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

**November 29, 2022**

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 November 29, 2022 at 12:00 pm at the EPLA Academic Revolution Center (ARC), 5919 Brook Hollow Drive, El Paso, TX 79925. 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 12:04 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, Erin Coulehan, Allan Lindstrom, Toni Mizdal. Maggie Asfahani, and Justine Miranda,

Staff in Attendance: Omar Yamar, Arielle Behar, Zulai Alonso, Lorenzo Borgas, Angel Torres, and Diane Jones

Others in Attendance: Kati Burke

**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 October 25, 2022 regular board meeting were presented for approval. Toni Mizdal moved approval of the minutes and Allan Lindstrom seconded the motion. The motion was appproved unanimously by the Board.

**Fourth Item of Business. Recruitment Update**. Angel Torres presented updates of student recruitment for the Flagship and East Campuses. He reported that the recruitment goal of 175 students at the Flagship Campus has been met while the East Campus enrollment is 19 students less than the 445 total student enrollment goal. He reported that student interest is high and registrations continue. He indicated that recruitment activities are being held with an emphasis on parent and teacher involvement in the recruitment process. A request was made to provide a summary of which approaches to recruitment are most successful to provide groundwork for future recruitment planning.

**Fifth Item of Business. Financial Update.** Kati Burke, Charter School Success, presented the October Board Financial Report which included Financial and Charter First Trends, Program Component Trends, HR Monthly Status Updates, and the PEIMS Student Data.

Ms. Burke reported that student enrollment remained steady at 595 in October. Average daily attendance was at 94 percent, and expenses in September and October have been held in line with revenue.

Ms. Burke reviewed EPLA’s current status on Charter First critical and solvency indicators. She is tracking the indicators so that the District is kept informed of any issues that might need attention.

In the Financial Report, Ms Burke explained a three-point comparison of the budget: the original budget, the approved amended budget, and the actual budget. She reviewed the status of income received and expenses processed, the October balance sheet and Federal Grant Expenditure status.

The monthly HR transactions were reported along with PEIMS reporting status.

The need to strengthen the Operations budget was discussed and whether transfers can be made in the future from unspent funds.

**Sixth Item of Business: Academic Updates.**

**District and Campus Improvement Plans.** Diane Jones explained the process and

results of the development of the TEA-mandated 2022-2023 District and Campus

Improvement Plans which involved extensive staff and administrative input. She

explained that the District and Campus Plans are similar and are based on a

Comprehensive Needs Assessment conducted by EPLA which included the generating of

extensive student data to assist in the planning and eventual evaluation of the Plans.

District goals identified in the 2021-2022 Plan were retained for the 2022-2023 Plan.

**Targeted High School Improvement Plan**. Ms. Jones stated that an additional plan,

Targeted High School Improvement, was required this year. EPLA worked with the

Educational Service Center - Region 19 in developing the plan.

**Professional Development Calendar Adjustment.** Ms. Jones explained the request that the Board approve a full day of Professional Development focused on integrating Literacy into every class rather than a half-day as originally scheduled.

Relating to the District Improvement Plans and the commitment to integrate Literacy throughout the EPLA curriculum, Zulai Alonzo, Assistant Principal of Instruction, explained EPLA’s use of software developed by Qualtrics and the use of its Dashboard

to analyze student data. The initial analysis is being focused on EPLA eighth grade students to provide support for literacy instruction to bring students to eighth grade achievement levels.

A motion to approve the EPLA District, Campus and Targeted Improvement Plans was offered by Maggie Asfahani and seconded by Erin Coulehan. The Motion was approved unanimously as follows: Tizdal - Yes, Lindstrom - Yes, Bascoco - Yes, Asfahani - Yes, Coulehan - Yes, and Miranda - Yes.

A motion to approve moving a one-half day scheduled Professional Development to a Full-Day was made by Allan Lindstrom and seconded by Toni Mizdal. The Motion was approved unanimously as follows: Tizdal - Yes, Lindstrom - Yes, Bascoco - Yes, Asfahani - Yes, Coulehan - Yes, and Miranda - Yes.

Board members commented on the excellent Academic Revolution Center facilitates and commended those who helped renovate and prepare the facilities to operate as a District Administrative Center.

Board members were reminded that mandated 2022 training requirement is to be completed by December 1, 2022.

**VII. Adjournment**. The Board adjourned at 1:47 pm with a motion by Toni Mizdal and a second by Soledad Bascoco. The motion was passed unanimously by the Board.

The next Board meeting is scheduled for December 13, 2022\_at 12:00 pm via Zoom Videoconference.

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Allan Lindstrom, Secretary