



**Minutes of the Board of Trustees Meeting
Charter High School for Law and Social Justice**

Date: December 19, 2024

Location: Hybrid Meeting (Zoom and In-Person)

Time: 6:00 PM – 6:31 PM

Members Present:

- **In-person:** Jack Callahan (Chairperson), Richard Burke (Executive Director/Head of School)
- **Via Zoom:** Linnet Tse, Rina Beder, Amy Fuller, Janine Azriliant,
- **Guest (Via Zoom):** Ben Hirsch (Incoming Board Member, January 2025), Principal Ferrer
- **Absent:** Rick Marsico, Christian Bannerman, Jumaane Saunders

1. Welcome and Call to Order

The meeting was called to order at **6:00 PM** by **Jack Callahan**, Chairperson.

2. Consent Agenda

The November minutes were included in the consent agenda and approved with no objections. Additionally, the **Single Audit Report** was discussed. **Linnet Tse** explained that the audit, required for organizations receiving \$750,000 or more in federal funds, showed no recommendations or concerns. The Consent Agenda was approved.

3. Financials

Mr. Burke presented the financial report for November 2024.

- **Cash on hand:** \$3,148,055 (71 days) – The school remains on target, with a per-pupil payment of \$1.2 million expected next week.
- Significant **one-time expenses** tied to grants like ARP and CSP caused upfront costs.
- The brokerage account holds **\$1.9 million** in an ICS Money Market, earning **4.4%** interest.
- As previously discussed, the projected year-end deficit remains approximately \$747,000 due mainly to the late start to MS and low enrollment, which will be worked out over the coming years. The school is in good financial condition and on target with plans agreed to earlier in the year.

Linnet Tse clarified cash flow fluctuations due to the grant disbursement cycle.



4. Executive Director Report

Mr. Burke and Mr. Ferrer provided updates for events in November 2024.

- **Professional Development:** During the month, remote and in-person PD sessions were held for staff focusing on data-driven instruction.
- **Parent-Teacher Conferences:** Middle School attendance reached **96%**, with strong participation from high school senior families.
- **Community Initiatives:**
 - The food pantry and library successfully launched, supporting families with essential needs.
 - A well-received **Mental Health Day** for male students emphasized emotional well-being.
- **Student Events:** A Moot Court trip to New York Law School, Thanksgiving celebrations, and door-decorating contests were highlighted.

There was a discussion of hiring, and Mr. Burke noted challenges in hiring **ENL and middle school teachers** despite recruitment efforts through fairs and partnerships. He mentioned that the TFA Summer School will be held again at the HS.

5. Chairman Report

Mr. Callahan delivered the Chairman's update:

- The **200 West Tremont** project is now targeted for **Fall 2026**. Financing is confirmed, and discussions with architects are ongoing.
- Temporary FDNY approval for the fire alarm system at 1212 E177th St has been extended, with staff now trained for fire watch duties.

Future planning includes solidifying middle school enrollment and exploring additional facilities for long-term expansion.

6. Committee Reports

- **Finance Committee:** The committee met on December 17, 2024, to review finances, which remain aligned with projections. As per bylaws, the need for a third committee member was raised.
- **Academic Committee:** Mr. Callahan asked if we would have one in February, and Mr. Burke thought we would if all the data was in.
- **Fundraising Committee:** The NYC Marathon fundraising was successful despite the tragic loss of runner Simon Sassoon. Plans are underway to honor Simon moving forward.



7. New Business

No new business was raised.

8. Public Statements

No public comments were made.

9. Next Meeting

The next Board of Trustees meeting is scheduled for **January 16, 2025, at 6:00 PM.**

10. Motion to Adjourn

A motion to adjourn was made by **Rina Beder** and seconded by **Amy Fuller**. The meeting adjourned at **6:31 PM.**



John Callahan, Chairperson

1/6/25