

LEARNING ASSISTANCE INCORPORATED

AGENDA, REPORT, FINANCIALS, MINUTES

FOR

ANNUAL MEETING OF THE BOARD OF DIRECTORS

April 27, 2011

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 April 27, 2011

DATE: April 19, 2011

OFFICERS: Chairman – Isaac A. Robinson; President – Barbara F. Lofton; Vice President – Gloria M. Nottingham; Secretary – Dallas J. Parks; Assistant Secretary – Brenda B. Edwards

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, April 27, 2011, 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

LEARNING ASSISTANCE INCORPORATED

CHIEF EXECUTIVE DIRECTOR'S REPORT

Goal: To increase funding through developing and submitting grants to local, state, federal and foundation grants.

Task: Submit grant applications.

Outcome:

- Researching local, state, federal, and foundation grants.

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 provide after-school and enrichment activities for youth in Public Housing communities.

Outcome:

- Community outreach is being conducted in each of the public housing communities to market the READS program to eligible high school students and their families. One READS Renewal application was processed for the month of February.
- Number of DHA high school graduates receiving scholarships:
 - 2007 high school graduates 21
 - 2008 high school graduates 19
 - 2009 high school graduates 0
 - 2010 high school graduates 1

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

Outcome:

- There are 28 available program slots for READS assistance per semester.
- Each of the current 16 students receiving READS assistance is in a two or four year college/university.
- Totals since program inception in 1987,
 - READS Recipients 203
 - Ineligible Recipients 111
 - Graduates 49

There were no graduates through the Fall of 2010.

- No scholarship funds were awarded during the month of March.

- A committee of DHA staff, including Dr. Robinson, chair of the LAI Board of Directors, met on March 18, 2011, to continue discussion and exploration of strategies for marketing the READS program. A legal opinion will be solicited to determine the intent of the founding members of the scholarship and who could be eligible for the funds.
- To continue marketing and outreach efforts to identify graduating seniors and target students to refer to available DHA programming, the Resident Services youth staff along with the Resident Initiatives Manager met to brainstorm strategies to accomplish programming objectives.
- Staff attended a follow-up meeting with Durham Public Schools (DPS) staff to continue marketing and outreach strategies to target graduating sophomores, juniors and seniors, primarily for completing school and preparing them for career level studies and programs. The concept of graduation coaches was discussed with DPS offering to assist with training once they have been hired by DHA.

**READS Scholarship Tracking – January
READS Scholarship Tracking
January 2011- December 2011**

	Resident Name	Age	PH Community	School	Degree of Study	Current Term	Initial Enrolment Date	Projected Grad. Date	Amt of Funds
1	January								
2	Muhammed, Tunisia	33	Laurel Oaks	North Carolina Central	Psychology	B. A.	Spring 2008	2012	400
3	Blue, Tomeka	30	Oxford Manor	Durham Technical	Information Systems	Associates	Fall 2010	June 2013	400
4	Leak, Jocelyn	19	Cornwallis	Durham Technical	Business Administrations	Assoc	Fall 2010	2013	400
5	Dean, Erica	32	Laurel Oaks	Durham Technical	Business Administration	Assoc	Spring 2011	2013	100
6	Pierce, Queenie		McDougald	Halifax Community College	Office Administration	Assoc	Fall 2010	May 2011	333.30
7	Williams, Alisha	34	Laurel Oaks	Alamance Community College	Nursing	Assoc	Fall 2010	2012	400
8	Harris, Cynthia	22	Morreene	North Carolina Central	Public Health Education	BA	Spring 2011	2012	400
9	Ames, Jalessa	22	Damar	North Carolina Central	Criminal Justice	BS	Spring 2011	2014	400
10	Jones, Janese	23	Morreene	North Carolina Central	Business Administration	BS	Spring 2010	2011	200
11	Scott, Phelandis	54	Oxford Manor	Durham Technical Community	Art	Assoc	Fall 2009	2015	400
12	McKellar, Tonya	37	Laurel Oaks	North Carolina Central	Nursing	BS	Fall 2010	2012	400
13	Green, Ladrin	22	Laurel Oaks	Durham Technical	Early Childcare	Assoc	Spring 2009	2013	300
14	Scott, Ebony	18	Oxford Manor	North Carolina Central	Theater	BA	Fall 2010	2014	400
15	Allen, Marietta	30	Liberty Street	Durham Technical	Early Childhood	Assoc	Spring 2011	2012	400
16	Cates, Margaret	45	Damar	Durham Technical	Dental Lab Technician	Assoc	Fall 2010	2012	400
17							Total		\$5333.30
18	February 2011								
19	Goldstone, Ransheata	27	Oxford Manor	Ashford University	Early Childhood Education	Bachelors	Spring 2011	2012	400
20									
21	March 2011								
22	No recipients								
23									
24	April 2011								
25									
26									



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A Commitment to Quality Living

Memorandum

To: LAI Board of Directors, Chief Executive Officer
From: Jeffrey G. Causey, *JGC* Chief Financial Officer
Date: April 18, 2011
Subject: March 2011 Financial Report

Please find attached financial reports and information for March 2011 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 March 31, 2011

ASSETS

Current Assets	
Cash	
Cash – Operating	\$ 47,606
Total Cash	47,606
Prepaid Items	200
Total Current Assets	47,806
Total Assets	\$ 47,806

LIABILITIES & NET ASSETS

LIABILITIES

Current Liabilities	
Accrued Liabilities	\$ 446
Interprogram Due To	1,174
Total Current Liabilities	1,620
Total Liabilities	1,620

NET ASSETS

Unrestricted Net Assets	46,186
Total Net Assets	46,186
Total Liabilities & Net Assets	\$ 47,806

Learning Assistance, Inc.
Statement of Revenues, Expenses, and Changes in Net Assets
For the period ending March 31, 2011

	Learning Assistance, Inc.
Revenue	
Other Income	\$ -
Interest – Investments	10
Total Revenue	10
Expenses	
Administrative Salaries	-
Other Administrative	450
Resident Services	8,181
General Expenses	1,189
Total Expenses	9,820
Net Operating Income/(Loss)	(9,810)
Beginning Net Assets	56,586
Ending Net Assets	\$ 46,776

Learning Assistance, Inc.
Budget v. Actual Report
 For the period ending March 31, 2011

	YTD Actual	YTD Budget	YTD Variance Better/ (Worse)	% YTD (Actual/ Budget)
Operating Income				
Other Income	\$ -	\$ 8,000	\$ (8,000)	-%
Interest - Investments	10	63	(53)	16%
Total Operating Income	10	8,063	(8,053)	0%
Operating Expenses				
Administrative Salaries	-	-	-	
Other Administrative	450	-	(450)	
Resident Services	8,181	2,904	(5,277)	282%
General Expenses	1,189	6,367	5,178	19%
Total Operating Expenses	9,820	9,271	(549)	106%
Net Income/(Deficit)	\$ (9,810)	\$ (1,209)	\$ (8,602)	812%
Operating Transfers				
Operating Transfer In	-	-	-	
Operating Transfers (Out)	-	-	-	
Total Operating Transfers	-	-	-	
Change in Net Assets	\$ (9,810)	\$ (1,209)	\$ (8,602)	812%

MINUTES OF ANNUAL MEETING
LEARNING ASSISTANCE INCORPORATED
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
JANUARY 26, 2011

AGENDA ITEM I

Call to Order

The annual meeting was called to order by the Chairman, Isaac A. Robinson, at 6:20 p.m.

Present:

David J. Haley
Barbara F. Lofton
Thomas M. Niemann
Gloria M. Nottingham
George K. Quick
John S. Ramsey

Absent:

None

Staff Present:

Dallas J. Parks	Vickie Ellis
Tammy Atkins	Kelvin Macklin
Jean Bolduc	Shannon McLean
Jeff Causey	Willie "Sonny" McMahand
Jo-Ann Davis	Sabrina Sinegal
Brenda Edwards	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 IIIAdditions to the Agenda

- Financial report for the period ending December 31, 2010
- Election of Officers

AGENDA ITEM IVDeletions from the Agenda

There were none

AGENDA ITEM VInformation Items**1. Chief Executive Officer's Report**

A written report was contained in the board package.

Isaac Robinson said the LAI report showed that in 2010 only one student received the READS scholarship and in 2009 none. He said in comparison to 2007-2008, the numbers have significantly decreased.

Jo-Ann Davis commented that in 2009, the data could not be recaptured from the DHA database, and Durham Public Schools (DPS) could not confirm the 2009-2010 numbers. The Resident Services Department (RSD) staff was able to confirm that only one high school senior applied for the READS Scholarship. RSD Staff met with the DPS Supportive Service team on January 20, 2011, to initiate a partnership to attempt to close the communication gap to better serve DHA youth. An overview of DHA Youth Services was provided to the DPS staff and a list has been supplied by the DPS team of Cornwallis Road, McDougald Terrace, Oxford Manor and Morreene Road youth enrolled in the DPS system, grades K-12.

After a review of the current data supplied, 12 high school seniors have been identified as candidates for the READS Scholarship. Resident Services is working to gather the information needed for the remainder of the DHA and HOPE VI sites. Map Coaches are being identified to act as a parent advocate with navigation through the DPS system. RSD and DPS staffs have agreed to meet on a regular basis to share information and gain insight on how Resident Services staff can better utilize their services on behalf of the residents through personal development workshops. The next meeting will be held in February 2011.

RSD staff has identified that there is a high dropout and suspension rate within our public housing communities. The department is seeking to provide more extensive support services to those students who are currently under disciplinary action, suspended or drop-outs within the DPS system. It also seeks to provide supportive services to students who are actively on the career or college track.

George Quick suggested that the READS scholarships offered by the Durham Housing Authority is posted in the guidance counselor's office of the Durham Public School system to ensure that students who resident in public housing communities have an opportunity to apply for these scholarships in addition to DHA monitoring them. This will also enable the guidance counselor's office to possibly uncover public housing students that DHA's administration is not aware of and award a scholarship to them.

Isaac Robinson stated that a goal of the Resident Services Department, in the future, could be the gathering of demographic characteristics of public housing youth in terms of: the number, age groups, how many are in school and the drop-out rate to determine how well the agency is serving the total population.

AGENDA ITEM VI

Action Items

ACTION 1 – Minutes – Board of Directors Quarterly Meeting Held October 27, 2010

On motion of John Ramsey, seconded by Barbara Lofton, the minutes of the quarterly meeting, held October 27, 2010, were approved as distributed.

ACTION 2 - Minutes – Board of Directors Special Meeting Held December 15, 2010

On motion of John Ramsey, seconded by George Quick, the minutes of the special meeting, held December 15, 2010, were approved as distributed.

ACTION 3 – Election of Officers: Chairman, President, Vice President, Secretary, and Assistant Secretary

George Quick made a motion to re-elect the current officers with the exception that Gloria Nottingham replace David Haley as Vice President, which motion was seconded by David Haley and unanimously carried by the board.

There being no further business before the meeting, it was on motion duly made and seconded adjourned at 6:45 p.m.

Chairman

ATTEST:

(SEAL)

Secretary