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

**October 25, 2022**

A meeting of the Board of Directors (the “***Board***”) of the El Paso Leadership Academy, a Texas non-profit corporation (the “***Company***”), was held on October 25, 2022 at 12:00 pm via Zoom Video Teleconference. Matt Kerr, President of the Board, served 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.** The Chairman called the meeting to order at 12:06 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: Matt Kerr, Erin Coulehan, Allan Lindstrom, Toni Mizdal, Justine Miranda, and Soledad Bascoco.

Staff in Attendance: Omar Yamar and Arielle Behar

Others in Attendance: Kati Burke, Angel Torres, and Lorenzo Borjas

**Second Item of Business**: **EPLA Open Forum**. No one was present for the open forum.

**Third Item of Business: Approval of Minutes.** The minutes for the August 30 and

September 16, 2022 Board meetings were presented for approval. Justine Miranda

moved approval of the minutes and Erin Coulehan seconded the motion. The motion

was approved unanimously as follows: Miranda – Yes, Coulehan – Yes, Lindstrom – Yes

Mizdal – Yes and Kerr – Yes

**Fourth Item of Business**: **Recruitment**. Angel Torres, presented an updated report of

student recruitment for the Flagship and East Campuses. He indicated that response has been

strong, and it is anticipated that the goal of a total enrollment of 700 students will be reached

by the beginning of the second semester. Toni Mizdal requested information on the new

contract with Charter School Capital. Mr. Yanar explained the value of the contract in providing

needed recruitment data to determine the best focus of the marketing budget.

**Fifth Item of Business: Finance.** Kati Burke,Charter School Success, provided a review of the budget including adjustments which are necessary to bring the budget in line with revenue and expenditures as required in light of current student enrollment. Financials for the month of September were reviewed. Discussion including an explanation of the budget for administration, expected Charter School First performance, and cash flow data. Additional personnel costs are requiring budget reduction in non-payroll items. A Budget Amendment was presented and approved to bring the budget to actual expenditure with a motion by Erin Coulehan and a second by Soledad Bascoco. Approval was indicated by the following board member vote: Coulehan – Yes, Mizdal – Yes, Bascoco- Yes, Lindstrom – Yes, and Miranda – Yes.

**Sixth Item of Business: CEO Updates.** Omar Yanar, CEO presented the following two

purchasing process changes for Board consideration: (1) Approval to raise micro purchasing

thresholds from $10,000 to $49,999 and (2) Approval to raise procurement thresholds from

$50,000 to $75,000-$100,000.

He explained that Increasing micro purchasing thresholds from $10,000 to $49,999 would serve

to simplify acquisition procedures for items with a cost of less $49,999. This category would

cover smaller purchases that may fall into more routine acquisitions.

Increasing procurements from the current $50,000 threshold allows for more timely and efficient procurement procedures for purchases in the $50,000 to $100,000 range.

Soledad Bascoco made a motion to raise the current micro purchasing threshold from $10,000 to $49,999 and raise the procurement threshold from $50,000 to $100,000. Tony Mizdal seconded the motion. The motion passed unanimously as indicated by the following board member vote: Coulehan – Yes, Mizdal – Yes, Bascoco- Yes, Lindstrom – Yes, and Miranda – Yes.

Mr. Yanar reported that the central office staff has been focusing on organizational procedures. He indicated that with anticipated enrollment growth the administrator-to-teacher ratio will be balanced by the beginning of the 2023-2024 school year. He announced that the District is participating in the Achievement Network that is focusing on improvement of student literacy.

**Seventh Item of Business: Adjournment.** The Board adjourned at 1:41 pm with a

motion by Soledad Bascoco which was seconded by Toni Mizdal and unanimously approved by

the Board.

The next Board meeting is in-person and is scheduled for 12 pm on November 29, 2022 at the

EPLA Academic Revolution Center (ARC) located at 5919 Brook Hollow Drive, El Paso TX 79925.

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Allan Lindstrom, Secretary