

APPROVED



ALBANY LEADERSHIP
CHARTER HIGH SCHOOL FOR GIRLS

Albany Leadership Charter High School

Minutes

Board Meeting

Date and Time

Monday August 29, 2022 at 5:00 PM

Trustees Present

A. Harrison, E. Bowman, E. Harris, E. Robertson, J. Celestine, M. Moree, S. Brice

Trustees Absent

None

Guests Present

C. Cook, J. Evans, N. Jones, R. Smith, T. Omorogbe

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 Aug 29, 2022 at 5:00 PM.

II. Approve June Board Meeting Minutes

A. Vote June meeting minutes

M. Moree made a motion to approve the minutes from Board Meeting on 06-27-22.

S. Brice seconded the motion.

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

III. Accountability Committee Report

A. Principal's Report

Ms. Cook and the Committee chair provided the board with an update on the end of the school year statistics: enrollment, cohort by cohort credit accumulation data, graduation statistics, and summer school enrollment. The school ended the year with an enrollment of 318 (inclusive of grade 6). Average Daily Attendance rates were 4% lower in the 2021-2022 school year than the previous school year; a discussion ensued on ways the leadership team intends on ensuring the 2022-23 school year shows marked improvement for attendance. Ms. Cook noted that most vacancies for faculty positions have been filled and the summer school enrichment program was intended to help close the pandemic gap for students while increasing their skills -- to ensure a better start to the school year.

B. Projected Enrollment Updates

Despite a delayed approval from CSI to enroll an 8th grade cohort, the projected enrollment by grades were robust. It was expected that the 8th grade cohort would be smaller given inability to recruit until later July, but 9th and 6th grade recruitments were very strong. Returning student applications were weak - a reflection of past trends where returning students and their families often wait until beginning of school to submit the actual paperwork (despite verbalizing that they intend on returning).

IV. Finance

A. Finance Committee Report Out

Ms. Moree, chair of the Finance Committee, reported out on the Finance Committee's work. End of school year financials were reviewed and are consistent with expectations. The July financials were review without any meaningful observations, given the newness of the fiscal year. The committee met twice in the intervening period with the auditors from the Office of State Comptroller. The second meeting discussed OSC's findings and recommendations, which will be formalized in a written report likely to be received sometime in early October. Findings and recommendations focused on several areas to improve the logging and deposit of checks -- areas where weaknesses were identified. The committee spent some time discussing the renovations at the middle school and delays attributable to a significant miss on the part of the general contractor LeChase. LeChase was delayed in getting timelines to the leadership team until mid-July; they also did not account for asbestos removal in any of the estimates or timelines. This work will now be delayed until such time as no personnel or students are in the school for an extended period of time.

Separately the Committee authorized the purchase of kitchen equipment for the middle school cafeteria. This was an unknown when our middle school renovation budget was approved by the Board in May, since it was not clear what equipment the prior tenants would be taking with them. The Business Office sought quotes and the committee authorized expenditure of up to \$44,000 to acquire the necessary fixtures. Finally issues have arisen with parking at the middle school and an interpretation of provisions within the lease on how many spots are authorized. Ms. Cook and Mr. Smith were directed to reach out to counsel to resolve this expeditiously and if need be, Ms. Moree will reach out to the former leader of the Cathedral with whom provisions of the lease were negotiated.

B. July Financial Dashboard

July financial dashboard was reviewed. No notable deviations were observed.

V. New Business

A.

Teacher's retirement task force

Ms. Cook approached the Board Chair about the Board investigating for a third time whether joining the Teachers' Retirement System was feasible. Ms. Cook believes this to be a key attraction and retention issue for ALCS. Ms. Robertson asked for a task force to evaluate; Mr. Harris and Mr. Celestine agreed to serve with the School Business Administrator. Ms. Moree, Finance Chair, indicated she would provide details from each of the prior Finance Committee reviews for entry into TRS.

Ms. Moree, Finance Chair, noted that separately the Finance Committee had asked leadership for information about the teacher salary structures and the ladders, and noted that the Finance Committee would be undertaking this review leading into any budget development for the next school year. Leadership did not make any recommended changes to the salary structure or the salary ladders for the current school years, as part of the 2022-23 budget development process. A discussion on attraction, recruitment and retention and professional development and supports ensued. This will be part of the 360 degree the committee is hoping to undertake as part of its lead up to the 2023-24 school year budget.

E. Robertson made a motion to approve Dr. Tina Omorogbe for a three year term as Board Trustee.

M. Moree seconded the motion.

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

VI. Executive Session

A. Review job description of CEO/Superintendent

E. Robertson made a motion to go into executive session to discuss the CEO's job description and salary request at 6:06pm.

M. Moree seconded the motion.

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

The Board came out of Executive Session at 7:05pm. The Finance Committee chair was tasked with getting further information from the Business Administrator to better understand leadership salary structures as part of the organizational chart approved in November 2021. The Board anticipates finalizing the job description, the goals and objectives for the CEO, and the salary at the September meeting.

VII. 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 7:20 PM.

Respectfully Submitted,

M. Moree

Documents used during the meeting

- Board Accountability Report - May-June_2022.docx
- Enrollment Projections_8-24-22.docx

- ALH Financial Dashboard June 2022.pdf
- Tina Omorogbe Bio.docx