

LOCAL EDUCATION AGENCY (LEA) NAME: LAYC Career Academy

BOARD CHAIR NAME: Lori Kaplan

SUBMISSION DATE: April 11, 2025

SUBJECT: Facility Amendment Request

SCHOOL BACKGROUND AND PROPOSAL SUMMARY

Campus name(s): LAYC Career Academy

Year(s) opened: 2012

Grades served: Adult

Year the school will undergo its next charter review or renewal: 2026

Proposal summary: LAYC Career Academy is proposing a move to 750 1st Street, NE, Washington DC 20002.

Year the school plans to implement the proposed changes: SY 2025-26

When did the school's board approve the proposed changes? *Please attach minutes from the meeting and vote results.* The school's board approved the Executive Director to sign the lease at a board meeting on December 11, 2024.

FACILITY

1. Please check the box that best describes the school's proposed change.

- ☒ The LEA or a campus within the LEA is relocating from its current facility to a new facility.
- ☐ The LEA or a campus within the LEA is staying in its current facility *and* expanding into an additional facility (i.e., some students will attend the current facility while some will attend the proposed facility).
- ☐ The LEA seeks to open a new campus to be housed in a new facility. (Also complete the Expansion and/or Replication Amendment Application.)

2. In the table below, list the facility/facilities the school operates (i.e., the facility/facilities identified in the school's charter agreement). For each entry, report the facility name, the campus(es) and grades served within, and the address.

Current Facility/Facilities		
Facility Name	Campus Name(s); Grade(s) Served	Address
LAYC Career Academy	LAYC Career Academy; Adult	3224 16th St NW WDC 20010

3. In the table below, list the facility/facilities the school seeks to operate (i.e., the facility/facilities the school will continue operating along with the facility the school proposes operating). For each entry, report the facility name, the campus(es) and grades served within, and the address.

Proposed Facility/Facilities		
Facility Name	Campus Name(s); Grades Served	Address
LAYC Career Academy	LAYC Career Academy; Adult	750 1st Street, NE, Washington DC 20002.

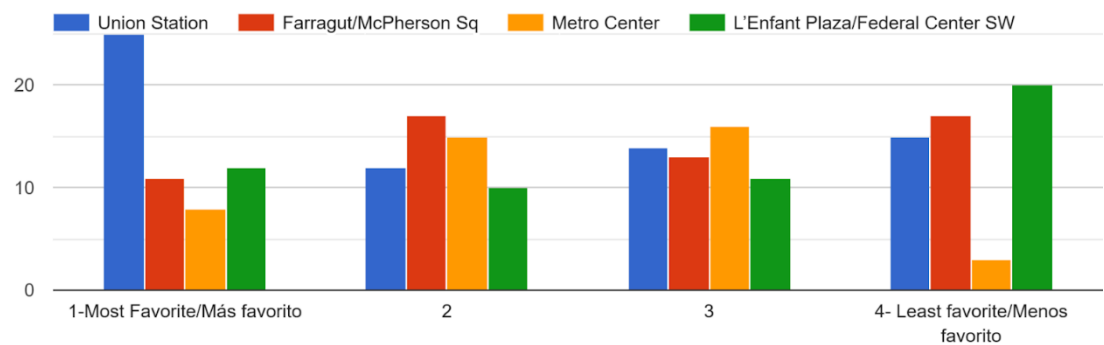
Will the school lease or purchase the proposed facility? If the school has already purchased or leased the facility, when did the school acquire it? The school is leasing the property. The lease will start September 1, 2025 and extend until August 31, 2040. The school signed the lease on February 10, 2025.

4. How will the new location impact current students? How will the school encourage student re-enrollment? How will the school support students in need of transportation to the new location?

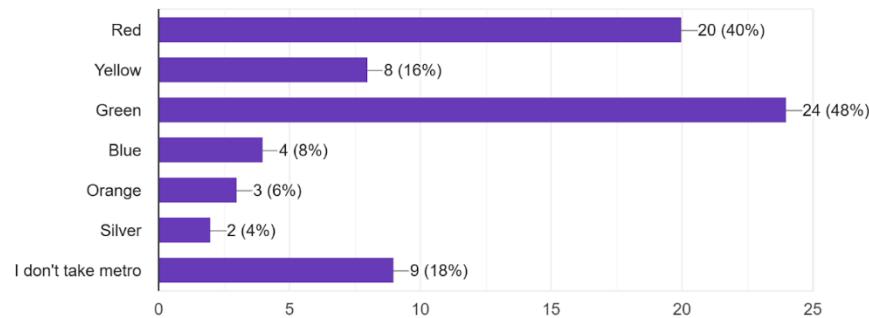
Students are positive about the move. We have students from all eight wards in the city and we purposefully pursued a central location that was very close to one of the metro lines most used by our students. We started asking for students input in SY23-24. When we first got a list of prospective available facilities, we noticed that the listings were clustered around four metro stops, so we asked the students to rank their location preferences.

As you can see below, students ranked Union Station as their first-choice location. We also saw that the top two metro lines for students were the green line and the red line, which is the line in Union Station.

Our school is looking for a new location next year. We are considering a downtown location. Please rank these four downtown locations where 1 is your...de 1 es su más favorito y 4 es su menos favorito:



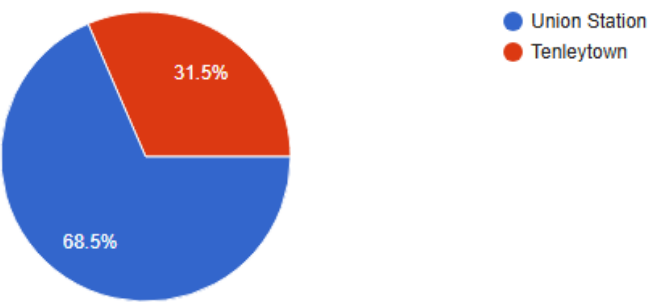
What metro line(s) are closest to your home?/¿Qué línea(s) de metro están más cerca de tu casa?
50 responses



After a number of options fell through, our school ultimately had two choices for location: Tenleytown and Union Station. In October 2024, we surveyed students to ask them which they preferred and 68.5% chose Union Station as depicted in the chart below.

Our school is going to move in the summer of 2025 and we have two potential locations. Do you prefer the Union Station area or the Tenleytown area as a location? / Nuestra escuela se trasladará en el verano de 2025 y tenemos dos posibles ubicaciones. ¿Prefiere la zona de Union Station o la de Tenleytown como ubicación?

73 responses



Although most students are very supportive of the move because the new location will be more central, better space and a shorter walk from the metro, we do have a small number of students who live near our current school location who expressed some concern about learning how to use the metro. The school's Student Support Specialists will work with their caseloads to help students figure out their new commutes.

5. Will there be newly created seats for additional students? If so, discuss student recruitment efforts in the new school community. We plan to keep our current enrollment ceiling of 200

6. What is the maximum occupancy at the new location? If the maximum occupancy load for staff and students is less than the total number of staff and students who will occupy the facility at any point in the future, please explain how you will address this issue.

This location is 31,000 square feet as opposed to our current location that is 21,000 square feet. It can easily accommodate the 200 students in our enrollment ceiling and the corresponding staff needed to serve them. The code calculation of the space is 799 occupants.

7. Does the proposed space require renovation? If so, describe the renovations the new location will need, either to serve as a school or to be accessible for students with disabilities.

The space is a full floor of an existing office building with 31,000 square feet and it requires a gut renovation, which is currently in process. This renovation from office to school is expected to be completed by August 2025, in time to open for the school year 2025-26.

8. Describe the proposed facility's neighborhood (i.e., is it residential or commercial, is it metro accessible). What value will the school add to the proposed neighborhood?

The new location is one block from Union Station. It is a mixed-use community with more commercial than residential properties. It is surrounded by many public transportation options including the redline on the metro and many bus routes. Our school is a great addition to the Mayor's strategy for downtown revitalization, which focuses on building that area as a hub for education and culture. The new location will add complementary offerings to the array of public schools, universities and museums in the neighborhood. Our students will also serve as excellent potential employees to local businesses.

9. List the traditional and public charter schools near the new location, identifying schools that educate the same grade span your school serves/will serve. Describe how the school's mission and academic performance compare to these schools. What impact will the school's relocation have on enrollment at neighboring schools?

Here is a list of schools in the neighborhood. None of the schools listed serve 16-30 young adult students. They are all PreK, elementary school, middle schools and high schools. LAYC Career Academy would provide complementary offerings.

1. Capitol Hill Montessori @Logan
2. Ludlow Taylor Elementary School
3. Stuart-Hobson Middle School
4. School Within a School @Goding
5. JO Wilson Elementary School
6. Mundo Verde PCS
7. Dunbar High School
8. Peabody Elementary School
9. Friendship PCS Armstrong Campus
10. Two Rivers PCS
11. Kingsman Academy PCS

10. When did the school hold an open board of trustees meeting to discuss the proposed change(s)?

The school has discussed the facilities at every board meeting from June 2023 until the present. All board meetings are open meetings. The school is specifically holding time at its meeting on June 11, 2025 for members of the community to share feedback on the new location.

11. Describe how the school has engaged its internal community in its decision to relocate or expand into the proposed location. Submit documentation of the school's communications with its staff and families regarding the proposed space. Identify the internal community's concerns and how the school is responding to their needs.

Staff engagement

1. Staff input into the new location was captured at a series of meetings that were held from April 2023 (when we found out we needed to move) until the present. These meetings included getting feedback on initial needs (bigger classrooms, good public transportation and parking options) as well as feedback to refine the program study once it was completed by the architects.
2. LAYCCA hired an architect to do a programming study to determine what we would need in a new facility. The architects visited the school and asked for feedback from staff on their space needs in August 2023. Most recently in spring of 2025, we shared the proposed layout from the architects and made changes based on staff feedback.
3. A group of staff went to see the school's top four choices of potential locations in the fall of 2023. After those options fell through, a group of staff and students were invited to see another three options in the summer of 2024.
4. Leadership shared written updates on the new location with staff at least monthly from April 2023 until the present.
5. There is strong support for the move by staff as they currently feel cramped in their current classrooms and they are looking forward to having space that is bigger and also freshly renovated. The only concern stated by staff was the lack of parking availability near Union Station. We were able to secure parking spots in our building for \$199 per month, which is an excellent rate for downtown DC. There are also a lot of train, metro and bus options very nearby. Union Station hosts the redline on the metro as well as the VRE for Virginia commuters and the MARC for commuters from Maryland. There are also many bus lines nearby.

Student engagement

1. Our principal went classroom to classroom to announce the move with students and allow an opportunity for questions in May 2023
2. LAYCCA hired an architect to do a programming study to determine what we would need in a new facility. The architects visited the school and asked for feedback from students on their space needs In August 2023.
3. Student were asked about their preferred train lines and locations in surveys sent out In September 2023 and February 2024. See question 5 for more details.
4. Student council members (Student Ambassadors) came with staff to visit our top four potential locations and share feedback in the Fall of 2023. After those options fell through, a group of students were invited to see another three options in the summer of 2024.
5. In the fall of 2024, we had two choices for location and surveyed students to find out which was preferred. Sixty eight percent of students chose the 750 1st St NE location.
6. The Student Ambassadors gave feedback and received updates at every Student Ambassador meeting from May 2023 to the present. Most recently, we shared the layout and design plans with the Student Ambassadors for feedback.

Students are positive about the move. Our current facility is a nine-minute walk from the Columbia Heights station of the green and yellow line and the new one is less than two blocks from the metro. We have a small number of students who live near our current school location who expressed some concern about learning how to use the metro. The school's Student Support Specialists will work with their caseloads to help students figure out their new commutes.

12. Describe how the school has engaged the community surrounding the proposed location. *Please attach documentation of communications with nearby principals, neighbors, ANC representatives, Councilmembers, and other community groups, notifying them of the school's plans.*

- a. **When did the school inform the ANC representatives of its facility plans? Has the school already presented its facility plans during an ANC meeting? If not, when will it do so?**

LAYC Career Academy contacted Davina Carson, ANC Commissioner for Single Member District 6E07 via email on April 9, 2025 and requested to present its facility plans at an upcoming ANC meeting. Commissioner Carson wrote back and requested a flyer that describes the school so she could share it with neighbors who might be interested in enrolling.

b. Summarize the external community's concerns, if any, and describe the school's response with specificity.

N/A

13. Complete and submit DC PCSB's [5-Year Operating Budget](#) template in accordance with its instructions.

Attachments:

Board minutes 12/11/24

5 year operation budget

LAYC Career Academy

BOARD OF TRUSTEES MEETING MINUTES

December 11, 2024

Trustees Participating: Noemi Enchautegui, Lori Kaplan, Linda Moore, Benjamin Ruiz, Ana Hageage, Kate Brannon, Benjamin Ruiz, Taylor Whitelaw, Emmanuel Caudillo

Staff and Contractors Participating: Nicole Hanrahan; Monique Booker (SB& Company, LLC); Ross Knorr (Ed Ops)

ITEM/SUBJECT	DISCUSSION	ACTION/PROPOSED ACTION
Motion to open the meeting	Board Chair, Lori Kaplan called the meeting to order at 6:20 pm.	Ana made the motion to open the meeting. The motion was seconded by Emmanuel and was approved unanimously.
Approval of Meeting Minutes		Ana made a motion to approve the minutes of the previous meeting. The motion was seconded by Kate and was approved unanimously.
Strategic Conversation: How should LAYCCA best prepare for potential federal policy changes?	Areas of Interest: 1.Education Funding 2.Immigration Policy 3.DC Home Rule 4. Federalization of DC Police Force 5. How should LAYCCA message these concerns to the school community?	In summary, much is still unknown. There is the possibility of double jeopardy for DC, because of the city's special relationship with the federal government. The schedule for the budget cycle will have an impact on potential changes. It may be feasible to establish an emergency family fund for LAYCCA students, to provide "know your rights" training for families, and identify immigration lawyers who may provide services to students and their families. There may be a need for legal and mental health support for students, employees and others associated with the school.

		There may be a need to know what to do if ICE shows up at the front door.
FY24 Financial Audit	<p>The Finance Committee has reviewed and approved the draft FY24 Financial Audit report. Monique Booker provided an overview of the draft audit report:</p> <ol style="list-style-type: none"> 1. Current assets=\$3,000,528. 2. Total assets are down because the lease asset has been amortized. 3. Total revenue =\$3.9M 4. SB & Company issued an unmodified report with no material weaknesses. 5. Ms. Booker offered a suggestion to the board: Given the increasing incidence of Internet fraud, the Board should ensure that IT policies and procedures are up to date and that the school uses best practices. <p>An extension has been submitting for filing Form 990.</p>	SB & Company has filed a request for a 990 extension and will submit that report before the submission deadline.
Financial Report for Period ending 10/24	<ul style="list-style-type: none"> • Due to enrollment increases, there has been a • There is a current projection of 314 days of cash on hand at year-end. This will decrease as the school increases 	For next meeting, EdOps will make a presentation on which of the school's funds are locally, federally and privately generated.

	<p>spending to support the higher number of students enrolled for SY25.</p>	
Facilities Update	<p>Nicole Hanrahan reported that on 11/4/2024, the facilities committee approved the signing of a non-binding letter of intent for the school to move to 10 G Street NE. Factors leading to this decision include: (1) space is better than the Tenleytown option; (2) location is better for students' access; (3) this site is more affordable. However, this space is no longer available.</p> <p>Fortunately, 750 1st Street NE, Washington, DC, owned by the same company, is available and it appears that this property will work for the school. This space will need total gut and renovation, which should be able to be completed by 8/25.</p> <p>The school is currently negotiating the lease and preparing RFPs for architectural design for the 1st Street NE property.</p>	<p>Noemi made a motion to authorize Nicole to sign the lease for the property located at 750 1st NE. Kate seconded the motion and the motion was passed unanimously.</p>
ED Updates	<ul style="list-style-type: none"> Nicole Hanrahan reported that, as of 10/31/2024, 183 students were enrolled. To date there have been 14 	

	<p>graduates and 57 certifications during this school year.</p> <ul style="list-style-type: none">• Strategic plan update: 1. Changes have been made to what was originally proposed based on student enrollment, staffing, and facility acquisition updates.2. Next Steps:<ul style="list-style-type: none">• Nicole/Julienne Johnson will send a Doodle Poll for January dates to the Strategic Planning Team (SPT) to schedule a meeting for updates, the goals/outcomes review, and final feedback.• LAYC Career Academy decision needed about the timing for socializing the goals/outcomes with students and staff for any final feedback.• We need to elect an additional board member, preferably one with expertise is marketing, communications or health care.• Finalization of the related “Strategic Action Plans”• Clear identification of the resources (financial, human, material) needed to ensure the plan’s success• Board Approval and Executive Summary Development, targeted for	<ul style="list-style-type: none">• Trustees are urged to help identify prospective trustees with these qualifications.
--	---	---

	February or April 2024 board meeting.	
Board Chair Report	<p>Lori Kaplan noted that Noemi Enchautegui attended a meeting convened by DCPCSB about the new assessment system.</p> <p>Trustees are invited to a lunchtime event at the school on 12/17.</p> <p>There will be a social event for trustees on 1/9/2025.</p>	
Motion to Close the Meeting		<p>Kate made a motion to adjourn at 7:50 pm.</p> <p>Motion was seconded by Anna and approved unanimously.</p>

The meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government.