped with sinks but will be able to have sinks installed at a later date. Upper cabinets in the classrooms have also been eliminated. Jeff still feels there should be an ample amount of cabinetry available. Next month's board meeting will be held at the school site. Representatives from Stout should be able to attend the meeting as well to give updates. The meeting next month will be held at 6:30. Construction is on schedule and the steel construction is beginning early.

Action Items

- **Minutes for 2-18-2014 were approved.** Steve motioned, Marty seconded, passed unanimously.
- **Revising Mission Statement.** Juan proposed adding the word "multicultural" to the vision and mission statements. Karina reported that the parent organization was in favor of the change. Steve motioned, Juan seconded, passed unanimously. The revised statements:

Mission Statement: All Esperanza Elementary stakeholders work as a team doing whatever it takes to provide the environment that fosters what each student needs to become biliterate, multicultural, and to acquire the skills and attributes needed to effectively serve in our local and global community.

Vision Statement: All Esperanza Elementary graduates are biliterate, multicultural, and have the skills and attributes needed to effectively serve in our local and global community.

- **Revision to Fiscal Policy.** Steve outlined the changes required by the State to be added to the financial policies of state entities, including public schools. He referred members to the handout with the additional language in four areas: procedures for handling cash receipts; procedures for handling petty cash and change; funding raising and donation compliance and director approval; clarification for sales tax exemptions for public schools. These additions were approved by the board to be added to Esperanza's Financial Policies and Procedures. Patricia motioned, Marty seconded, passed unanimously.
- **2014-2015 Budget Revision.** Steve has made changes to the currently approved 2014-15 budget based on a thorough review by Esperanza's business manager Ram Prasad and by Red Apple staff. Janet, Juan and Steve, as the budget committee, reviewed the proposed changes at a 5pm meeting today. They made a

couple of additional changes. The major changes include: removal of both revenue and expenses from school meals programs – Esperanza will move ahead to secure a food service contract with Granite District Food Service or a similar entity; increase of \$68K in State funding as a result of changes to the WPU from the recent Legislative session; increase of \$17K in Federal Title funding as a result of including Title III funding for ELL students; decrease in staff expenses by eliminating a \$38K librarian/IT coordinator and replacing it with a \$13K paraprofessional and \$5K IT support stipend or contract; addition of music teacher for \$X; additional of \$11.5K; increase of \$12K to professional services, i.e., audiologist, psychologist, etc.; addition of \$3K for purchase of 30 violins; \$15K increase in custodial/grounds services; decrease of \$29K in building rent for the first year; increase of \$27K in building utility costs. All of these changes resulted in an overall year-end balance of \$101K, an increase of \$4K. Marty motioned to approve the revised budget, Patricia seconded, passed unanimously.

- **GBOT – Governing Board Online Training.** Janet encouraged all board members to come current with the online quizzes. Go to <http://gbot.utips.org> – ask Janet if you have forgotten your log on info.

Discussion/Information Items

- **Parent Organization Report:** Karina reported a good turnout at the last parent meeting – about 20 people. It was decided that the parent organization would be a PTO, not a PTA – the details of the organization will be coordinated with Esperanza’s new Director. Two parents from that meeting volunteered to be on the Director Hiring Committee. Parents provided input to fine-tune the dress/uniform policy as follows:

Tops will remain yellow, white and green. Shirts with or without collars are acceptable as long as a solid color. Pants or skirts will be khaki or black. At least knee-length skirts to be worn with shorts or leggings under. Shoes will be black, brown or white as a base color that can include stripes or other designs. Sandals must be closed-toe. Parents proposed that we have a Friday dress down day – it was decided to leave the details of the dress down day to be worked with the new Director and PTO.
- **Financial Reports.** Reports through the month of February 2014 were emailed on Monday for members’ review. Steve commented on them. Esperanza is on track with its budget. All transactions since July 1 are noted in the profit and loss detail. Current cash assets are \$73,800. All reports are in order.
- **Director Update** - 21 candidates to start with, the 9 bilingual candidates were scored initially in three areas: teaching experience, administrative experience, cultural competency. Six candidates were asked to submit responses to essay questions. Three opted out due to securing other jobs. The three remaining candidates have been ranked on their responses to essay questions. The director hiring committee will meet after the board meeting to determine which candidates to interview. Hopefully by next week interviews will be complete and the new director will be selected.
- **Teacher Update** – Director hiring committee will consist of most of the people from the director hiring committee: Janet, Juan, Patricia, Elena, Steve. We will ask Becky Kemp, currently from director hiring committee, if she can serve on the teacher hiring committee. This committee will begin to review teacher applications as soon as finished with the director hiring. It was generally agreed to offer jobs to three teacher candidates interviewed offered jobs last year by Barbara Lovejoy and Juan: Flavia McKnight, Jaime Linares and Mike Parkin. Two international teachers offered jobs last year appear to be able to come on visas and will pay for their processing fees. We will wait for the new director to proceed on this process. We need to rewrite and post job descriptions/notices for social worker and special education teacher.
- **Enrollment Update.** We currently have 224 enrollments; 85 of these have completed all required preliminary paperwork. We have not received confirmation from 105 students/families who were sent an email. We will follow up with another email and phone calls to all of these families. We have had 34 new intent to enroll submissions since the parent meeting on 2/21/2014. Discussion noted the importance of analyzing the number of Spanish-speaking students in order to be able to provide for a dual language education strand in the upper grades.
- **Marketing Update.** Elena and Mike have run into some issues with the website, primarily its platform Joomla and are considering changing Esperanza’s website platform. Elena proposes changing to WordPress because it will be more user friendly, giving staff the ability to more easily add and revise content. We may be able to change it and just use our IT consultant CCG for hosting. Elena and Mike would need a list of

items that would comprise the new website. Mike would like a list of must haves on the website and a wish list. Elena will coordinate the input required to construct a new website using WordPress. Before making a final decision on moving to WordPress Juan proposed first, seeing a WordPress website to understand how the Esperanza website could look like, and second, how much this new website will cost.

- **School Meals Provider.** The board generally agreed that Steve and Marianita begin discussion with Granite Food Services and/or other entities in order to select a provider for Esperanza's school breakfast and lunch programs.
- **Barbara Lovejoy's Request** – Steve provided information to the board regarding recent requests from Barbara Lovejoy. She has asked Esperanza to secure its own 501c3 so that it will no longer be a DBA of Generacion Floreciente. She has also asked that Generacion Floricente be repaid the approximate \$5,000 that it advanced to Esperanza beginning in 2008 and ending when Esperanza began receiving startup and loan funding. Barbara's letter indicates that she understands that accomplishing both of these things in the first operational year would be very difficult. There was general agreement from the board to honor Barbara's requests as soon as possible, probably not during the first operational year.

Adjourn -- Meeting was adjourned at 8:45.

Agenda Items for Future Meetings

- Status of Executive Director search.
- Status of teacher hiring.
- Discussion and progress of marketing plan.
- Discussion and progress of enrollment.
- Discussion of fundraising needs and strategies
- Action item: establish a Research Reciprocity policy

Next parent meeting will be Thursday, April 3.

Next Esperanza board meeting will be Tuesday, April 15, 2014 at 6:30 P.M. at the Esperanza Construction site.