

APPROVED



# Albany Leadership Charter High School

## Minutes

### Monthly Board Meeting

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#### Date and Time

Monday July 26, 2021 at 5:00 PM

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#### Trustees Present

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

#### Trustees Absent

None

#### Guests Present

R. Smith (remote), jevans@albanyleadership.org (remote), norcutt@albanyleadershiphigh.org (remote)

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### 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 Jul 26, 2021 at 5:00 PM.

#### C. Approve June Board Meeting Minutes

### II. Accountability Committee Report

#### A. Principal's Report

Ms. Robertson provided a report out from the Accountability Committee and its review of the survey results across all cohorts (family, student, faculty/staff). In review with Leadership increased emphasis on Professional Development and better faculty engagement was noted as a goal for the upcoming school year. Other results were largely favorable and showed either consistency or

improvement from prior years. The Committee discussed specific emphasis and need for incoming faculty for grade 6.

### **B. Enrollment Projections**

The Board discussed enrollment projections by grade for upcoming school year. While it is understood that families tend to delay until closer to the start of the school year, the Board tasked Leadership with ensuring that all engagement opportunities were being leveraged. A review of historical data also provided context for the need to overenroll to account for a typical no-show rate, and leakage during the month of September. The emphasis on morphing to an Academy model grades 6-12 was emphasized, and the need to understand that this transformation is to ensure we are attracting and retaining from the outset, not attracting and replacing, if we are to provide students with the broadest opportunity to succeed.

### **C. Surveys**

Survey results were discussed as part of the Accountability Committee report. Leadership will present follow-up plans to the Committee and Board on how to address gaps identified in the survey including enhanced and meaningful professional development, and stronger faculty engagement.

### **D. Employee Handbook Revision (Community Engagement)**

E. Bowman made a motion to approve modification to Employee Handbook to include Employee Engagement as part of Community Engagement.

S. Bowles seconded the motion.

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

## **III. Finance**

### **A. June 2021 Financial Dashboard**

Ms. Moree and Mr. Smith reviewed the June financial dashboard, which represents the last month of the school and fiscal year. Separately it was noted that the annual independent audit was underway and the finance team was working to close out the books for the prior school year while working to ensure all things were in place for the start of the new school year and the addition of the sixth grade cohort.

### **B. Fiscal Policy Handbook Update**

M. Moree made a motion to approve change to Fiscal Policy Manual to increase the capitalization program from current level of \$1,000 to \$5,000.

E. Robertson seconded the motion.

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

E. Bowman made a motion to Approve Change to Fiscal Policy Manual to authorize ACH and Electronic Payments.

M. Moree seconded the motion.

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

## **IV. 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 6:00 PM.

Respectfully Submitted,  
M. Moree

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### **Documents used during the meeting**

- Principal\_s\_Report\_-\_May-June\_2021 (1).docx
- 2021-2022 Enrollment Projections\_7-23-2021.docx
- 2020-2021\_Survey\_Results (1).docx
- 2021-22 Employee Handbook Additions & Changes .pdf
- 2021-2022 Employee Handbook - Draft.pdf
- Employee Service and Community Engagement Expectations.docx.pdf
- Family and Community Engagement.pdf
- ALH Financial Dashboard June 2021.pdf
- Fisical Policy Changes 2021-22.pdf