

APPROVED



ALBANY LEADERSHIP
CHARTER HIGH SCHOOL FOR GIRLS

Albany Leadership Charter School for Girls

Minutes

June 2020 Annual Board Meeting

Date and Time

Monday June 22, 2020 at 5:00 PM

Annual Meeting of the Board of Trustees, Convened Via Zoom Consistent with Governor's Executive Order

Trustees Present

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

Trustees Absent

A. Harrison

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 School for Girls to order on Monday Jun 22, 2020 at 5:04 PM.

C. Approve Minutes

S. Cates-Williams made a motion to approve the minutes from May 2020 Board Meeting on 05-26-20.

M. Moree seconded the motion.

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

II. Annual Board Actions

A. Election of Trustees For New Terms

E. Bowman made a motion to approve each of the trustees for a new term on the Board commencing July 1: Ms. Moree, Mr. Celestine, Mr. Harris, Ms. Cates-Williams each for three year terms; Ms. Harrison for a one year term.

E. Robertson seconded the motion.

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

B. Election of Board Officers for 2020-21 School Year

S. Cates-Williams made a motion to approve Ms. Robertson as Chair of the Board; and Ms. Moree as Secretary/Treasurer of the Board each for a one year term to commence July 1, 2020.

E. Bowman seconded the motion.

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

III. Finance

A. 2020-21 School Budget

Ms. Moree presented the proposed 2020-21 school budget to the Trustees. She provided context for various items of expense that the Finance Committee had reviewed in detail over the previous several months. Changes will be made in carriers for our voluntary benefits to achieve savings; the type of Bronze health plan offered will change but the carrier will remain the same resulting in savings and no disruption to employees. A COLA of 3% for faculty, and a 2% COLA for administrators is proposed. Two administrators will see base pay adjustments consistent with having completed advanced certifications. The Finance Committee had a lengthy discussion with Leadership about the receipt and use of PPP funds in mid-May. This presents a chance to augment staff in two key areas: hiring of a full time school nurse, and addition of a new full-time social worker. It was noted that use of PPP funds was intended to be circulated into program services and the Leadership Team has been charged with presenting a full plan to the Finance & Accountability Committees no later than August 1.

M. Moree made a motion to adopt the budget as presented with amendment to include two new full-time positions: school nurse and social worker.

S. Cates-Williams seconded the motion.

Leadership Team to present to the Finance & Accountability Committees a detailed plan for proposed uses of the PPP funds no later than August 1

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

IV. Governance

A.

Annual Board Member Conflict of Interest/Attestation

School Business Administrator has circulated the requisite form which needs to be completed and returned to Mr. Smith as soon as possible. Board members were urged to return quickly so Mr. Smith can ensure full compliance to CSI.

B. 2020-21 School Calendar

School Calendar was discussed with a view on possible need to change given uncertain state policy guidance responsive to COVID-19. As a base document, the Board felt it important to move forward but noted this may need to be revisited and should be treated as a living document until such time that formalized guidance has been released by the State.

S. Cates-Williams made a motion to adopt the School Calendar.

E. Harris seconded the motion.

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

C. Employee Handbook

S. Cates-Williams made a motion to approve the Employee Handbook as interim, with expectation that addendum will be presented to reflect workplace policies and standards for COVID-19 once guidance is finalized by the state.

M. Moree seconded the motion.

Leadership team is tasked with paying particular attention to how employees' time and compensation will be treated should they be required to quarantine having been exposed to COVID-19

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

D. Student/Parent Handbook

S. Cates-Williams made a motion to adopt the Student Handbook as presented with expectation that an addendum will be presented for Board approval upon clarification from the state related to COVID-19.

E. Bowman seconded the motion.

Leadership Team is tasked with presenting an addendum that reflects more detailed student expectations in terms of attendance in, and participation in, distant interactive learning, in addition to reflecting an absence policy that is consistent with state standards for quarantining resulting from exposure to COVID-19.

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

V. Other Business

A. New Contracts Awarded Pursuant to RFPs

E. Bowman made a motion to approve bid recommendations for new multi-year contracts for Landscaping, Janitorial, and Audit services, consistent with the scoring recommendations.

S. Cates-Williams seconded the motion.

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

Mr. Harris reminded all Board members to provide Adopt A Senior lists to Ms. Orcutt as soon as possible. Separately the Board discussed using time for a Board retreat in July or August to better develop some of our long range planning. Finally the Accountability Committee will be meeting to review results of faculty, staff and parent surveys as well as to conduct performance reviews.

VI. 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 6:10 PM.

Respectfully Submitted,
M. Moree

Documents used during the meeting

- 2020-21 Budget & Staffing Summary.pdf
- ALH Financial Dashboard MAY 2020.pdf
- Trustee-Financial-Disclosure-Form.docx
- 2020-2021 Calendar Draft 05-26-2020.pdf
- AHL 2020-2021 Employee Handbook Final.pdf
- 2020 – 2021 School Year RFP Recommendations.pdf