

**Minutes of the Board of Trustees Meeting**  
**Charter High School for Law and Social Justice**  
**Date: October 17, 2024, Meeting of BOT**  
**Location: Hybrid Meeting (Zoom and In-Person)**  
**Time: 6:00 PM – 6:45 PM.**

**Members Present:** In-person: John Callahan (Chairperson), Executive Director/HOS Richard Burke,

**Via Zoom:** Amy Fuller, Janine Azriliant, Rina Beder, Linette Tse, Jumaane Sanders

Zoom Guest: Benjamine Hirsch

Absent: Rick Marsico, Christian Bannerman

**1. Welcome and Call to Order**

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

**2. Consent Agenda**

The September minutes were included in the consent agenda with no objections or changes. The minutes were, therefore, approved by default

**3. Financials**

Mr. Burke reported on the financials, highlighting a positive cash flow with \$3,509,398.00 on hand, equating to 77 days of available cash. The school expects a per-pupil payment in the next week. The budget was being adjusted due to lower-middle school enrollment because of the lateness of approval, but even with lower enrollment, our deficit will be less than projected. (51 scholars compared to the budgeted 70). Since these numbers are based on the budget approved before the expansion, we need to discuss and compare the revised budget with what was submitted to SED.

We moved to discuss the revised budget based on enrollment changes.

The deficit (\$ 747,156.00) is primarily due to the reduced enrollment from 90 students to 50 in the Middle School we had planned when we applied.

The revised budget showed that the HS had a surplus of \$498,360.00, and the middle school lost \$1,246,516.00. The budget submitted with our expansion to

SED showed a deficit of \$703,398.00. Linnet Tse spoke of the discussions during the Finance Committee meeting, and then Mr. Callahan brought up the Audit, which both Mr. Callahan and Ms. Tse spoke about. It was a clean audit with no concerns. Linnet Tse moved to approve the Audit for submission to SED, and Amy Fuller seconded. The motion passed.

#### **4. Executive Director Report**

Mr. Burke provided an update on the start of the school year, reporting that the middle and high schools were functioning smoothly. Mr. Burke noted that formal observations started in middle and high school. He also highlighted the ongoing work to address fire safety issues at the middle school and our effort to upgrade the system. Staff members were being trained as fireguards to reduce costs. He reported that there would be an Academic Committee meeting before the November Board meeting.

#### **5. Chairman Report**

The Chairman, Mr. Callahan, reported on the ongoing development of the new building, stating that it would likely be ready for occupancy by 2027. He spoke about the Friends meeting and continued discussing the 200 W. Tremont MS building with the builders and financiers.

#### **6. Committee Reports**

**Finance Committee:** The Finance Committee met earlier in the week to review the financials. Linnet had referred to the meeting in the Financials presentation.

**Academic Committee:** A meeting is scheduled for November, with a presentation by Sarah Fuentes on academic progress.

**Fundraising Committee:** Fundraising efforts were briefly mentioned, noting that the NY Marathon runners had been getting contributions.

**Governance Committee:** The need for a meeting was raised to discuss potential changes to the evaluation process using external evaluation tools.

#### **7. New Business**

Linnet Tse moved, Amy Fuller 2<sup>nd</sup>, and the resolution approved the Audit that would be submitted to SED.

Mr. Callahan said they should go into an executive session to discuss a personnel issue. Mr. Saunders moved, and Ms. Tse 2<sup>nd</sup>.

The Board returned from the Executive Session, and Mr. Callahan reviewed that the Board was approving the same 3% increase all staff did and the same bonus as last year for the Executive Director, passed unanimously.

He also stated that no public was present and called for a motion to adjourn.

#### 9. Next Meeting

Mr. Callahan said the next Board of Trustees meeting is scheduled for November 21, 2024, at 6:00 PM, with the Academic Committee meeting at 5 PM before the BOT meeting.

#### 10. Motion to Adjourn

Amy Fuller motioned to adjourn the meeting and seconded it to Rina Beder. The meeting was adjourned at 6:50 PM.

  
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John Callahan  
Chairman

11/7/24