

**MINUTES OF REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE EL PASO LEADERSHIP ACADEMY**

Date: November 15, 2017

A regular meeting of the Board of Directors (the “**Board**”) of the El Paso Leadership Academy, a Texas non-profit corporation (the “**Company**”), was held on Wednesday, November 15, 2017 at 1918 Texas Avenue, El Paso, Texas 79912 at 5:30 pm. Matt Kerr, President of the Board, acted as its chairman and presided over the meeting, and Allan Lindstrom, Secretary, recorded the minutes of the meeting.

First Item of Business: Call to Order and Quorum. The Chairman called the meeting to order at 5:30 pm, and it was determined that a quorum, consisting of the majority of directors of the Company, was present and ready for the transaction of business. The following directors were present:

Scott Adkins (Left 6:10 pm)
Matt Kerr
Allan Lindstrom
Erik Pavia (Arrived 5:45 pm)

Staff in Attendance: Emily Levario, Omar Yanar (Arrived 6:15 pm)

Others in Attendance: Joe Sanchez

Second Item of Business – Approval of Minutes. Approval of the Board’s Minutes from the September 27, 2017 Regular Meeting was considered. Allan Lindstrom made a motion to approve the Minutes and Scott Adkins seconded the motion. Following a vote by the Board, the Minutes from the aforementioned meeting were approved unanimously.

Third Item of Business – EPLA Forum. No parents were present.

Fourth Item of Business – Financial Reports. Emily Levario, Business Manager, presented the October Financial Report which included the Statement of Financial Position, Statement of Activities, and Statements of Cash Flow. The 2017 September and October Check Registers were distributed for review by the Board members.

Revenue Projection Update. Ms. Levario presented an update indicating that the TEA Foundation School Program (FSP) Revenue Projection’s compensatory allotment has increased. The 2016-2017 free and reduced lunch counts were greater than the 2015-2016 meal counts thus increasing revenue for 2017-2018.

Raza Financing Update. Ms. Levario provided an update on the Raza Development Fund loan application. The underwriting process has been nearly completed. The EPLA building has been

appraised at \$2.8 million which is sufficient to obtain the \$800,000 loan for the remodeling project. Raza has indicated that the loan process cannot be completed until a construction design and the GMP contract is executed.

Approval of Budget Amendments I and II. Two budget amendments were presented for approval as a result of the increased revenue projection.

Budget Amendment I (270100). An adjustment to the budgeted payroll includes the dissolution of the Assistant Principal of Culture position, the addition of a full-time Director of School Operations, and an increase of a part-time maintenance technician position to a full-time Operations Coordinator. Scott Adkins moved approval of Budget Amendment I and Allan Lindstrom seconded the motion. The motion was approved unanimously.

Budget Amendment II (270108). The \$60,000 budget allocation for architect fees was requested to move forward with the design of the main building remodel. Administration indicated that these costs will be reimbursed by the Raza Development Fund if we move forward with financing in March, as expected. Scott Adkins moved approval of Budget Amendment II and Allan Lindstrom seconded the motion. The motion was approved unanimously.

Fifth Item of Business – Other General

December Board Meeting. It was agreed that the December Board Meeting will be held on Tuesday, December 19, 2017.

Review of Annual Governance Forms. The *Open Enrollment Charter Schools Annual Governance Reporting Forms* were distributed to Board members for completion and return prior to December 1, 2017.

Fifth Item of Business – CEO Report

Student Recruitment Update. Omar Yanar, Chief Executive Officer, provided a detailed matrix identifying student recruitment strategies to be implemented beginning in December and continuing monthly through August 2018.

Gap Analysis. Mr. Yanar explained the *EPLA Academic Dashboard (2017-2018)* which addresses the implementation of instructional practices that target and strengthen the specific academic educational needs of EPLA students.

Fundraisers. EPLA was an active participant in the *2017 El Paso Giving Day*, a community-wide fundraising event for non-profit organizations, which was occurring the day and evening of this

Board meeting. Mr. Yanar indicated that future fundraiser-type events will emphasize communicating the mission and vision of the school to facilitate parent information and the recruitment of students.

Other – Visit to Education Uplift Charter School. Mr. Yanar reported on a visit made by EPLA administration to the Education Uplift Charter School in Dallas. The Charter School indicated a willingness to share their organizational and instructional materials with EPLA.

Other – Board Member Recruitment. Potential Board Member Joe Sanchez was in attendance and shared his background, experience, and commitment to education.

Next Meeting and Adjournment – Allan Lindstrom moved and Erik Pavia seconded the motion for adjournment which was passed unanimously by the Board. The Board adjourned at 7:21 pm.

The next meeting of the Board of Directors of the Company will be on December 19, 2017 at 5:30 pm at the El Paso Leadership Academy, 918 Texas Avenue, El Paso, Texas.


Allan Lindstrom, Secretary

