



Albany Leadership Charter School for Girls

Monthly Board Meeting

Date and Time

Thu Sep 18, 2025 at 5:30 PM EDT

Location

19 Hackett Boulevard Albany NY

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
A. Record Attendance		Maggie Moree	1 m
B. Call the Meeting to Order		Sojourner Brice	
C. Approve Board Minutes	Approve Minutes	Sojourner Brice	1 m
Approve minutes for Monthly Board Meeting on July 22, 2025			
II. Accountability			5:32 PM
A. Leadership Report Out	Discuss	Ron Large	30 m
III. Finance			6:02 PM
A. Monthly Financials & Committee Report Out	Discuss	Maggie Moree	10 m

	Purpose	Presenter	Time
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IV. Other Business			6:12 PM
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A. School Policy (School Safety Plan)	FYI	Maggie Moree	5 m
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For awareness, the 2025-26 School Safety Plan has been posted on the website for a 30 day comment period. Upon closure of the thirty day period, the Board will adopt at its next meeting.

V. Executive Session (as needed)			
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VI. Closing Items			
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A. Adjourn Meeting	Vote		
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Coversheet

Approve Board Minutes

Section:	I. Opening Items
Item:	C. Approve Board Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Monthly Board Meeting on July 22, 2025

APPROVED



Albany Leadership Charter School for Girls

Minutes

Monthly Board Meeting

Date and Time

Tuesday July 22, 2025 at 5:00 PM

Location

19 Hackett Boulevard Albany NY

Trustees Present

A. Harrison, E. Harris, E. Robertson, J. Celestine, M. Moree, S. Brice, V. Rhodes (remote)

Trustees Absent

D. Getto, E. Bowman, T. Coston

Guests Present

D. Romero, F. Woods, R. Large

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

M. Moree called a meeting of the board of trustees of Albany Leadership Charter School for Girls to order on Tuesday Jul 22, 2025 at 5:06 PM.

C. Approve Board Minutes

J. Celestine made a motion to approve the minutes from Board meeting on 06-24-25.

E. Robertson seconded the motion.

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

II. Accountability

A. Leadership Report Out

Dr. Large provided the Board with a review of the Accountability Committee meeting and his work with the leadership team in preparation for the upcoming school year. He noted he has standing meetings on preplanning and professional development and is working with the leadership team to build out their goals as mapped against the charter renewal goals adopted by the Board in September 2024. He noted that the middle school test results are still not available, making the team target still unknown in terms of growth toward the charter renewal goal. He is working with the leadership team on mapping out what increased academic rigor will and should look like with an emphasis on increasing Tier 1 instruction. Ms. Woods provided a brief update on the summer school tracking for those students attending in their home districts. Some faculty are working with students in need of passing one more Regents to meet the graduation goal. Dr. Large noted that master schedules have been developed and, where positions remain vacant, interviewing is underway.

III. Finance

A. Monthly Financials & Committee Report Out

Ms. Moree provided the overview of the July Finance Committee meeting. She reminded the Board that the financial statements for June 2025, included in the agenda, are preliminary. It is expected that these numbers will change as a result of the final audit so the statements will not be finalized until the audit is complete.

Separately, she advised that work for the 2024-25 independent audit is underway. The audit firm made its first set of requests, the material having been provided to them. They expect to be on site in August.

Finally, she advised the Board that she has an upcoming meeting with M&T, and the bondholders -- which the Finance Committee requested.

B. Enrollment/Recruitment

The Board worked through the Enrollment/Recruitment report provided by Dr. Large. The leadership team continues to secure applications for grades 6-11 and the projected enrollment numbers are markedly improved from May.

IV. Other Business

A.

School Policies (Cell Phone, McKinney-Vento)

S. Brice made a motion to approve the Cell Phone and McKinney-Vento school policies.

J. Celestine seconded the motion.

Both policies to be provided to SED consistent with state regulation

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

B. School Policy (School Safety Plan)

Ms. Moree advised that state regulation requires the policy to be available for 30 days for public comment. The policy has been posted to the website with directions on how to submit comments. The Board will formally adopt at its next meeting after the public comment period closes.

V. Closing Items

A. Adjourn Meeting

S. Brice made a motion to adjourn the meeting.

E. Robertson 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 6:20 PM.

Respectfully Submitted,

M. Moree

Documents used during the meeting

- ALCSG PRELIM Jun25 Financials.pdf
- 2025-26 Enrollment Projection.pdf
- alcs_cellphone_policy-25-26.pdf
- ALCS_MKV_Policy.pdf

Coversheet

Leadership Report Out

Section:	II. Accountability
Item:	A. Leadership Report Out
Purpose:	Discuss
Submitted by:	
Related Material:	Board_Accountability_Report_-_September_2025.pdf

Albany Leadership Charter High School for Girls Board Accountability Report – September 2025

A. Activities, Events, & School Culture



First Day of School – September 4, 2025

School Kick-Off Assembly – September 12, 2025

B. Enrollment Dashboard

Students Enrolled by Grade Level – As of September 12, 2025									
Grade	PS Total	Additions	Withdrawals	No Shows	Missing	Budgeted Enrollment Target	Percent of Goal	Waitlist	Enrollments in Progress 2025-2026
6th	39	39	1	3	9	55	71%	0	19
7th	51	11	12	1	5	55	93%	0	12
8th	41	6	16	0	3	55	75%	0	13
Total:	131	56	29	4	17	165	79%	0	44

Students Enrolled by Cohort – As of September 12, 2025									
Cohort	PS Total	Additions	Withdrawals	No Shows	Missing	Budgeted Enrollment Target	Percent of Goal	Waitlist	Enrollments in Progress 2025-2026
2025	35	11	24	1	4	55	64%	0	14
2024	66	22	18	0	11	50	132%	0	12
2023	35	5	12	0	3	50	70%	0	9
2022+	38	0	12	0	7	35	109%	6	0
Total:	174	38	66	1	25	190	92%	6	35

*Additions and Withdrawals between 7/1 and 9/11

Grade/Cohort	Applications Received by 9/12/2025
6th Grade	65
7th Grade	31
8th Grade	22
1st Year Cohort	33
2nd Year Cohort	37
3rd Year Cohort	15
4th Year Cohort	6
TOTALS	173

B. Attendance Dashboard

No attendance to report for August 2025.

C. Academics Dashboard

No academics to report for August 2025.

D. Teacher Retention Dashboard

Middle School June 2025 Teacher Retention				
Content Area	Total teachers	Total teachers retained	Percent of teachers retained	Reason/Notes
6 th Grade ELA/Social Studies	1	1	100%	
6 th Grade Math/Science	1	1	100%	
ELA 7/8	1	1	100%	
Social Studies 7/8	1	1	100%	
Math 7/8	1	1	100%	
Encores	4	4	100%	
Resident Teachers	1	0	NA	Hiring on Hold
SPED	1	1	100%	
MTSS	1	1	100%	
ENL	1	1	100%	
Total	12	12	100%	
High School June 2025 Teacher Retention				
Content Area	Total teachers	Total teachers retained	Percent of teachers retained	Reason/Notes
ELA	3	3	100%	
Social Studies	2	2	100%	
Math	2	1	50%	Currently interviewing – Sent out Task for potential teacher
Science	3	3	100%	
Encores	4	4	100%	
Resident Teachers	1	1	100%	
SPED	2	2	100%	Hiring on Hold – for 3 rd SPED
MTSS	1	1	100%	
ENL	2	2	100%	
Total	20	19	95%	

E. Assessments DashboardAugust 2025 Regents Results

Exam	Exam Count	Exam Pass Rate
English Language Arts	6	50%
Algebra I	15	0%
Geometry	3	0%
Earth and Space Sciences	3	0%
Living Environment	5	40%
Physical Setting/Chemistry	1	0%
Global History and Geography	1	0%
US History & Government	4	25%

F. 9-12 Accountability Dashboard

2021 Cohort	Metric	CSI Target	As of 8/31/2025
Academic Progress	ELA	65% score 4+ 80% score 3+	10/46 4+ = 21.7% 40/46 3+ = 86.9%
	Math	65% score 4+ 80% score 3+	3/46 4+ = 6.5% 34/46 3+ = 73.9% 36/46 3+Exempt = 78.2% 44/46 including Special Appeals
English Language Proficiency	ELP	N/A	TBD
Chronic Absenteeism	CA	N/A	65.6% (HS) 57.0% (MS)
Graduation Rate	4-Year	75%	40/50 = 80.0% 5 Drops
	5-Year	95%	27/39 = 69.2%
	Leading Indicator	75% of students will have passed 3 Regents exams by the end of their second year	<u>2023 Cohort</u> 8/45 3+ = 17.7% 10/45 2+ = 22.2% 20/45 1+ = 44.4%
College, Career, and Civic Readiness	CCCRI	75% of June grads demonstrate college readiness	34/37 = 91.8%

Coversheet

Monthly Financials & Committee Report Out

Section:	III. Finance
Item:	A. Monthly Financials & Committee Report Out
Purpose:	Discuss
Submitted by:	
Related Material:	ALCSG Aug25 Financials.pdf



“One Leader Changes Everything”

19 Hackett Blvd, Albany, NY 12208 ~ 518-694-5300 ~ 518-694-5307 ~ <https://www.albanyleadership.org/>

FINANCIAL STATEMENTS ENDING AUGUST 31, 2025 NARRATIVE

ENROLLMENT: Total enrollment is below plan by sixty-five (65) students; the total billed enrollment on P2 was 290 versus a budget of 355 students; this is across the board from every district;

REVENUE

Per Pupil Revenue: As a result of the lower enrollment, the total per pupil funding for general ed students is below plan \$193k;

SPED Revenue: SPED revenue will be billed towards the end of the fiscal year;

Federal Revenue: The grant budgets run from Sep 1 to August 31 and the initial 20% deposits are paid in October or November;

Other Revenue: This line includes additional grants, a small amount of fundraising, interest income and food service revenue;

EXPENSES

Personnel: This is showing favorable to plan because of the payroll accrual, but the cost will catch up to budget as the year progresses;

Facilities: This line is under budget through the current month, but many costs increase as the winter months approach;

Other Expenses: This line is also in line with plan;

NET OPERATING SURPLUS (DEFICIT)

To date, the school shows a Net Operating Surplus of \$269k when accounting for nonocash items;

CASH

Cash available for use at August 31 was \$120k.

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS
FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2026

Current Month
(in thousands)

2

	Actual YTD Aug25	Budget YTD Aug25	Variance YTD Aug25	Budget Annual FY26	Variance Annual FY26	Forecast Annual FY26	Variance vs Budget FY26	Variance vs Annual FY26
Enrollment	290.000	355.000	-65.000	355.000	-65.000	308.000	-47.000	18.000
Per Pupil-GEN	886	1,079	(193)	6,474	(5,588)	5,593	(881)	4,707
Per Pupil-SPED (including IDEA)	-	17	(17)	101	(101)	101	-	101
Federal Revenue	-	35	(35)	208	(208)	208	-	208
Fundraising	-	2	(2)	12	(12)	12	-	12
Other	14	65	(51)	390	(376)	390	-	376
Total Revenue	900	1,198	(298)	7,185	(6,285)	6,304	(881)	5,404
Personnel	313	841	528	5,043	4,730	5,324	(281)	5,011
Facilities	218	303	85	1,820	1,602	1,589	231	1,371
All Other Expenses	176	181	5	1,088	912	1,088	-	912
Total Expenses	707	1,325	618	7,951	7,244	8,001	(50)	7,294
REVENUE LESS EXPENSE	193	(128)	321	(766)	959	(1,697)	(931)	(1,890)
Depreciation Expense	76	82	(6)	490	414	490	-	414
Mortgage Interest	-	74	(74)	443	443	443	-	443
NET OPERATING SURPLUS (DEFICIT)	269	28	241	167	102	(764)	(931)	(1,033)
Total Cash (excluding restricted)	120	52	68	313	(193)	(1,432)	(1,745)	(1,552)
Total Margin	21%	-11%	32%	-11%	32%	-27%	-16%	-48%
Days Cash on Hand	10	2	8	14	(4)	(65)	(80)	(76)
Expense per Student	2	4	(1)	22	20	26	(4)	(24)
Facilities Coverage	2.23	1.09	1.14	1.09	1.14	(0.48)	(1.57)	(2.71)

ALBANY LEADERSHIP CHARTER SCHOOL FOR GIRLS
FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2026
ROLLING TWELVE-MONTH CASH FLOW PROJECTION

(in thousands)

	Jul25	Aug25	Sep25	Oct25	Nov25	Dec25	Jan26	Feb26	Mar26	Apr26	May26	Jun26
Enrollment	313.000	290.000	308.000	308.000	308.000	308.000	308.000	308.000	308.000	308.000	308.000	308.000
Per Pupil (GEN/SPED/Facilities)	476	410	-	824	-	824	-	824	-	824	-	-
Federal Revenue	-	-	-	-	40	-	-	-	-	-	75	-
All Other Revenue	4	10	5	26	26	26	26	26	26	26	26	26
Total Revenue	480	420	5	850	66	850	26	850	26	850	101	26
Personnel	124	148	373	373	373	511	373	373	373	373	373	373
Facilities	130	88	132	132	132	132	132	132	132	132	132	132
All Other Expenses	88	129	91	91	91	91	91	91	91	91	91	91
Total Expenses	342	365	596	596	596	734	596	596	596	596	596	596
Net Surplus (Deficit)	138	55	(591)	254	(530)	116	(570)	254	(570)	254	(495)	(570)
Add Back Depreciation	38	38	41	41	41	41	41	41	41	41	41	41
Fixed Asset Purchases	-	-	-	-	-	-	-	-	-	-	-	-
Deferred Revenue	299	470	-	-	-	-	-	-	-	-	-	-
Accrued Revenue	183	(732)	487	-	-	-	-	-	-	-	-	-
Accrued Expenses	(445)	(67)	-	-	-	-	-	-	-	-	-	-
Total Cash Effect	213	(236)	(63)	295	(489)	157	(529)	295	(529)	295	(454)	(529)
Beginning Cash	143	356	120	57	352	(137)	19	(510)	(215)	(744)	(449)	(903)
Increase (Decrease) in Cash	213	(236)	(63)	295	(489)	157	(529)	295	(529)	295	(454)	(529)
Ending Cash	356	120	57	352	(137)	19	(510)	(215)	(744)	(449)	(903)	(1,432)
Bond and Escrow Accounts	1,165	1,169	1,174	1,179	1,184	1,189	1,194	1,199	1,204	1,209	1,214	1,219
From Ledger	1,521	1,289	-	-	-	-	-	-	-	-	-	-
Cash Accessible for Use	(809)	(1,049)	(1,117)	(827)	(1,321)	(1,170)	(1,704)	(1,414)	(1,948)	(1,658)	(2,117)	(2,651)
% Increase (Decrease) in Enrollment	-15%	-7%	6%	0%	0%	0%	0%	0%	0%	0%	0%	0%
% Increase (Decrease) in Revenue	-29%	-13%	-99%	16890%	-92%	1187%	-97%	3167%	-97%	3167%	-88%	-74%
% Increase (Decrease) in Expenses	-70%	7%	63%	0%	0%	23%	-19%	0%	0%	0%	0%	0%

Coversheet

School Policy (School Safety Plan)

Section:	IV. Other Business
Item:	A. School Policy (School Safety Plan)
Purpose:	FYI
Submitted by:	
Related Material:	Draft_ALCS_Safety_Plan_25-26.pdf



ORGANIZATION SAFETY PLAN

2025-2026 School Year

Albany Leadership Charter School for Girls ORGANIZATION SAFETY PLAN

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Introduction

Emergencies and violent incidents in our school are taken seriously and dealt with expeditiously. The Organization Safety Plan is responsive to the needs of our school and the plan is specifically sensitive to the urban location of our building and specific needs of our students. The State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools. Albany Leadership Charter School for Girls (ALCS) supports the SAVE legislation and intends to facilitate the planning and implementation process using members of the school, community, law enforcement, and state expertise.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Organization Safety Plan was developed pursuant to Commissioner's Regulation 155.17.

B. Identification of Chief Emergency Officer

ALCS designates the CEO as the school's Chief Emergency Officer. At the CEO's discretion, the Chief Emergency Officer role can be assigned to other staff members. When the CEO is away, the Chain of Command is followed (See Appendix B). The Chief Emergency Officer's duties shall include, but not be limited to:

- Coordination of the communication between school staff, law enforcement, and other first responders.
- Lead the efforts of the School Safety Committee (see Appendix C for Membership) in the completion and yearly update by September 15th, of the Organization Safety Plan and the coordination of the Organization Safety Plan with ALCS' Emergency Response Plan.
- Ensure staff understanding of the Organization Safety Plan.
- Ensure the completion and yearly update by September 15th, of the Emergency Response Plan.
- Assist in the selection of security related technology and development of policies for the use of such technology.
- Coordinate appropriate safety, security, and emergency training for school staff, including required training in the Emergency Response Plan yearly by September 15th.
- Ensure the conduct of required evacuation and lock-down drills as required by Education Law section 807.

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C. Concept of Operations

- Protocols reflected in the School Emergency Response Plan guide responses to emergencies.
- In the event of an emergency or violent incident, the initial response to all emergencies will be gathering information by the CEO in conjunction with members of the Chain of Command and/or School Safety Committee.
- Those not in the Chain of Command will supervise students.
- Upon the activation of the emergency response procedures, the CEO or their designee is notified and, where appropriate, local emergency officials are notified.
- Efforts may be supplemented by County and State resources through existing protocols.
- The Chief Emergency Officer will remain at the determined command site. The school's main office at 19 Hackett Boulevard, Albany, NY will typically be designated as the command site.

All communication is to be coordinated through the CEO or designee via the school's main number at 518-694-5300.

D. Plan Review

- The Organization Safety Plan and correlating School Emergency Response Plan are designed to ensure integration and coordination with emergency planning at local, county and state level. The School Safety and School Emergency Response Plans will be monitored constantly, reviewed collectively, updated as needed, and maintained on file in the school's main office.
- The School Emergency Response Plan provides direction in the school's response to an emergency. The plan blends common sense, best judgment, and swift (achievable) action steps to protect students and staff. The plan considers specific emergency situations (such as bomb threats, intruder on campus, hazardous material spill, or fire) but is not all inclusive.
- The School Emergency Response Plan is confidential and only available to those with a vital need to know the specifics of the plan. The School Emergency Response Plan is not subject to disclosure under Freedom of Information requests or any other provision of law.
- The School Safety and School Emergency Response Plans will be presented to the ALCS Administrative Leadership Team in May or June for review and approval. Copies of all plans will be submitted to the New York State Education Department as well as to the appropriate police authorities.
- Each year, the School Safety Committee will meet prior to September 1, to discuss the emergency response procedures.

Section II: General Emergency Response Planning

The Organization Safety Plan provides the framework for the School Emergency Response Plan. These general emergency responses are used to ensure school employees, students, parents, and emergency responders learn one system.

A. Identification of Sites of Potential Emergency

- ALCS recognizes that there are many factors that could cause an emergency within the school. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations have been noted in the School Emergency Response Plan.
- ALCS has identified areas outside of school property that are potential for emergencies and may impact the school during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to school property. A list of areas has been noted in the School Emergency Response Plan.

B. Multi-Situational Response Protocols

Below are ALCS' multi-situational response protocols. These multi-situational response protocols are not intended to be all inclusive. The School Emergency Response Plan details when the below responses are initiated.

- **Emergency School Closing** - School is closed or delayed in opening. This is typically implemented when the weather or other emergency makes it impossible or unsafe for community members to physically be in the school. If it is necessary to close or delay schools,

parents, students, and staff will be notified via local media, social media, and telephone. (The CEO closes the school via www.schoolclosingsnetwork.com).

- **Transition to Remote Instruction** - ALCS can conduct instruction remotely. In the event it is unsafe for students to participate in in-person instruction, ALCS may transition to fully virtual / remote learning. When transitioning to remote instruction, the CEO or designee will identify if instruction by staff will take place in the school or from a remote location. Transition to fully remote instruction will be communicated to students, parents, and staff via local media, social media, and telephone. (The CEO transitions the school to fully virtual instruction via www.schoolclosingsnetwork.com).
- **Long-Term School Closing** - School is closed for five or more days due to medical pandemic, building disaster or other incident that impacts student / staff safety. If a long-term closure is necessary, parents, students, and staff will be notified via local media, social media, and telephone. (The CEO closes the school via www.schoolclosingsnetwork.com). ALCS will maintain communication with parents, students, and staff via these platforms. Communication will include plans for the continuation of school services such as, but not limited to, educational services / distance learning, school business functions, and meal services.
 - **Transition to Remote Instruction** - ALCS can conduct instruction remotely. In the event it is unsafe for students to participate in in-person instruction, ALCS may transition to fully virtual / remote learning. When transitioning to remote instruction, the CEO or designee will identify if instruction by staff will take place in the school or from a remote location. Transition to fully remote instruction will be communicated to students, parents, and staff via local media, social media, and telephone. (The CEO transitions the school to fully virtual instruction via www.schoolclosingsnetwork.com).
- **Early Dismissal** – Early dismissal is used when weather or other emergency makes it unsafe for students and staff to remain in school. If it is necessary to dismiss school early, parents, students, and staff will be notified via local media, social media, PA announcement and/or telephone. (The CEO closes the school via www.schoolclosingsnetwork.com).
- **Evacuation** – Used when it is unsafe to remain in the building. The school building may be evacuated before, during, and after school hours.
- **Evacuating to Another Site** - Depending on the scope of the emergency and the projections of likely safe areas, designated gathering points for evacuated students and staff will be used. The responsible party will receive information as to the appropriate evacuation location and the (secured) route to get there.
- **Hold in Place** – Used to limit movement of students and staff while dealing with a short-term emergency.
- **Shelter in Place** – Used to shelter students and staff inside the building. A Shelter in Place may require students and staff to remain in the building beyond the end of the normal school day.

- **Shelter (Community)** — ALCS may be used as a community disaster shelter site, or when students from another school are evacuated to ALCS. In this event, the CEO or designee will staff the Command Post to coordinate activities and assist in communication.
- **Lockdown** – Used to secure the school building during incidents that pose an immediate threat of violence in or around the school.
- **Lockout** – Used to secure the school building from threats or emergencies that pose an imminent concern outside the school.

C. School & Community Resources Used During Emergency

In the School Emergency Response Plan, ALCS has identified school and community resources that may be available for use during an emergency, including the identification of personnel, equipment, and shelters.

D. Training

ALCS provides annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All staff will undergo annual training prior to the first day of classes on the School Emergency Response Plan. New employees hired after the start of classes receive this training within 30 days of hire.

E. Drills

ALCS conducts drills and other training exercises to test components of the School Emergency Response Plan. A debriefing concludes each test to determine if changes to the plan are necessary.

- **Fire and Emergency Drills:** Per New York State Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills, ALCS conducts tests of the emergency response procedures in the School Emergency Response Plan. Such tests include evacuation, lockdown, and early dismissal drills. Where possible, tests are conducted in collaboration with local county emergency preparedness plan officials.
- In accordance with state law, ALCS conducts:
 - One early dismissal drill annually.
 - The early dismissal drill occurs at a time not more than 15 minutes earlier than the normal dismissal time.
 - Four lockdown drills annually.
 - The law requires lockdown drills because they prepare students and staff to respond to the highest level of threat with the most urgent action and with the least margin of error. The goal of a lockdown drill is to quickly put the building into a protective posture by immediately clearing hallways, locking doors, and taking positions out of sight. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. Although not required, ALCS coordinates with local law enforcement to conduct lockdown drills when possible. Other protective actions such as lockout, hold in place, or shelter in place are emergency actions that do not require drills because they are usually preceded by some degree of warning time and do not require the immediate response necessary for a lockdown. While ALCS is well versed in lockout, hold in place, and

shelter in place protocols, per state law, lockdown is the only type of protective action that must be practiced via drill.

- Eight evacuation drills annually.
- Eight of the required twelve lockdown and evacuation drills by December 31st.

- F. COVID-19 Response & Prevention:** In response to the COVID-19 pandemic, ALCS has established a Reopening Plan that details all actions taken to safely resume instruction and reduce the spread of infection. ALCS continues to monitor, and when applicable, alter the Reopening Plan. For specific response and prevention efforts please refer to the Reopening Plan at www.albanyleadershiphigh.org/reopening-information/.

Section III: Responding to Threats and Acts of Violence

A. Response Procedures

The School Emergency Response Plan provides guidance on the school's policies and procedures for responding to direct and implied acts of violence (i.e., crimes against persons, hostage taking, intruder, bomb threats, and kidnapping) by students, teachers, other school personnel and visitors to the school, including threats by students against themselves. Response procedures are reviewed by the School Safety Committee to ensure content is current. The following types of procedures are addressed in the plan:

- Internal and external emergency reporting protocols.
- Emergency and response assessment.
- Procedures and resources to safeguard students and staff.
- Internal and external communication procedures, which includes communication to parents/guardians and media.
- Procedures to provide transportation, if necessary.
- Debriefing procedures.

B. Parental / Guardian Contact

The school has established policies and procedures to contact parents / guardians of students in the event of a violent incident or an early dismissal. All or part of the following communication methods will be used to deliver such information:

- The CEO will notify local media of any unplanned event that may result in a change of the regular school day. The CEO will close the school via the School Closing Network (www.schoolclosingnetwork.com).
- The CEO may follow the same protocol above to formulate a press release relevant to any incident that may cause undue panic and concern in a problematic rush to the school by parents and media.
- The use of mass communication, such as social media, letter mailed to the student's permanent address, or the school's One Call System which allows for recorded messages to be telephoned to parents and guardians.

C. Disciplinary Action

Students that participate in acts of violence are subject to disciplinary actions in accordance with the Albany Leadership Charter School for Girls' Parent/Guardian Handbook and Code of Excellent Conduct and related provisions found under the Education Law, Regulations of the Commissioner of Education, and local laws.

Authorities (police, Children and Family Services, Mobile Crisis Unit, etc.) may be called for visitors participating in any violent or unsafe acts on school grounds. All visitors are bound by schools' policies, including those outlined in the Code of Excellent Conduct. Law enforcement will be contacted, and when necessary criminal charges applied, for visitors in violation of ALCS policies or who are participating in acts that endanger the school community or property. Law enforcement regulations will determine the consequences of the incident.

Child abuse reporting procedures will be followed by all staff for all acts of alleged or actual child abuse against students learned to have occurred in or outside of school.

Section IV: Obtaining Emergency Assistance from Local Government or Community Agencies

In the event of an emergency, ALCS will call 911 for emergency assistance. Any adult in the building is authorized to call 911 for emergency assistance. The responding agency will assume responsibility for the incident and take the lead. If involvement is needed from other local government or community agencies, then the CEO or designee would act as that contact person. Additional procedures for communications can be found in the School Emergency Response Plan.

Section V: Prevention and Intervention Strategies

A. School Security

The following policies and procedures have been developed to uphold school and building security:

- **Safety Staff:** ALCS employs multiple staff members with primary roles to safeguard students, staff, and visitors from harm; to deter, detect, respond to, and report infractions of the Code of Excellent Conduct and New York State Law; and to protect the school's assets from theft and damage. These positions include, but are not limited to, the Assistant Principal and the Hall and Behavior Support Specialists. These positions are authorized to carry out these roles pursuant to applicable policies, regulations, and training.
- **Limited Building Access:**
 - Typically, all entrances are locked 24 hours per day. Some events do require building doors to remain unlocked. During these events, entrance to the building is monitored.
 - During normal school hours, access by students and visitors is via the main entrance. Main entrance access is monitored and controlled by a video/audio electronic access control system.
 - An electronic keyless entry system allows specific access to authorized personnel during designated periods and times.
- **Photo Identification Badges:** All ALCS employees and students are issued photo identification badges that are displayed while on school property to assist visitors, students and staff in identifying school community members, as well as possible intruders.

- **Visitor Policy:** An approved visitor will complete a sign-in procedure and will be issued an approved visitor pass upon gaining access to the building. Visitors may be required to show an ID each time they enter the school.
- **Video Surveillance:** More than 60 video cameras record the ALCS property, which includes the grounds, the classrooms, gymnasium, student union, hallways, and stairwells 24 hours per day. All videos can be replayed at any time using the Digital Video Recorder that the cameras feed. Designated staff is trained on how to access, view, search, and recover images.
- **Intrusion Detection Alarm:** An intrusion detection (burglar) alarm system is linked to a central monitoring station. Designated staff are trained in its proper use to maximize the performance of the system and minimize the incidence of false alarms.
- **Fire Alarm System:** A fire detection alarm is linked to a central monitoring station. These alarms and ALCS' fire response procedures are tested regularly consistent with NYSED regulations.
- **Fingerprinting and Background Checks:** Fingerprinting and background checks are completed for all staff upon hiring.

B. Early Detection of Potentially Violent Behaviors

ALCS recognizes the importance of early recognition and intervention into potentially violent or threatening behaviors. Students, families, and staff are encouraged to report information regarding student conflicts, threats, or concerns that may negatively impact the safety of the school community with school administration so that an assessment or investigation can commence in a timely fashion. As well, ALCS has developed communication channels for local law enforcement, area schools, and various community members so they can report student conflicts, threats, or safety concerns with school administration. ALCS has implemented procedures to disseminate information concerning potentially violent behaviors with individuals deemed appropriate, such as but not limited to, parents/guardians, ALCS staff, students, law enforcement, and community members.

ALCS recognizes the importance of programs and activities that improve communication throughout the school community and that encourage the reporting of potentially dangerous, suspicious, or violent behavior. Such efforts serve to improve the security, safety, and quality of life for all those in the school community. ALCS' prevention and intervention strategies include but are not limited to:

- **Student Support Team:** Managed by the building principals and composed of multiple student support staff (Social Workers, School Counselors, and the Assistant Principal) work with students and families to ensure optimal and safe learning conditions for the student population. The team acquires and disseminates relevant literature to the community, staff, and students; alerts faculty and relevant staff when students may be considered at-risk due to traumatic experiences outside of school; and communicates staff development opportunities for violence prevention and early detection. The Student Support Team also coordinates restorative/mediation programs and counseling for students.

- ALCS Disciplinary Process: Managed by the Assistant Principal, ALCS' disciplinary procedures provide immediate interventions for behaviors that imply threat to health or safety. The process also supports students with redirection, intervention counseling, and/or informal plans of action.
- ALCS C.L.E.A.R. Values. C.L.E.A.R. is defined as College and Career Readiness, Leadership, Empowerment, Accountability, and Resolve & Resiliency. This acronym is posted in every classroom and speaks to the level of behavior expected of every student.
- TLAC Behavioral Taxonomy
- Annual safety training for all staff.
- Extracurricular activities.
- Culturally responsive education.

C. Bullying Prevention, Identification, and Reporting (Dignity for All Students Act)

The Assistant Principal (or designee) serves as the Dignity for All Students Act (DASA) Coordinator. The DASA Coordinator oversees the DASA process and disseminates information regarding bullying prevention, identification, and reporting requirements. All school staff have been provided with information and training regarding the Dignity for All Students Act.

The DASA Coordinator completes all DASA investigations and develops interventions and solutions for students who are identified as victims of bullying and harassment.

The Code of Excellent Conduct contains language that specifically addresses bullying and harassment. Students who engage in bullying and harassment behaviors receive age-appropriate progressive interventions and/or discipline, which can range from use of mediation or informal and formal counseling to out of school suspension.

Section VI: Recovery (Post Incident Response Team)

Recovery addresses the help needed for all involved to heal and to restore the school community to "normal" operations after an emergency. After an emergency ALCS in collaboration with the Post-Incident Response Team (see Appendix D) deploys resources to support identified school needs.

After any emergency which has resulted in the serious injury, death or emotional trauma of a student or staff member, the entire staff may be used to help with the coordination of post trauma counseling. Planning and establishing the debriefing sessions will be the responsibility of the CEO and members of their immediate staff. Needed and appropriate alterations in the Safety Plan and Emergency Response Plan will be implemented based upon the debriefing sessions.

For critical situations that require the utilization of community mental health resources, the Chain of Command (or their designees) will be responsible for contacting the appropriate county mental health agency for assistance, guidance, and trained personnel, as needed.

Recovery plans may include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency.

Section VII: Post Emergency Report and Assessment

At the conclusion of an emergency or incident:

- The CEO or designee will complete all necessary reports to local and state officials.
- The Safety Committee and School Leadership team will meet to evaluate the effectiveness of the school response. If needed, the School Emergency Response Plan will be modified as necessary based on the evaluation.

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Appendix A: Fact Sheet
Albany Leadership Charter School for Girls

Name of School: Albany Leadership Charter School for Girls

Address of Schools: 19 Hackett Blvd
Albany, New York 12208

Telephone: 518 694 5300
Fax: 518 694 5307

Contact: Felicia Woods, Principal
fwoods@albanyleadership.org

First Designee: Tamara Smith, Director of Curriculum and Instruction
tsmith1@albanyleadership.org

2025-2026 Population: ~ 355 Students

Total Classrooms: 21

Number of Staff: 65

Appendix B**Chain of Command - Albany Leadership Charter School for Girls**

Note: It is the responsibility of each member of the Chain of Command to ensure he/she is familiar with this plan and capable of performing effectively in a crisis.

Staff Member	Title	Designee	Telephone
Dr. Ron Large	CEO	TBD	518-694-5300
TBD	Director of Finance and Operations	Tamara Smith	518-694-5300
Tamara Smith	Director of Curriculum and Instruction	Darius Romero	518-694-5300
Darius Romero	Information Systems Administrator	TBD	518-694-5300
TBD	Director of Advancement		518-694-5300

Appendix C:**School Safety Committee - Albany Leadership Charter School for Girls**

Staff Member	Title	Telephone
Felicia Woods	Principal	518-694-5300
TBD	Director of Finance and Operations	518-694-5300
TBD	Director of Advancement	518-694-5300
Erika Cheffolway	Nurse	518-694-5300
Ashley Haigh	Nurse	518-694-5300

Appendix D:**Post-Recovery Response Team - Albany Leadership Charter School for Girls**

Staff Member	Title	Office Number
Dr. Ron Large	CEO	518-694-5300
TBD	Director of Finance and Operations	518-694-5300
TBD	Director of Advancement	518-694-5300
Felicia Woods	Principal	518-694-5300
TBD	Social Worker	518-694-5300
Moesha Smith	Social Worker	518-694-5300
Erika Cheffolway	Nurse	518-694-5300
Ashley Haigh	Nurse	518-694-5300