



## Brighter Choice Charter Schools

### Minutes

#### Board Meeting

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##### **Date and Time**

Thursday April 20, 2023 at 9:00 AM

##### **Location**

116 North Lake Ave, Albany, NY

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##### **Trustees Present**

M. Snyder (remote), P. Romain, R. McLaughlin (remote), T. Hanmer (remote), Z. Nelson

##### **Trustees Absent**

N. Maresca, N. Velilla

##### **Trustees who arrived after the meeting opened**

T. Hanmer

##### **Guests Present**

K. Ford, K. Mclean, L. Licygiewicz

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#### **I. Opening Items**

##### **A. Record Attendance**

##### **B. Call the Meeting to Order**

M. Snyder called a meeting of the board of trustees of Brighton Charter Schools to order on Thursday Apr 20, 2023 at 9:00 AM.

### **C. Approve Minutes**

P. Romain made a motion to approve the minutes from Board Meeting on 03-10-23.

R. McLaughlin seconded the motion.

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

T. Hanmer arrived.

## **II. Governance**

### **A. Governance Committee Report**

The Committee discussed the school leaders' reports and received the school snapshots in advance. Enrollment and enrollment coordinator were discussed and the potential requirements for staffing. Enrollment is looking strong for next year. The committee discussed discipline issues and consistent family communication. Benchmarking information was shared.

M. Snyder shared that the Comptroller audit is nearly complete and we are awaiting the final report. An update was shared regarding the hiring of a data consultant as well as a change to other consulting services.

### **B. ARP (COVID Grant) Public Comment**

There was no public comment.

## **III. Finance**

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

The Finance Committee will be meeting later this month. The schools' health insurance will be discussed.

## **IV. Other Business**

### **A. BCECS Purchase Process Procedure- Needs vote to adopt**

L. Licygiewicz reported that based on the recommendations from the NYS Office of the State Comptroller's audit, there are new purchase procedures which he described to the board. The new procedure was also discussed at the Governance committee meeting.

### **B. BCECS Purchase Process Procedure Vote**

Z. Nelson made a motion to formally adopt the new purchase process procedure as reported by L. Licygiewicz.

T. Hanmer seconded the motion.

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

### **C. Janitorial Bid Recommendation**

K. McLean recused herself from this discussion due to a family conflict.

L. Licygiewicz reported on the janitorial bid process for janitorial services for the schools. After a due process and review by L. Licygiewicz and K. Ford, their recommendation is to award the bid to ACTS for a three year contract.

#### **D. Janitorial Bid Vote**

T. Hanmer made a motion to Award ACTS the 3 year bid for janitorial services at the schools.

P. Romain seconded the motion.

K. McLean recused herself from this process and subsequent vote.

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

#### **V. Closing Items**

##### **A. Adjourn Meeting**

Prior to adjourning, P. Romain asked the school leaders to discuss the strategy for making sure the staff is least impacted by the health insurance increases. They are working hard with Paul Augello to manage the impacts.

T. Hanmer made a motion to adjourn.

P. Romain 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 10:00 AM.

Respectfully Submitted,

Z. Nelson