

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

June 9, 2020

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 June 9, 2020 at 12:00 pm via Zoom Video Teleconference. 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 12:08 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 via teleconference: Scott Adkins, Soledad Bascoco, Erik Pavia, Matt Kerr, Manny Jemente, Allan Lindstrom, and Toni Mizdahl.

Staff in Attendance: Omar Yanar, Emily Levario,

Second Item of Business: Approval of Board Minutes. Board minutes from the May 11, 2020 Board Meeting were tabled.

Third Item of Business: Open Forum – No persons were present.

Fourth Item of Business: CEO Update

Recruitment. Omar Yanar, CEO, reported that La Fe Preparatory School is discontinuing its 6th grade which provides an opportunity for EPLA to strengthen its relationship with La Fe with an emphasis on offering enrollment opportunities for La Fe students to achieve their middle school education at EPLA. Mr. Yanar indicated that EPLA is currently advancing its Family Referral Program as well as placing strong emphasis on digital marketing. EPLA enrollment at the end of the 2019-2020 school year was 216. The enrollment goal for 2020-2021 is 250 students.

2020-2021 School Year Academic Plan. Mr. Yanar reported that the EPLA administrative team has been formulating contingency plans for the provision of student learning for the 2020-2021 school year. Plans include a combination of distance learning and on-site learning approaches. Specific plans await guidelines from the Texas Education Agency. Input from staff and parents is ongoing and will be considered in the final plan.

Transportation. EPLA is working with a Minnesota consulting company to review EPLA transportation needs and solutions. Transportation recommendations will be presented to the board at its next meeting.

Approval of the Revised 2020-2021 EPLA School Calendar. A 2020-2021 year-round school calendar was presented for Board approval. The calendar will accommodate the EPLA Academic Plan as well as any additional mandates that may be issued by the Texas Education Agency. Scott Adkins moved approval of the 2020-2021 EPLA School Calendar. Allan Lindstrom seconded the motion. Board members voted approval of the motion as follows: Adkins – Yes, Jemente – Yes, Kerr – Yes, Lindstrom – Yes, Mizdahl – Yes, Pavia – Yes, and Bascoco – Yes.

Approval of the Revised 2020-2021 Staff Development Days. Administration is recommending that four staff development days be approved for the 2020-2021 school year. These days will be submitted to the Texas Education Agency for approval for the purpose of being counted as instructional minutes. Scott Adkins moved approval of four staff development days for the 2020-2021 school year. Manny Jemente seconded the motion. Board members voted approval of the motion as follows: Adkins – Yes, Jemente – Yes, Kerr – Yes, Lindstrom – Yes, Mizdahl – Yes, Pavia – Yes, and Bascoco – Yes.

Fifth Item of Business: Finance.

Approval of Vendor Selected for the RFP 2020-2021 Design Build of 6-12 Facility. EPLA administration is requesting approval to move forward in negotiations with the contractor selected for the Design Build contract for the proposed 6-12 educational facility. RFPs from Alvidrez Architecture/Bain Construction and EP Heritage/Root Architects were received and reviewed by the RFP Selection Committee comprised of Omar Yanar, Emily Levario, Julian Casillas, Matt Kerr, Scott Adkins, and Manny Jemente. The committee scored the two proposals and selected EP Heritage/Root Architects for further negotiations. Recognizing that final approval of the vendor will be presented upon successful contract negotiations, Toni Mizdahl moved and Scott Adkins seconded a motion to authorize ELPA administration to move forward with EP Heritage/Root Architects. Board members voted approval of the motion as follows: Adkins – Yes, Jemente – Yes, Kerr – Yes, Lindstrom – Yes, Mizdahl – Yes, and Bascoco – Yes.

Approval of Professional Services with Project Management Firm for Owner's Representation. EPLA administration interviewed four businesses which would provide Owner's Representation service for the proposed construction of a 6-12 educational facility. Based upon the interviews, administration is recommending that EPLA contract with Broaddus & Associates for this service. Administration has negotiated with the firm to contract for Phase 1 and Phase 2 of the construction project at a cost of \$124,000. Board discussion centered on the flexibility of ceasing services from the company if it was decided to not move forward with construction plans. Scott Adkins moved that the Board approve contracting with Broaddus & Associates if there is a cancellation policy in place with an understanding that Broaddus & Associates will document work performed to date and will be paid only for work performed to date. Soledad Bascoco seconded the motion. Board members voted approval of the motion as follows: Adkins – Yes, Jemente – Yes, Kerr – Yes, Lindstrom – Yes, Mizdahl – Yes, and Bascoco – Yes.

Review of Debt Capacity. Emily Levario, CFO, reported on an analysis tool provided by the Charter School Growth Fund (CSGF) that assists schools in determining recommended debt capacity. CSGF indicates that typically debt ranges between eight and 12 percent of the school's Per Pupil Revenue with 15 percent considered an absolute limit. It is anticipated that this tool will be useful in determining the financial viability of the project when financing options are being considered in the near future.

Preliminary Discussion on the 2020-2021 Budget. Ms. Levario indicated that the 2020-2021 EPLA budget is the same as the preceding year budget, is balanced, and will receive further discussion at the July Board meeting.

Discussion Regarding Application for Payroll Protection Program. Ms. Levario announced that the EPLA administration has applied for a U.S. government funded Payroll Protection Program (PPP) loan of approximately \$300,000 through WestStar Bank. The PPP program has been extended until December 31, 2020. Upon approval of the application by West Star Bank, the EPLA Board will need to vote approval of the loan application to complete the filing of the application process. Administration was commended for taking the initiative in applying for the program.

Sixth Item of Business: Consent Agenda – Approval of the 2020-2021 Student Handbook.

Only minor changes were made to the 2020-2021 Student Handbook. Scott Adkins moved approval of the consent agenda with Manny Jemente seconding the motion. Board members voted approval of the motion as follows: Adkins – Yes, Jemente – Yes, Kerr – Yes, Lindstrom – Yes, Jemente – Yes, Mizdahl – Yes, and Bascoco – Yes.

Adjournment. The Board adjourned at 1:50 pm. The next board meeting is scheduled for July 14 at 12:00 pm at the El Paso Leadership Academy, 1918 Texas Avenue, El Paso, TX 79912.



Allan Lindstrom, Secretary

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