

APPROVED



ALBANY LEADERSHIP
CHARTER HIGH SCHOOL FOR GIRLS

Albany Leadership Charter School for Girls

Minutes

March Board Meeting

Date and Time

Thursday March 28, 2019 at 5:00 PM

Location

Albany Leadership High School for Girls

Trustees Present

E. Bowman (remote), E. Harris, E. Robertson, J. Celestine, M. Moree, S. Cates-Williams

Trustees Absent

None

Guests Present

C. Cook, R. Smith

I. Opening Items**A. Record Attendance and Guests****B. Call the Meeting to Order**

E. Robertson called a meeting of the board of trustees of Albany Leadership Charter School for Girls to order on Thursday Mar 28, 2019 at 5:00 PM.

C. Approve Minutes

S. Cates-Williams made a motion to approve minutes from the ALH Board Meeting on 01-24-19 ALH Board Meeting on 01-24-19.

E. Harris seconded the motion.

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

II. Accountability Committee Report

A. Principal's Report and Enrollment Dashboard

Ms. Cates-Williams reviewed with the Board the Accountability Committee meeting and the discussion with Ms. Cook about the format for the Principal's Report, changes to the format which will reflect Ms. Cook's priorities and goals, and what the current report and data is telling the Board about academic readiness across the grades. The Committee will continue to work with Ms. Cook to refine the report but also to ensure it is providing the Board with relevant information at appropriate times in the school year to understand whether the academic and leadership goals are appropriately aligned and moving toward success. The Principal's Report and Meeting minutes were included in the full board packet and board members are encouraged to review and participate in the committee's work.

III. Finance Committee Update

A. Finance Dashboard

The Finance Committee reviewed and presented the February Financial Dashboard and Financial Statements for board consideration. The Committee continues to advise that budget lines are tracking to expectations and no formal budget modifications are needed. The Committee has also commenced 2019-20 budget development adhering to a review of major budget items schedule established in prior years. Contracted and capital expenditures and needs will be reviewed first, followed in April by recommended staffing, salary and benefit structure review, and in May for an overall review of major insurances, FTE plan and any academic or policy shifts with material budget impact. All Board members are welcome and encouraged to participate in the Finance Committee's budget development process and all documents will be available for review through the Board on Track portal if board members are unable to participate in the Finance Meetings.

B. Building Finance Update

Ms. Moree had advised the Board of the current status for building acquisition. She and Mr. Smith continue weekly calls with associated parties relevant to the transaction. Both attended the meetings of the Albany CRC, and the public hearing associated with the tax exempt bond request. The CRC, subsequent to the public hearing and its formal board process, has approved the ALH application. A tentative timeline to close has been established by the financing entity that will be issuing the bonds; anticipated closure will be in mid-June. Significant documentation is being required by the various parties, all of which Mr. Smith is working in conjunction with counsel to ensure are timely and appropriately uploaded to the secure portals. The Board should expect to review and discuss at its April meeting a proposal for "Bond Trustee".

IV. New Business

A. Graduation and Regalia order

Ms. Robertson reminded Board members of the date for graduation as well as provided the link for board members to reserve their regalia.

B. CSI Visit- April 30th

Board members were advised of a change in date for the April Board meeting, to coincide with the scheduled SUNY Charter School Institute visit and board interview on April 30th. The Board meeting will be held prior to the CSI interview to maximize schedules. For new board members, Ms. Robertson provided a brief overview of what to anticipate as it relates to the CSI interview process, which is part of their standard qualitative and quantitative reviews of their chartered schools.

V. Closing Items

A. Adjourn Meeting

S. Cates-Williams made a motion to adjourn the meeting.

J. Celestine 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 6:00 PM.

Respectfully Submitted,

E. Robertson