

LAYC Career Academy
Meeting of Board of Trustees
3324 16th St NW, Washington DC 20010
December 5, 2019

Attendees

Career Academy Board Members: Emmanuel Caudillo, Elizabeth Burrell, Ana Hageage, Linda Moore, Justin Lofton, Lori Kaplan (call-in)

Absent Board members: Juan Carlos Pereira, Kate Brannon

Guests: Muhammad Bashshiti (call-in)

LAYCCA staff: Ashley McQueen, Nicole Hanrahan, Andrea Elganzoury

Item/Subject		Discussion	Action/Proposed Action
1.		Meeting Called to order 6:17pm	
2.		Meeting Minutes from October 24, 2019	Unanimously Approved at 6:48pm Ana Hageage presented motion to approve the minutes; motion was second by Lori Kaplan and approved unanimously.
3.	Financial Update	Mohammed Bashshiti presented the financial report for the month ending September 30, 2019. Net income was \$24K. Cash on hand was \$1.7M and school is forecasted to end the fiscal year with \$1.5 on hand. Private revenue was behind budget; however, expenses were also lower than budgeted. The school maintained a healthy balance sheet with sufficient cash on hand Debt ratio was 22%, below the recommended target of <50%. Nicole reported that the final audit report was positive.	Muhammad Bashshiti, Building Hope The final audit report will be distributed to the full board for review and a conference call will be scheduled to approve the report. The audit committee will meet for a final review of the

			audit report and 990 before the conference call.
4.	Internship/Job appeal to board	<p>Employment and Career Focus Appeal to board for internships and P/T jobs for students. Internship partnerships are always needed.</p> <p>Dr. Elganzoury presented a report of the opportunities for students through the College and Access Programs, including part-time employment positions, IT and MA internships for pathway students, special events (networking, career fairs etc.), mentorship program, volunteer opportunities, mock interviews, and International Youth Development training.</p>	<p>Dr. Andrea Elganzoury, Director of Career and College Access</p> <p>Dr. Elganzoury will follow up with trustees to help establish internship opportunities for students.</p>
5.	Strategic Discussion on Governance	<p>Four areas</p> <ol style="list-style-type: none"> 1. Conflict of interest <ul style="list-style-type: none"> • All need to sign a form saying they do not have a conflict of interest (trustee benefiting financially etc.) • Policy needs to be developed (some language In board manual, section 5) 2. Process for onboarding new board members <ul style="list-style-type: none"> • Reviewing onboarding process for new and current board members 3. Committees <ul style="list-style-type: none"> • Finance, governance, program, development to be strengthened. • One staff member staffing each committee or interested stakeholders 4. Bylaws- Amendments <ul style="list-style-type: none"> • Terms • Parent board member serving on the board- language needs to be changed (section 3). • Section 5, page 18- removal, may need to be more specific regarding what types of situation could prompt removal. 	Elizabeth Burrell and Linda Moore

		<ul style="list-style-type: none"> • Annual meeting originally set for Oct. but to be switched to April • End of article 2 section 6: Add language to include electronic signature as option • “Chair term is 1 year.” Board member term is 2 years. Each term should be aligned to the 2 year board member term. • Article 2 section 2- quarterly meetings 	
6.	Advocacy call	<p>Ana summarized the discussion during the recent advocacy call, which included Ana, Nicole, Lori and Liz.</p> <p>Recommendations included:</p> <ol style="list-style-type: none"> 1. Target OSSE and DOES budget hearings. 2. Lori and Ana agreed to provide testimony to the City Council Education Committee along with students. There is a possibility of getting funding to train students to be advocates. <p>Inviting City Council members for school visits.</p>	Ana Hageage
7.	ED Report	<p>Summary:</p> <ul style="list-style-type: none"> • Paul Kihn deputy mayor of education has new staff • Trying to get LAYCCA money from DOES, list of options for LAYCCA. • Grants that we may be able to apply for next year (DOES, WIC) • Draft Marketing plan, focused on raising the overall visibility of the school and main target audiences (students, employers and donors) 	Nicole Hanrahan
		Meeting adjourned: 7:56pm	

Action items:

- Nicole will send final audit to board for approval
- Ashley will set up conference call for board to approve final audit
- Nicole will connect Andrea with Board members who had goals specifically directed toward internship opportunities for students
- Elizabeth and Linda will retrieve conflict of interest policy drafts from Nicole,

- PCSB and LAYC Board for Feb.
- Board will submit a few comments regarding their experience with the current onboarding process
 - Nicole will connect Ana with a staff member to staff her program committee along with Justin
 - Correction to board manual- Page 13- Lori as CEO of Youth Center
 - Linda and Liz will review language in by laws and within other policies to see if language amended to address concern Ana raised about board removal
 - Ashley will send October column to Emmanuel and minutes
 - Ashley will send Ana proposed dates to visit