

**LAYC Career Academy  
Board of Trustees Meeting  
MINUTES  
October 27, 2022  
6:30 PM**

Trustees Participating: Lori Kaplan, Linda Moore, Talib Robinson, Emmanuel Caudillo, Dean D'Angelo, Kate Brannon

Absent Trustees: Ana Hageage and Juan Carlos Pereira

Newly Elected Trustee: Benjamin Ruiz

Staff & Contractor Participating: Nicole Hanrahan, Mohammad Bashshiti (Building Hope)

ITEM/SUBJECT	DISCUSSION	ACTION/PROPOSED ACTION
Motion to open the meeting, call to order and to introduce Benjamin Ruiz, a prospective student trustee.	Board Chair Lori Kaplan called the meeting to order at 6:30pm. She introduced Benjamin Ruiz, a current student, as a prospective trustee.	
Nomination and Election of New Trustee	Lori Kaplan announced that Briseyda Martinez, a student trustee, is resigning from the board. Benjamin Ruiz has been in the IT program at LAYCCA for approximately one year and has indicated an interest in serving as a trustee.	Talib Robinson nominated Benjamin Ruiz for board membership. The motion was seconded by Kate Brannon and passed unanimously. Trustees welcomed Mr. Ruiz to the board.
Approval of meeting minutes	Ms. Kaplan invited trustees to review minutes of the June 2022 meeting.	Emmanuel Caudillo made a motion to approve the June 2022 board meeting minutes. Motion was seconded by Kate Brannon. The motion passed unanimously
Progress on School Goals	1. Nicole explained the school goals and performance goals. The school met its goals for SY22. Career Academy earned a Tier I in its charter goals for College &	Lori suggested asking the IT students what supports they need to pursue the A+ exam, which leads to higher salaries.

	<p>Career Readiness, Student Progress in Math and Reading, and, for the first time ever, Attendance and Persistence. The school missed Tier I for GED by a single math test.</p> <p>2. Benjamin Ruiz led a discussion about the challenge in motivating students to go beyond introductory Microsoft certifications and to prepare for and pass the A+ exam. The Microsoft certifications are not part of the IT Pathway.</p>	
<p>Review of Nicole’s proposed Goals</p>	<ol style="list-style-type: none"> <li>1. Complete a strategic plan by August 2023</li> <li>2. Make a final determination as to the school’s age limit by March 2023</li> <li>3. Apply for at least two grants of \$200K or more to fund student stipends by August 2023</li> <li>4. Complete at least six sessions with a leadership coach</li> </ol>	
<p>Proposed school goals for this year</p>	<ol style="list-style-type: none"> <li>1. Tier 1 in charter goals in all areas</li> <li>2. Implement changes to increase enrollment to 150 by October 5, 2023</li> <li>3. Enrollment in May 2023 will be higher than enrollment in October 2022</li> <li>4. Triple the number of graduates in SY23 as compared to each of the previous four years</li> </ol>	

<p>Review of Trustees' Goals</p>	<p>Trustees reviewed their personal board goals for the 2021-22 school year and proposed new goals for the current year. New goals include:</p> <ul style="list-style-type: none"><li>• Kate—Give, get or connect to at least \$500 in donations; seek internships for students; help with strategic planning; make at least 3 asks for new trustees; attend 2 LAYCCA events</li><li>• Emmanuel—Give or get at least \$500; Provide 24 hours of support to staff; check in with board members about Y22-23 goals; connect LAYCCA on potential internship hosts; provide awareness of LAYCCA on social media monthly</li><li>• Dean—Introduce LAYCC to at least 3 close contacts for purposes of securing student internships; Give or get \$5,000; Attend all board meetings and at least 2 school events; lead efforts to refine financial for casting and audit planning and execution; advocate for LAYCCA within Capital for Children and broader nonprofit network</li></ul>	<p>Nicole agreed to send goal commitment forms to trustees.</p>
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	<ul style="list-style-type: none"><li>• Ana—Attend/support 3 LAYCCA events; connect LAYCCA with at least 3 employers to secure student internships; give \$1,000 and get/connect \$500;; elevate LAYCCA’s profile in social media; serve as board Vice Chair</li><li>• Lori—Serve as chair and support ED, as needed; donate \$1000, earmarked for student stipends; meet with potential trustees; help prepare youth for advocacy testimony; prepare for strategic planning process, as needed</li><li>• Linda—Assume leadership to establish a mentoring program for students and/or alumni; serve as board secretary; chair board governance committee; assist with strategic planning process; attend at least 80% of board meetings; make a financial contribution; contribute to school newsletter or other communications, as requested.</li><li>• Talib Robinson—Join a new committee; create a place for alumni to connect</li></ul>	
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	<ul style="list-style-type: none"> <li>• Benjamin Ruiz— Understand how a board works; make a financial contribution; attend a training on nonprofits; understand financial statement; start an internship by February</li> </ul>	
Financial Report	<p>Kate and Mohammad presented the financial report.</p> <ul style="list-style-type: none"> <li>• There was a \$23K net loss as of 9/30/2022.</li> <li>• Approximately \$435 is projected for a year-end net loss.</li> <li>• Currently, there are 215 days of cash on hand.</li> <li>• The anticipated cash balance at the end year is \$1.9M.</li> <li>• Budget vs actual--a slightly favorable mix of revenue and favorable grant revenues.</li> <li>• Total assets and cash equal \$2.7M.</li> </ul>	
ED's Update	<p>Nicole Hanrahan reported that:</p> <ul style="list-style-type: none"> <li>• We have exceeded our enrollment goal with 115 students.</li> <li>• Have received \$179K to support the medical assistant program and will include \$1500 stipends for up to 26 students.</li> <li>• We were not awarded a health equity grant that was intended to supply student stipends</li> </ul>	

	<ul style="list-style-type: none"> <li>• Hoping to receive \$10,000 grant from the Marriott Foundation.</li> <li>• The school is understaffed especially in the student support department.</li> <li>• COVID report: Masks are still required. 45% of students have shown vaccination cards.</li> </ul>	
Adjournment	Following a motion by Linda Moore and a second by Talib Robinson, the meeting was adjourned at 8:10 pm.	

Action items:

1. Lori suggested seeing whether Jackie would like to apply for Leadership Washington.
2. Dean, Kate and Linda agreed to work on the new strategic plan.
3. The board should have a subsequent discussion about how to allocate the anticipated cash at the end of the 2022-23 school year.
4. Nicole asked trustees to submit communications for the school newsletter.
5. Nicole will begin to identify prospective strategic plan consultants in January 2023.