

DRAFT



# Albany Leadership Charter School for Girls

## Minutes

### Board meeting

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#### Date and Time

Tuesday June 25, 2024 at 5:00 PM

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150 New Scotland Avenue Conference Room

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#### Trustees Present

A. Harrison, D. Getto, E. Harris, E. Robertson, J. Celestine, M. Moree, S. Brice, V. Rhodes

#### Trustees Absent

E. Bowman

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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 Tuesday Jun 25, 2024 at 5:05 PM.

### II. Public Comment

#### A. Public Comment

No public present; no comments offered.

### III. Approve May Board Meeting Minutes

#### A. Vote May Meeting Minutes

M. Moree made a motion to approve the minutes from Board meeting on 05-29-24.

E. Robertson seconded the motion.

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

### IV. Annual Board Actions

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

D. Getto made a motion to approve Sojourner Brice and Elizabeth Robertson each for new three year terms as board trustees (7/1/14-6/30/27).

J. Celestine seconded the motion.

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

#### B. Elections of Board Officers for 2024-2025 School Year

E. Robertson made a motion to approve Sojourner Brice as Board Chair for the 2024-25 school year; Margaret Moree as Board Secretary for the 2024-25 school year.

V. Rhodes seconded the motion.

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

#### C. Elect New Trustees

M. Moree made a motion to approve Tamara Coston as new Board Trustee, effective 7/1/24 for a three year term, effective with CSI approval.

E. Robertson seconded the motion.

Ms. Coston introduced herself to the Board and shared her interests in joining the board.

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

### V. Finance

#### A. Finance Statements and Dashboard (May 2024)

Ms. Moree reviewed the May dashboard with the full Board. Mr. Celestine noted that the P&L statement did not fully align with the dashboard number and asked that the Business Administrator review to clarify the difference.

Ms. Moree provided additional detail on categories of expenses within the consultant line, given that line was over budget by a substantial margin. It was noted that certain expenses were unanticipated, at least one category of expense related to staffing would no longer be in that consultant line, and that the 2024-25 budget would propose a larger budget line.

A discussion ensued on a revised dashboard and consolidated view of the financial statements for the 2024-25 school year. The Business Administrator had noted previously that as she became more facile with the QuickBooks categories previously established, some categories were obsolete and she would be undertaking a more thorough review. It was agreed the Finance Committee would work with the Business Administrator to identify which categories of revenue and expense would be used in the view and which subclasses of detail would or would not be needed for a Board review.

**B. 2024-2025 School Budget**

J. Celestine made a motion to approve the proposed budget as presented.

S. Brice seconded the motion.

Discussion on what constitutes a material modification to the budget was had, along with the different budgeting for 435 vs 425 students impacts the proposed budget (not the actual expenditures). Certain categories of proposed expense were discussed. in greater detail

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

**Roll Call**

|              |        |
|--------------|--------|
| A. Harrison  | Aye    |
| J. Celestine | Aye    |
| E. Bowman    | Absent |
| D. Getto     | No     |
| M. Moree     | Aye    |
| E. Harris    | Aye    |
| S. Brice     | Aye    |
| V. Rhodes    | Aye    |
| E. Robertson | Aye    |

**C. Cafeteria Vendor Contract Awards for 2024-25 School Year**

S. Brice made a motion to approved the food service vendors' contracts for 2024-25 school year.

A. Harrison seconded the motion.

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

**VI. Governance**

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

Trustees were reminded that the annual attestations are required. Each trustee will receive the attestation via email with a DocuSign link making it easier to facilitate submission. Several trustees noted they had already received the material and returned them.

**B. School Calendar**

D. Getto made a motion to approve the 2024-25 school calendar.

J. Celestine seconded the motion.

Ms. Getto noted that the Accountability Committee had reviewed the calendar for academic days and to ensure that holiday breaks would be designed in a way to minimize academic progress.

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

### **C. Employee Handbook**

S. Brice made a motion to approve the Employee Handbooks to include the Harassment Form.

J. Celestine seconded the motion.

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

#### **Roll Call**

|              |         |
|--------------|---------|
| D. Getto     | Abstain |
| M. Moree     | Aye     |
| J. Celestine | Aye     |
| V. Rhodes    | Aye     |
| S. Brice     | Aye     |
| E. Bowman    | Absent  |
| E. Robertson | Aye     |
| E. Harris    | Aye     |
| A. Harrison  | Aye     |

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

A vote was delayed on this until the July meeting which should provide sufficient time for the red-line version to be received from outside counsel for review.

### **E. 2024-2025 Board meeting Schedule**

Ms. Robertson reviewed the board meeting schedule with trustees. She noted that committees would meet subject to a schedule advanced by each of the chairs. All full board meetings are established in Board on Track.

### **F. Financial Disclosures**

Duplicate agenda item. See agenda item VI (A).

## **VII. 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 6:51 PM.

Respectfully Submitted,  
M. Moree

### **Documents used during the meeting**

- May 2024 Financial Dashboard.pdf
- 24-25 Draft Budget in detail.pdf
- Forecasting kitchen bid annual Budget - Sheet1.pdf
- Appendix F\_ Disclosure of Financial Interest Form.pdf
- DRAFT 24-25 Calendar (1).pdf
- ALCS 2024-2025 Employee Handbook (BSK Revised June 2024)(17990291.2).docx
- Harassment Reporting Form.docx
- 2024-2025 CODE OF CONDUCT\_High School.docx.pdf
- 2024-2025 CODE OF CONDUCT - Middle School.docx