

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

June 27, 2023

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 virtually on June 27, 2023 at 12:00 pm via Zoom Teleconference. Matt Kerr, President of the Board, served as chairman and presided over the meeting, and Allan Lindstrom, Secretary, recorded the minutes

First Item of Business: Call to Order. The Chairman called the meeting to order at 12:04 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, Soledad Bascoco, Toni Mizdal, Allan Lindstrom, Justin Miranda, and Erin Coulehan.

Staff in Attendance: Omar Yamar, Arielle Behar, Angel Torres, Diane Jones, and Lorenzo Borjas.

Others in Attendance: Kati Burke

Second Item of Business: Open Forum. No one was present for the Open Forum.

Third Item of Business: Approval of Minutes. The minutes of the May 23, 2023 regular monthly meeting were presented for approval. Soledad Bascoco moved approval of the minutes and Justin Miranda seconded the motion. The motion was approved unanimously by the following Board Members: Soledad Bascoco - Yes, Allan Lindstrom - Yes, Justin Miranda - Yes, Erin Coulehan - Yes and Matt Kerr - Yes.

Fourth Item of Business

Finance. Kati Burke, Charter School Success, presented the May Finance Report. Included in the report were the EPLA Income Statement and Balance Sheet, HR Status Report, Federal Programs and Charter First ratings update. The Board inquired as to the reason that the 2022-2023 Average Daily Student Attendance was lower than previous years. Diane Jones indicated that the District is examining the issues and that increasing student attendance solutions and strategies will be put in place for the 2023-2023 school year.

Ms. Burke indicated that work is in progress on the 2023-2024 budget and will be ready for Board review in August.

HR is processing staff replacements and new staff hires including the completion of five hires in May.

Ms Burke indicated that the accountants have all the documents necessary for the filing of the 990 tax document.

Wire Transfer Agreement. At the May Board meeting, EPLA Administration proposed that the District enter into a Wire Transfer Agreement with Westar Bank and that details of the agreement would be available at the June Board meeting. Arielle Behar presented the Funds (Wire) Transfer Agreement document that would be in place between the El Paso Leadership Academy and Westar Bank including Transfer Authorization forms indicating the authorized limit of transfer along with a list of the three monthly recurring transfers that will be handled through a wire transfer. A range of a minimum of \$1,000 and a maximum of \$10,000 was established. Wire transfers exceeding the \$10,000 limit would require further approval.

Approval of the Wire Transfer Agreement was tabled to allow time to develop the agreement into an EPLA policy for consideration at the August Board meeting.

Fifth Item of Business: Recruitment. The Recruitment Report was presented by Angel Torres and Lorenzo Borjas. They reported that the final student count of the current year was 606 students with 180 enrollments at the Flagship Campus and 426 at the East Campus. Current registrations for 2023-2024 are 150 for the Flagship Campus and 472 at the East Campus. It is anticipated that the 2023-2024 enrollment goal of 850 student will be achieved by the beginning of the school year.

Sixth Item of Business: HR/Academics.

Human Relations (HR) Position Change. Arielle Behar announced that Debbie Betancourt has been hired and will be responsible for EPLA Human Relations (HR) functions.

Board Meeting Dates. Three options for Board meetings for the 2023-2024 school year were presented for Board consideration: Monthly, Bi-Monthly, and Quarterly. Justine Miranda moved that Board meetings be held bi-monthly in person with Zoom accommodation when needed. The motion was seconded by Erin Coulehan and passed unanimously as follows: Miranda – Yes, Coulehan – Yes, Mizdal – Yes, Bascoco – Yes, and Lindstrom – Yes.

Seventh Item of Business – CEO Report. In the CEP Report Omar Yanar requested approval to circumvent bid requirements for Air Conditioning at the Flagship main building. Mr. Yanar explained that EPLA was able to obtain only one bid. Multiple contacts with air conditioning companies were made without success in obtaining a bid. These contacts have

been documented. EPLA was able to receive a bid from a company from which the District had received prior services. Erin Coulehan moved approval of accepting the received bid for Air Conditioning at the Flagship campus. Soledad Bascoco seconded the motion which passed unanimously by the Board as indicated: Coulehan – Yes, Mizdal – Yes, Bascoco - Yes, Lindstrom – Yes and Miranda – Yes

Mr. Yanar discussed plans for the completion of the building construction at the East Campus to accommodate future plans for a student enrollment of 1200. Mr. Yanar also referenced the plans being put in place for the 2023-2024 school year to address student academic performance.

Eighth Item of Business. The meeting was adjourned at 1:32 pm by a motion by Erin Coulehan and a second by Soledad Bascoco which was passed passed unanimously by the Board as follows: Coulehan – Yes; Mizdal – Yes; Miranda -Yes; Lindstrom – Yes and Bascoco – Yes.

The next general meeting of the EPLA Board of Directors will be held on August 1, 2023 at 12:00 pm.

Allan Lindstrom, Secretary