ESPIRITU COMMUNITY DEVELOPMENT CORPORATION

MEETING MINUTES

Friday July 18, 2025

1:00 P.M.

4848 S. 2nd Street Phoenix, AZ 85040

The Board meeting will be held via Zoom.

I. PRELIMINARY ITEMS

A. Call to Order and Roll Call

Tom Espinoza called the meeting to order at 1:02P.M.

Tom Espinoza – Board Chair, Present
Isadora Giacometti – Vice Board Chair, Present
Armando Ruiz Sr. – Member, Present (left at 2:15PM)
Bertha Gutierrez- Member, Present
Rosanna Blackson – Member, Present (arrived at 1:04PM)

Others Present:
Anastacia Europa – Chief Operating Officer, Servant Leader
Armando Ruiz Jr. – Chief Finance Officer, Servant Leader
Xochitl Ramirez – RMR Interim School Leader, Servant Leader
Alexis Ruiz – Board Secretary
Alan Rascon – NFL YET School Leader, Servant Leader
Glenda Carlon – SPED Director, Servant Leader
Walid Kakowski – AIU Consultant
J Walsh – AIU Consultant
Ozzy Perez – AIU Consultant

B. Board Adoption of Meeting Agenda

Bertha Gutierrez made the motion to adopt the July 18, 2025 meeting agenda. Isadora Giacometti seconded the motion. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz)

C. Board Approval of the June 20, 2025 Meeting Minutes

Bertha Gutierrez made the motion to approve the June 20, 2025 meeting minutes. Isadora Giacometti seconded the motion. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz)

II. CONSENT AGENDA

A. IT Disaster & Continuity Plan
B. IT Password Policy
C. Esperanza Montessori Handbook
D. Updated Fiscal Policy & Procedures
E. Ave Maria Contract

Bertha Gutierrez made the motion to adopt the consent agenda. Isadora Giacometti seconded the motion. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz)

III. ITEMS SCHEDULED FOR ACTION

A. American Intercontinental University MOU

Anastacia Europa presented the AIU grant agreement including the terms and conditions. The University will provide educational services to eligible district employees.

Bertha Gutierrez made the motion to approve the American Intercontinental University MOU. Rosanna Blackson seconded the motion. Roll call conducted. Passed: 5-0 (Ayes: Espinoza, Giacometti, Gutierrez, Ruiz, Blackson)

B. Monthly Finance Report

Armando Ruiz Jr. presented the finance reports, including Profit & Loss, Balance Sheet, YTD AP Aging Summary, and the Reconciliation of Fixed Assets.

Bertha Gutierrez made the motion to approve the monthly finance report. Rosanna Blackson seconded the motion. Roll call conducted. Passed: 5-0(Ayes: Espinoza, Giacometti, Ruiz, Gutierrez, Blackson)

C. Spirit Mission Contracted Services

Armando Ruiz Sr. recused himself due to a possible conflict of interest and did not participate in conversation or vote for this Agenda Item. Armando Ruiz Sr. left the meeting room at 2:15PM.

Anastacia Europa presented the contracted services agreement with Spirit Mission. The contract has been renegotiated for FY26 to provide services for baby town which provides child care services to staff members. This is in addition to the current International Teacher Recruitment and Retention services which include, recruitment, retention, onboarding, cultural services and support, affordable housing, and wraparound services.

Bertha Gutierrez made the motion to approve the Spirit Mission Contracted Services. Rosanna Blackson seconded the motion. Roll call conducted. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Blackson)

D. Sublease Amendment

Anastacia Europa presented that the sublease payment at 5033 S. 2nd Street has been negotiated effective August 1, 2025 through July 1, 2026, the monthly lease payment shall be changed.

Bertha Gutierrez made the motion to approve the sublease agreement. Rosanna Blackson seconded the motion. Roll call conducted. Passed: 4-0 (Ayes: Espinoza, Giacometti, Gutierrez, Blackson)

IV. ITEM SCHEDULED FOR INFORMATION

No items Scheduled.

V. EXECUTIVE SESSION

VI. COMMUNICATIONS

No response to the call.

VII. CLOSING ITEMS

A. Summary of Current Events, Future Meeting Dates and Items for Future Agendas

The next Board Meeting will be held on Friday August 15, 2025.

B. Adjournment

Bertha Gutierrez made the motion to adjourn the meeting. Rosanna Blackson seconded the motion. Passed 4-0 (Ayes: Espinoza, Gutierrez, Giacometti, Blackson)

Meeting adjourned at 2:30 P.M.