

LAYC Career Academy
Meeting of Board of Trustees
3324 16th St NW, Washington DC 20010
February 6, 2020

Attendees

Career Academy Board Members: Elizabeth Burrell, Ana Hageage, Lori Kaplan, Emmanuel Caudillo, Juan Carlos Pereira (Call In), Linda Moore (Call In), Justin Lofton

Absent Board Members: Leslie Lopez Zelayandia

LAYC Staff: Ashley McQueen, Nicole Hanrahan, Jacqueline Fernandez, Ivette Cruz, Dedria Harrod, Steven Blanco, Andrea Elganzoury

Guests: Mohammad Bashshiti (Building Hope)

Item/Subject		Discussion	Action/Proposed Action
		Meeting Called to order	6:35pm
1.	Audit overview	<p>Audit review for fiscal year 2019</p> <p>Board Approval of Audit</p>	<p>Mohammad Bashshiti</p> <p>Unanimously approved</p> <p>Unanimously Approved at 6:40pm</p>
2.	Approval of Meeting Minutes	Meeting minutes for December 2019	<p>Elizabeth Burrell</p> <p>Unanimously Approved 6:46pm</p>
3.	Financial Statements	<ul style="list-style-type: none"> Net income 83K Cash at December 31st is \$1.9 million and end year at \$1.4 million Revenue based on 139 will increase to 140 by end of year based on the enrollment audit 	Muhammad Bashshiti
4.	Enrollment, Attendance, Retention	<ul style="list-style-type: none"> Attendance rate increased 10% this year In SY2018-19 was 53.3%. In January 2020 was 64.1%. Expulsion and suspension to date = zero Jan. enrollment at highest point in 3 years 	<p>Nicole Hanrahan</p> <p>Ivette Cruz, Dedria Harrod, Jacqueline Fernandez,</p>

		<ul style="list-style-type: none"> • Net enrollment goal:100% (as possible) • Increased enrollment is due to: <ul style="list-style-type: none"> ○ Personal Connections ○ Social Media outreach ○ Connecting with High school counselors and seniors who may not be graduating or not going to college right away and offering our program Recruitment and ○ New mini orientation plan • Increase in attendance is due to: <ul style="list-style-type: none"> ○ School culture/Staff connection ○ Staff communication ○ 100% of students have personalized plans ○ Goal setting w/ students and tracking • Pre-Pathway changes <ul style="list-style-type: none"> ○ Introductory IT and MA classes where students can take a pathway course without having a TABE 6 • Working on MA Program Accreditation • MA program working on building a curriculum so that students can also receive college credit toward a nursing degree • Use of Aztec which predicts GED ready scores for each student • Tutoring interventions • Socio-emotional skills integrated in lesson plans 	Dr. Andrea Elganzoury, Steven Blanco, Ashley McQueen
5.	Governance	<ul style="list-style-type: none"> • Review of LAYC conflict of interest policy • Changes to the By-laws <ul style="list-style-type: none"> ○ Board Chair will serve for three year term ○ Designated the annual meeting to April of each school year ○ Section 6: Added voting by email is acceptable. If by email, must be unanimous ○ Secretary and treasurer descriptions were edited to fit the current role of the board secretary and treasurer ○ Additional changes to Treasurer 	Elizabeth Burrell

		<p>Description: Should list general titles of other persons involved</p> <ul style="list-style-type: none"> ○ Numbering under president needs to be corrected ○ “Other officers” has been deleted because there are not any other officers needed ○ Removing the words “electronic signature” • Having board meetings align with the school’s calendar • Strategic plan should be reviewed after each trimester (3x per year) • Adding staff to committees as non-voting members of board committees • Board committees (Finance, Governance, Advocacy, Program, Development) 	
	Board Development	<ul style="list-style-type: none"> • Three candidates interested in joining the board • Possible new student board member discussion (April meeting) <ul style="list-style-type: none"> • Elizabeth Burrell -Resignation as Chair • Lori Kaplan-nomination as Board Chair • Spring/Fall Board Retreat 	<p>Elizabeth Burrell Lori Kaplan</p> <p>Unanimously approved 8:28pm</p> <p>Unanimously approved 8:30pm</p> <p>Tabled - will email</p>
	Executive Dir. report	<ul style="list-style-type: none"> • TABE and CASAS have changed nationally and the scoring is different. PCSB has offered adults charters a hold a harmless reporting year for the PMF as the student progress/TABE scores are affected by changes to the TABE and CASAS tests. • Unsure if it applies to charter goals as of yet 	Nicole Hanrahan
		Meeting adjourned	8:42pm

Action items:

Board interested in breakdown of reasons students leave school

Liz and Linda will review the changes to the bylaws and send to board for vote by email