

LEARNING ASSISTANCE INCORPORATED

AGENDA, REPORT, FINANCIALS, MINUTES

FOR

QUARTERLY MEETING

OF THE

BOARD OF DIRECTORS

**Isaac A. Robinson
Chairman**

**Dallas J. Parks
Chief Executive Officer**

LEARNING ASSISTANCE, INC.

MEMORANDUM

TO: Board of Directors

FROM: Isaac A. Robinson, Chairman

SUBJECT: Quarterly Meeting Held July 28, 2010

DATE: July 20, 2010

OFFICERS: Chairman – Isaac A. Robinson; President – Paige A. Farrington; Vice President – Barbara Fletcher Lofton; Secretary – Brenda B. Edwards; Assistant Secretary – Harrison Shannon

The quarterly meeting, of the Board of Directors of Learning Assistance, Inc., will be held after the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham, on Wednesday, July 28, 2010, at the Central Office of the Durham Housing Authority, located at 330 East Main Street, Durham, North Carolina.

AGENDA

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EXECUTIVE SESSION

CHIEF EXECUTIVE OFFICER'S REPORT

Learning Assistance Incorporated (Ruffin-Edwards Academic Development Scholarship (READS) Program

Goal: To Increase Funding through Developing and Submitting Grants to Local, State, Federal and Foundation Grants.

Task: Submit grant applications.

Outcome:

- A grant proposal requesting funding in the amount of \$180,000 was submitted to the Burroughs Wellcome Fund's Student Science Enrichment Program to support the Sci Pi Program. The program's major focus is to improve students' literacy skills in science, math, and technology. Program goals are to: increase involvement in structured extracurricular programs, increase academic achievement throughout the school year, increase parent involvement with youth school and community activities, and increase interest level of youth participants relating to science, math, or technological careers.
- A grant proposal requesting funding in the amount of \$55,152 was submitted to the Workforce Investment Act (WIA) Youth Program to support the Structured Training Reinforcement Initiative of Values and Excellence (STRIVE) Program. The primary focus of the STRIVE Program is to provide a continuum of support and services to 40 at-risk youth ages 14-21; thereby, creating an avenue for success within the home and school. The STRIVE Program will assist at-risk youth with overcoming barriers of educational and personal success which will lead to lifestyles of self-sufficiency, thus improving the community as a whole.

WIA has approved the grant proposal. Contract negotiations are currently in process.

Goal: To Provide School Aged Youth with Educational Support and Services Within Public Housing Communities.

Task: To provide after school and enrichment activities for youth in Public Housing communities.

Outcome:

- Two hundred fifty-five youth were consistently enrolled in the 21st Century Community Learning Center's after-school programs for the months of April and May 2010. Students continue to be served through activities emphasizing art, literacy and math. Character education topics such as positive self-esteem and communication were also addressed.

- One hundred eighty-one youth were consistently enrolled in the 21st Century's Community Learning Center Summer Camp program that began June 14, 2010. The curriculum for the camp focuses on Science Technical learning. On June 24, youth were treated to a field trip to the Discovery Place Museum in Charlotte, NC. Children were able to ride the train to and from the museum and were able to manipulate different exhibit displays reinforcing learned science techniques.
- Thirty-two Summer Camp students were able to take advantage of an overnight trip to Atlanta, Georgia, to visit the MLK Memorial, the Georgia Aquarium and the World of Coca-Cola. These activities further enhanced their scientific applications.
- Campers participated in an end-of-summer performance on July 1. Youth have been practicing with dance and music instructors in preparation for their choral performance and African dance story, and are also preparing exhibits for display.
- Thirty-one youth, under the age of 10, attended the Marbles Museum Play Free program and were able to participate in learning play. Each exhibit reflected the importance of science within the environment. Children were given hands-on opportunities to connect with their environment, and to socially interact with others (children) within the museum. They displayed appropriate social skills and mannerism.
- Seventeen youth participated in weekly Dropout Prevention workshops at Oxford Manor, Club Boulevard, and Cornwallis Road communities. Students participated in icebreaker activities to get them engaged and involved, including "College of the Week." Students learned about different colleges and how to complete online research for more information about each college. Dropout Prevention staff continues to recruit middle and high school students for enrollment in the program to attain the 100 youth program goal. There are currently a total of 45 students enrolled in the program. Staff continued recruitment efforts for the program by contacting several local school administrators.
- Eight youth from the Dropout Intervention and Youth Initiatives programs attended a field trip on June 11, 2010, to the African American Dance Ensemble at Duke University's Reynolds Industries Theater. Following the performance youth participated in an after-show discussion with members of the dance panel about their cultural experience.
- Thirty-five youth from the Cornwallis Road, Damar Court, and Club Boulevard communities were reintroduced to the newer version of the Teen Initiative and Youth Empowerment Leadership program and its staff. ICEBREAKER games were played as an introduction activity. Youth created group rules and consequences, participated in a "Check In/Check Out" activity, some shared what they had experienced in school that day with a group, and in an open discussion about appropriate teacher/student interactions. Three youth who were not previously involved in Teen Initiatives activities enrolled in the program.

- Twenty-two youth from Club Boulevard, Oxford Manor, Damar Court, Cornwallis Road, Liberty Street, Hoover Road and McDougald Terrace participated in session two of the Leadership Academy. The Teen Leadership pre-sessions assisted with building a strong relationship and rapport through experiential learning activities. This session focused on cooperation and relationship building. Staff partnered with Neighborhood Networks, Resident Safety, Drop-Out Prevention and Building Family Strengths programs to offer more opportunities for youth to participate in learning activities. There are currently 70 youth enrolled as participants in the Teen Initiative program.

Goal: Increase Post-secondary Education Opportunities for Public Housing Youth by Providing Financial Assistance, Social Development Programs, and On-going Supportive Services through the READS Program.

Task: To continue to establish a strong foundation for growth and stability of the READ Scholarship Program.

Outcome:

- Of the 28 available program slots, a total of 25 students attending a two or four year college/university are currently enrolled in the READS program. A total of five residents are on the wait list for possible participation in the 2010 Fall school term.
- There are two recent high school graduates from Club Boulevard who have expressed an interest in higher learning and have requested a READS application.



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A Commitment to Quality Living

Memorandum

To: LAI Board of Directors, Chief Executive Officer
From: Jeffrey G. Causey, Chief Financial Officer
Date: July 16, 2010
Subject: June 2010 Financial Report

Please find attached financial reports and information for June 2010 for Learning Assistance, Inc.
If you have requests or suggestions for changes, please feel free to contact me.

Learning Assistance, Inc.
Statement of Net Assets
For the period ending June 30, 2010

ASSETS

Current Assets		
Cash		
Cash – Operating	\$	78,994
Total Cash		<u>78,994</u>
Prepaid Items		112
Total Current Assets		<u>79,106</u>
Total Assets	\$	<u>79,106</u>

LIABILITIES & NET ASSETS

LIABILITIES

Current Liabilities		
Accrued Liabilities	\$	220
Interprogram Due To		7,102
Total Current Liabilities		<u>7,322</u>
Total Liabilities		7,322

NET ASSETS

Unrestricted Net Assets		<u>71,784</u>
Total Net Assets		<u>71,784</u>
Total Liabilities & Net Assets	\$	<u>79,106</u>

Learning Assistance, Inc.
Statement of Revenues, Expenses, and Changes in Net Assets
For the period ending June 30, 2010

	Learning Assistance, Inc.
Revenue	
Other Income	\$ 15,345
Interest – Investments	68
Total Revenue	<u>15,413</u>
Expenses	
Administrative Salaries	-
Other Administrative	612
Resident Services	21,680
Total Expenses	<u>22,292</u>
Net Operating Income/(Loss)	(6,879)
Beginning Net Assets	<u>78,663</u>
Ending Net Assets	<u>\$ 71,784</u>

Learning Assistance, Inc.
Budget v. Actual Report
For the period ending June 30, 2010

	YTD Actual	YTD Budget	YTD Variance Better/ (Worse)	% YTD (Actual/ Budget)
Operating Income				
Other Income	\$ 15,345	\$ 17,500	\$ (2,155)	88%
Interest - Investments	68	500	(432)	14%
Total Operating Income	<u>15,413</u>	<u>18,000</u>	<u>(2,587)</u>	<u>86%</u>
Operating Expenses				
Administrative Salaries	-	6,376	6,376	-%
Other Administrative	612	-	(612)	
Resident Services	21,680	-	(21,680)	
General Expenses	-	10,750	10,750	-%
Total Operating Expenses	<u>22,292</u>	<u>17,126</u>	<u>(5,167)</u>	<u>130%</u>
Net Income/(Deficit)	<u>\$ (6,879)</u>	<u>\$ 875</u>	<u>\$ (7,754)</u>	<u>(787%)</u>
Operating Transfers				
Operating Transfer In	-	-	-	
Operating Transfers (Out)	-	-	-	
Total Operating Transfers	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Net Assets	<u>\$ (6,879)</u>	<u>\$ 875</u>	<u>\$ (7,754)</u>	<u>(787%)</u>

MINUTES OF QUARTERLY MEETING
LEARNING ASSISTANCE INCORPORATED
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
APRIL 28, 2010

AGENDA ITEM I

Call to Order

The quarterly meeting was called to order by the Chairman, Isaac A. Robinson, at 7:00 p.m.

Present:

David J. Haley
Thomas M. Niemann
George K. Quick
John S. Ramsey

Absent:

Paige A. Farrington
Barbara F. Lofton

Staff Present:

Harrison Shannon
Tammy Atkins
Jean Bolduc
Jeff Causey
Jo-Ann Davis
Brenda Edwards

Vickie Ellis
Charles Lyon
Shannon McLean
Willie "Sonny" McMahan
Sabrina Sinegal
Rhega Taylor

Also Present:

Eric Pristell, The Banks Law Firm

A quorum was present, and due notice had been published.

AGENDA ITEM II

Comments from the Public

There were none.

AGENDA ITEM III
Additions to the Agenda

There were none

AGENDA ITEM IV
Deletions to the Agenda

There were none

AGENDA ITEM V
Information Items

1. Chief Executive Officer's Report

A written report was contained on page 1 of the board package.

Chairman Robinson attended the Carolina Hurricanes hockey game on April 8, 2010, to receive a check, in the amount of \$5,000, from the Kids-in-Community Foundation. He applauded the Resident Services department for its efforts to aggressively pursue funding for services provided to our resident population. Eleven youth from public housing communities were provided tickets and transportation to attend the game.

Jo-Ann Davis said the department also received 80 tickets to attend a Charlotte Bobcat game, and this provided an opportunity for youth in public housing to attend this outing and it was enjoyed by all.

The financial report, for the period ending March 31, 2010, was contained on pages 2-3 of the board package.

There being no additional comments or questions the reports were accepted as distributed.

AGENDA ITEM VI
Action Items

ACTION 1 – Minutes – Board of Directors Annual Meeting Held January 27, 2010

On motion of George Quick, seconded by Thomas Niemann, the minutes of the Annual Meeting, held January 27, 2010, were approved as distributed.

ACTION 2 – Election of Officers: Chairman, President, Vice President, Secretary, and Assistant Secretary

Commissioner Quick made a motion that due to the pending change in personnel that the Board tables this item until its July meeting, which motion was seconded by John Ramsey and unanimously carried by the board.

There being no further business before the meeting, it was on motion duly made and seconded adjourned at 7:05 p.m.

Chairman

ATTEST:

(SEAL)

Secretary