



# Albany Leadership Charter School for Girls

## Minutes

### Annual Board Meeting

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#### Date and Time

Monday June 26, 2023 at 5:00 PM

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#### Trustees Present

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

#### Trustees Absent

T. Omorogbe

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### 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 26, 2023 at 5:10 PM.

### II. Approve May Board Meeting Minutes

#### A. Vote May Meeting Minutes

S. Brice made a motion to approve the May minutes.

E. Harris seconded the motion.

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

S. Brice made a motion to approve the minutes from Board Meeting on 04-24-23.

E. Harris seconded the motion.

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

### **III. Review and Approve Updated Board By-Laws**

#### **A. Board By Laws**

J. Celestine made a motion to approved updated bylaws for the Board.

E. Bowman seconded the motion.

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

### **IV. Annual Board Actions**

#### **A. Election of Trustees for New Terms**

E. Robertson made a motion to approve new three year board terms for Margaret Moree, James Celestine and Eldon Harris; and a new one year board term for the parent representative Sojourner Brice.

E. Bowman seconded the motion.

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

#### **B. Elections of Board Officers for 2023-2024 School Year**

S. Brice made a motion to approve Beth Robertson as board chair, Margaret Moree as secretary for the 2023-24 school year.

A. Harrison seconded the motion.

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

#### **C. Elect New Trustees**

M. Moree made a motion to approve Dale Getto and Valerie Rhodes to new three year board terms commencing in July 1, 2023 pursuant to CSI approval.

E. Robertson seconded the motion.

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

### **V. Finance**

#### **A. Finance Statements and Dashboard (May 2023)**

Finance statements for May 2023 were presented and reviewed. Ms. Moree advised the Board as well that an offer for a new Business Administrator has been extended and we anticipate having the person in position mid-Summer.

#### **B. 2023-2024 School Budget**

Ms. Moree walked the board through the Budget. The budget has been based on an enrollment of 435 students and reflects no new initiatives and no new capital

expenditures contemplated as part of the budget. Salaries will reflect COLAs, faculty and administrative and various lines are showing increases based on inflationary pressures.

A. Harrison made a motion to approve the 2023-24 School Budget.

J. Celestine seconded the motion.

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

### **C. Target Enrollment By Grade With Applications in Hand by Grade**

A lengthy discussion was had on enrollment for the next school year, by grade and by cohort. The Board discussed middle school enrollment and looked carefully at the enrollment targets, applications in hand, upcoming activities to support enrollment, and whether anticipated targets by grade and cohort will be met.

## **VI. Governance**

### **A. Annual Board Member Conflict of Interest/Attestation**

Board Secretary reminded all Board members to complete and return to the school the annual board member certification. The form can be completed and signed digitally.

Four board members returned the completed document to date; all need to be submitted as part of the annual filing with CSI.

### **B. School Calendar**

M. Moree made a motion to approve the school calendar.

S. Brice seconded the motion.

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

### **C. Employee Handbook**

E. Harris made a motion to approve the Employee Handbook for the 2023-24 school year.

J. Celestine seconded the motion.

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

### **D. Student/Parent Handbook**

E. Harris made a motion to Approve the Student/Parent Handbook.

J. Celestine seconded the motion.

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

### **E. Fiscal Policy Modifications**

Ms. Moree as Finance Committee chair advised that no changes are being proposed to the Fiscal Policy Manual. As the new Business Administrator starts, the committee will work with the individual to see if any changes are warranted and or needed.

### **F. 2023-2024 Board meeting Schedule**

M. Moree made a motion to Designate the 4th Tuesday of each month as the Board Meeting date for the 2023-24 school year.

E. Bowman seconded the motion.

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

## VII. Closing Items

### A. Adjourn Meeting

E. Harris made a motion to adjourn the Meeting.

S. Brice 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 8:15 PM.

Respectfully Submitted,  
M. Moree

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## Documents used during the meeting

- Albany Leadership Charter School for Girls - Bylaws (2023).doc
- ALCS Financials & Dashboard May 2023.pdf
- 2023-2024 Instructional Salary Scale.pdf
- 2023-2024 Draft Budgeted FTEs\_6-13-23.pdf
- ALCS Draft Budget Summary\_6-26-23.pdf
- 2023-2024 Enrollment Apps&Comp\_Cohort\_6-21-23.pdf
- 2023-2024 Enrollment Projections.docx
- 2023-2024 Calendar\_DRAFT.pdf
- ALCS 2023-2024 Employee Handbook\_DRAFT.pdf
- 2023-2024 CODE OF CONDUCT\_DRAFT\_High School.pdf