

APPROVED



ALBANY LEADERSHIP
CHARTER HIGH SCHOOL FOR GIRLS

Albany Leadership Charter High School

Minutes

Monthly Board Meeting

Date and Time

Monday November 22, 2021 at 5:00 PM

Location

Albany Leadership Charter School for Girls

Trustees Present

A. Harrison, E. Bowman, E. Harris (remote), E. Robertson, J. Celestine, S. Bowles

Trustees Absent

M. Moree

Guests Present

C. Cook, Carmen Serrano, Jennie Evans, Natalie Orcutt, R. Smith

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

E. Robertson called a meeting of the board of trustees of Albany Leadership Charter High School to order on Monday Nov 22, 2021 at 5:00 PM.

C. Approve October Board Meeting Minutes

E. Bowman made a motion to approve the minutes from Monthly Board Meeting on 10-25-21.

A. Harrison seconded the motion.

The board **VOTED** to approve the motion.

II. Accountability Committee Report

A. Principal's Report

Enrollment is now at 342 with a few students being reviewed. The drop was they found missing students who are enrolled elsewhere. They have processed 15 new applications since the end of **October so this number may grow**

Attendance will be reconciled and updated to reflect accurate information. We are able to reconcile those who had to miss school due to COVID exposure.

Outreach The team went through their participation in external and internal events as part of their community engagement. The intent is to seek more community partnerships to enhance programming. Ms Serrano also said there was strong attendance at Parent Teacher's conferences but as part of the main office team, any academic questions coming from parents through phone calls are directed to faculty on a daily basis. Many community partnerships have been cultivated and delivered this month including Red Book, Boys and Girls Club, St Anns, St Catherines.

Advancement Ms. Orcutt continues to work on Development/Fundraising. A gift has been received from Cap Com for purchasing smart boards for next year's 7th grade.

Community dinner was held last Thursday and it was a huge success. RJ Valente donated 30 turkeys to distribute. Ms. Orcutt will send us the list of items still needed for the food pantry. Mr. Celestine will work with the team to see how we can provide coats (or GC for coats)

Teacher Retention Although positions are still open, teacher retention is still strong. Veteran teachers have been hired and another alum has been hired as a Computer Science teacher

Accountability measures. POP#2 ended on 11/12. Information will be updated in December Accountability report.

College planning- College applications and acceptances are in full swing. They are also conducting Financial Aid nights. College Visits have been conducted as well.

Alumni- we are still getting information about our alums and how many are in college or graduated from college. An effort is also in place for those students who may have dropped out or never attended to consider post-secondary options. Dr. Evans will provide more information in our monthly meetings

B. New Organization Chart

Ms. Cook presented the organizational chart-adding two new positions. The Board wanted to get this approved so they can start recruiting these positions. She supplied the job descriptions which looked good to the Board. Mr. Smith let us know the financial implications which are covered.

E. Bowman made a motion to Approve Organizational Chart.

A. Harrison seconded the motion.

The board **VOTED** to approve the motion.

III. Finance

A. Finance Committee Report Out

Committee members reviewed the financial dashboard. Differences in expenses associated with facilities and operations were discussed and attributed to the unanticipated costs (previously reviewed) with installation of the modular classrooms. Mr. Smith advised that the only remaining bill associated with the modular classrooms is anticipated from National Grid and relates to moving of the pole consistent with code. That bill is expected within the month and is approximately \$100,000. Other expenses are largely tracking to budget.

B. October Financial Dashboard

C. Update on modular classrooms

We are hoping to get the 6th grade into the classrooms after the Thanksgiving holiday. Waiting for City to run final inspection. An open house will be planned after that.

D. Update on Task Force for Middle School Expansion

The RFP responses were reviewed by the Committee. Ms. Moree noted that she felt experience in charter school construction was overvalued as part of the review process; rather she felt what was important was understanding the vision for a modern classroom and the vision for space and configuration as needed to attract and retain students in a manner that reflects a true academy experience. Also, additional information was needed based on some review of the one building under consideration and Mr. Smith thought that would be available next week.

IV. New Business

A. Request for new Board members/Committee chairs

Ms. Robertson asked for support from the Board to consider additional Board members-one parent and someone who may serve as the Treasurer. The Accountability and Finance Committees have been chaired by Ms. Robertson and Ms. Morree which is not sustainable. Ms. Robertson made a request of the Board members to consider taking over as chairs of these committees.

Also, since Ms. Harrison is no longer a parent, her terms can be adjusted to three years. Mr. Smith will take care of that.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:40 PM.

Respectfully Submitted,
E. Robertson