

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

Date: October 26, 2016

The 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, September 28, 2016 at the El Paso Leadership Academy, 1918 Texas Avenue, El Paso, Texas 79901 at 5:30 pm. Scott Adkins, 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 5:36 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
Matt Kerr
Allan Lindstrom
Analisa Cordova Silverstein

Kwame Yankson participated via teleconference.

Second Item of Business – Approval of Minutes. Approval of the Board's Minutes from the August 24, 2016 regular meeting was considered. Analisa Cordova made a motion to approve the Minutes and Matt Kerr seconded the motion. Following a vote by the Board, the Minutes from the foregoing meeting were approved unanimously.

Third Item of Business – EPLA Parent Forum. David DeRego indicated that new PTO officers were elected. The PTO is exploring a possible overnight eighth grade field trip.

Fourth Item of Business – Financial Report:

Review of Financials: Emily Levario, EPLA Business Manager, provided the monthly financial report which indicated that the Cash in Hand balance meets Charter First guidelines. Expenditures of the Child Nutrition fund exceeded revenue by \$11,355. Strategies to prevent loss of funds in the 2016-2017 school year were discussed. Ms. Levario stressed that the forthcoming year's financial picture was positive.

Review of Business Procedures Manual: An EPLA Business Procedures Manual has been developed by Ms. Levario. Board members Indicated appreciation for her work in completing the manual. The Board 100 Series – Business Operation Policies will be reviewed to verify its alignment with the manual.

Budget Amendments: Two budget amendments were made to bring the 2016 expenditures in line with revenues.

The first amendment was to the 2016-2017 budget and transferred \$30,000 from Instruction to Professional Development.

The second amendment was to reduce the 2016-2017 foundation entitlement to a budget of \$2,108,234. This required a budget reduction of \$204,502. The adopted budget was based on an enrollment of 280 students. However, current EPLA enrollment is 258 with an attendance average of 96.63%. The amendment will result in a Surplus Budget of \$52,090. Allan Lindstrom moved approval of both budget amendments and Matt Kerr seconded the motion. The motion was unanimously approved by the Board.

Fifth Item of Business - Board Elections: Board elections were held. Analisa Cordova moved and Matt Kerr seconded approval of the following slate of officers: President – Matt Kerr, Vice-President – Vacant, Secretary – Allan Lindstrom, and Treasurer – Kwame Yankson. The Board unanimously approved the slate of officers.

Sixth Item of Business – Other General:

Approval of Proposed Policy: Policy 400.163 – Designated Hazardous Traffic Areas was presented by Emily Levario. The policy specifies that the Board shall annually adopt a resolution to identify hazardous conditions within two miles of the academy. Scott Adkins moved approval of the policy and Analisa Cordova seconded the motion. The motion was approved unanimously by the Board.

Approval of 2016-2017 Instructional Materials Allotment and Certification: A motion to approve the submittal of the Instructional Materials Allotment and Certification document to the Texas Education Association was made by Analisa Cordova and seconded by Scott Adkins. The motion was approved unanimously by the Board.

Approval of District GT Policy: Marianna Olivares, Director of Federal and Special Programs explained ELPA's Gifted and Talented program and the supporting policy. Allan Lindstrom moved and Scott Adkins seconded approval of the District Gifted and Talented policy. The motion was approved unanimously by the Board.

Seventh Item of Business – CEO Report: Omar Yanar reported on student enrollment and recruitment efforts, and ELPA’s emphasis on student academic achievement. The Measure of Academic Progress (MAP) program is being used to align instruction with the Texas Essential Knowledge and Skills (TEKS). A preliminary assessment of student progress will be made at the end of the first six weeks period. A Professional Service Provider has been assigned by TEA to assist with meeting TEA accountability requirements. ELPA is also exploring other avenues to support student academic achievement.

Eighth Item of Business – Fundraising Committee Update: Committee reported that it is planning to meet prior to the October Board meeting.

Ninth Item of Business – Executive Session: Discussion of Vendor Contract – Analisa Cordova moved and Scott Adkins seconded the motion that the Board meet in Executive Session in accordance with Texas Governance Code Section 551.074. The motion was unanimously approved by the Board. The Executive Session was convened at 7:03 pm and the Board was reconvened to Regular Session at 7:20 pm. Scott Adkins moved and Analisa Cordova seconded a motion that an amendment be made to the Charter School Success contract.

Next Director Meeting – Adjournment. Allan Lindstrom moved and Analisa Cordova seconded the motion for adjournment which was passed unanimously by the Board. It was agreed that the next meeting of the Board of Directors of the Company would be held on Wednesday, October 19, 2016 at 5:30 pm at the El Paso Leadership Academy, 918 Texas Avenue, El Paso, Texas to accommodate official document submittal requirements.

Allan Lindstrom, Secretary