

APPROVED



**ALBANY LEADERSHIP**  
CHARTER HIGH SCHOOL FOR GIRLS

## Albany Leadership Charter High School

### Minutes

#### Board Meeting

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#### **Date and Time**

Monday June 27, 2022 at 5:00 PM

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#### **Trustees Present**

A. Harrison (remote), E. Bowman (remote), E. Robertson (remote), M. Moree (remote),  
S. Brice (remote)

#### **Trustees Absent**

E. Harris, J. Celestine

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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 Jun 27, 2022 at 5:02 PM.

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

##### **A. Vote May Meeting Minutes**

M. Moree made a motion to approve the minutes from Monthly Board Meeting on 05-23-22.

A. Harrison seconded the motion.

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

#### **III. Annual Board Actions**

##### **A. Election of Trustees for New Terms**

E. Robertson made a motion to Elect Etwin Bowman for a new three year term; Arricka Harrison as a trustee for a three year term; and Sojourner Brice as new parent representative trustee for a one year term.

M. Moree seconded the motion.

Ms. Brice introduced herself to the Board and was advised that CSI needs to approve all trustees prior to those individuals being authorized to serve and vote. The board **VOTED** unanimously to approve the motion.

#### **B. Elections of Board Officers for 2022-2023 School Year**

E. Bowman made a motion to elect Ms. Robertson as Board Chair and Ms. Moree as Board Secretary and Finance Chair.

A. Harrison seconded the motion.

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

### **IV. Finance**

#### **A. Finance Statements and Dashboard (May 2022)**

Ms. Moree advised that financial indicators have tracked consistently aligned with budget; that the close out of the school year financial statements in July will be appropriately interrogated by the Finance Committee and reported back to the full Board.

#### **B. 2022-2023 School Budget**

M. Moree made a motion to approve the 2022-23 school year budget for grades 6-12 as presented.

E. Robertson seconded the motion.

Ms. Moree provided a comprehensive review on budget development and the assumptions made in presenting the final budget to the Board. The budget is based on enrollment of 450 students across the seven grades. Budget development started in February and continued through May, with anticipation of SUNY approval to recruit for the 8th grade expected by the end of June.

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

#### **C. Target Enrollment By Grade With Applications in Hand by Grade**

The Board reviewed the enrollment targets and applications in hand for all grades except grade 8. ALH has not yet started recruitment for grade 8 until such time as authorized by SUNY. A tutorial was provided to Ms. Brice on how these targets are developed, the historical patterns for enrollment and churn, and how tuition revenue is used to set budget targets.

### **V. Governance**

#### **A. Annual Board Member Conflict of Interest/Attestation**

Ms. Robertson reminded board members that the annual conflict of interest document is due and is to be submitted with the annual budget to CSI.

#### **B. School Calendar**

M. Moree made a motion to approve the 2022-23 school calendar as presented.

E. Robertson seconded the motion.

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

#### **C.**

### **Employee Handbook**

M. Moree made a motion to approve the employee handbook for 2022-23 school year.

E. Robertson seconded the motion.

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

### **D. Student/Parent Handbook**

M. Moree made a motion to approve the student/parent handbooks as presented.

E. Robertson seconded the motion.

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

### **E. Fiscal Policy Modifications**

Ms. Moree advised there were no anticipated fiscal policy handbook modifications.

She did note that the independent auditor is expected to start work in early August. Additionally, the Office of State Comptroller is on-site doing a routine audit. The opening conference was held in mid-June with OSC anticipating identifying their audit scope (focused on risk) by mid-July.

### **F. 2022-2023 Board meeting Schedule**

Ms. Robertson reviewed the meeting schedule. She noted that this would be the subject of discussion at the July meeting to make sure the schedule allows for maximum board participation.

## **VI. Closing Items**

### **A. Adjourn Meeting**

E. Bowman made a motion to adjourn the Annual Board Meeting.

A. Harrison seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:10 PM.

Respectfully Submitted,

M. Moree

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

- Updated 2022-23 Draft Budget Summary & Staffing FTE.pdf
- 2022-2023\_Salary\_Scale.pdf
- Instructional Staff Analysis.pdf
- 2022-2023 Enrollment Apps&Comp\_Cohort\_6-15-22.docx
- 2022-2023 Enrollment Targets with Actual Apps\_6-15-22.docx
- 2022-SUNY-Financial-Disclosure-Form.pdf
- 22-23 Draft Calendar 5-17-22.pdf
- Employee Handbook - Draft for Edits .docx
- 2022-2023 CODE OF CONDUCT\_High School\_DRAFT.pdf
- 2022-2023 CODE OF CONDUCT - Middle School\_DRAFT.pdf

- 2022-2023 ALCS Board and Committee Calendar - Draft.pdf