

APPROVED



**ALBANY LEADERSHIP**  
CHARTER HIGH SCHOOL FOR GIRLS

# Albany Leadership Charter High School

## Minutes

### Monthly Board Meeting

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#### **Date and Time**

Monday May 23, 2022 at 5:00 PM

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#### **Trustees Present**

A. Harrison, E. Bowman, E. Harris, E. Robertson

#### **Trustees Absent**

J. Celestine, M. Moree

#### **Guests Present**

C. Cook, C. Serrano, J. Evans, N. Orcutt, Nichole Jones, R. Smith

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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 May 23, 2022 at 5:00 PM.

### **II. Approve April Board Meeting Minutes**

#### **A. Vote April Meeting Minutes**

E. Bowman made a motion to approve the minutes from Monthly Board Meeting on 04-25-22.

A. Harrison seconded the motion.

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

### **III. Accountability Committee Report**

#### **A. Principal's Report**

## **Principals Report**

**Events-** There has been fantastic activity internally and externally. Many events to celebrate the girls-Spring Dance, Spirit Week, etc. Ms. Serrano continues to work on recruitment activities externally.

**Enrollment** - Enrollment is steady and all no shows have been removed, There are students on the WL who will enroll if there is room. Attendance has been steady as well.

**Development**-we received several large gifts from Organizations this past month. They have exceeded the budget number for fundraising.

**College Acceptance**-many girls have already been accepted and are in the final decision-making timeframe. There are still some colleges coming in to do an Instant Accept Day. Nice scholarships are being received.

**Academics** There is still a positive movement in academics as more students attain above a 2.0, honor roll, and high honor roll. We are on track to meet all Accountability measures.

**Teacher Retention**-just one vacancy at this time.

Dr. Jones-new HS principal joined us this month-Welcome!

## **IV. Finance**

### **A. Finance Committee Report Out**

We reviewed the Budget Dashboard. We are on target to end the year strong.

The finance committee reviewed the 2022-2023 budget and it will be ready to vote on in June.

Board members-please review before the June Board meeting.

### **B. April Financial Dashboard**

### **C. Middle School Expansion updates**

Committee members expressed frustration that outside counsel had yet to complete the lease negotiations. Direct outreach was made to advise counsel of our obligations to our authorizers and to better understand the delay. Counsel advised that the Cathedral's counsel had been less than timely in responding but understood ALH's timeline and committed to getting the lease finalized for execution. Mr. Smith advised three broad categories of expenses anticipated once the lease is executed to be ready to accept middle school students for the 2022-23 school year: • maintenance & repairs including painting of all classrooms, and hallways; gymnasium repairs, etc. • equipment including certain kitchen equipment to be replaced and minimal needs for the gym • classroom outfitting, largely related to desks, chairs, and some whiteboards. Mr. Smith has received quotes for painting, gymnasium work, and classroom outfitting. Finance Committee reviewed and will make a recommendation to the Board to authorize proceeding with both contracts such that work can be scheduled to begin once Bishop Maginn is completed with its school year.

The Committee had asked leadership to discuss the middle school budget as if it were a stand-alone school. The intention was to better understand revenue and expenses and what enrollment targets would be needed to ensure the school was financially viable and sustainable (and if not, the lead time needed to get the school to a position of sustainability). Enrollment thresholds were discussed against revenue and ongoing operational expenses. Other than a need to understand whether a cost allocation formula for centralized shared service functions needed to be developed, an overall three-grade enrollment target of 150 showed the budget as level. Committee members discussed that the space could accommodate an overall student headcount of 195 and options that would present for 9-12 planning, as well as educational options for middle school programming. E. Harris made a motion to Approve the contracts and expenditure of up to \$600,000 from reserves as reviewed by Mr. Smith for work on middle school building once the lease is signed. A. Harrison seconded the motion. The board **VOTED** to approve the motion.

## **V. New Business**

### **A. Annual Meeting Checklist**

Vote on the following

- Budget
- Employee Handbook
- Student Handbook-two-one for middle school and one for high school
- School Calendar

Board members-please review prior to June meeting.

Ms. Orcutt will be leaving Albany Leadership. The Board would like to thank Ms. Orcutt for all that she has done for ALC. Good luck with your future endeavors.

## **VI. 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 6:45 PM.

Respectfully Submitted,  
E. Robertson