

Charter High School for Law and Social Justice
Board of Trustees Meeting Minutes
October 1, 2014, 6:30pm
New York Law School, 185 West Broadway, Room C555
New York, NY 10013

Present: Janine Azriliant, Darren Johnson, Jenn LaMarsh, Rick Marsico, Cynara McQuillan, James O'Neal, Katie Smelas, Asha Smith, Mary Ellen Sullivan, Linnet Tse
Absent: None

1. Welcome and Call to Order
2. Approval of the Minutes of the Board of Trustees Meeting of July 31, 2014 (Attachment One)

On motion by Katie Smelas and second by Jenn LaMarsh, the Board adopted the following resolution by unanimous vote:

It is hereby RESOLVED that the minutes of the meeting of the Board of Trustees of July 31, 2014, are approved.

3. Appointment of Committee Members

On motion by Mary Ellen Sullivan and second by Katie Smelas, the Board adopted the following resolution by unanimous vote:

It is hereby RESOLVED that the following additional appointments are made to the following committees:

Educational Accountability Committee: James O'Neal, Asha Smith
Finance Committee: Darren Johnson
Fundraising Committee: Cynara McQuillan

4. Facilities Report

Rick Marsico provided an update on facilities.

5. Finance Committee Report (Attachment Two)

Linnet Tse and Rick Marsico provided an update regarding the Financial Policies and Procedures Manual, a draft of which is attached as Attachment Two. The Board will vote on the final version of the Manual at its November 5, 2014, meeting.

6. Audit Committee Report

On motion by Jenn LaMarsh and second by Katie Smelas, the Board adopted the following resolution by unanimous vote:

It is hereby RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice adjourn and reconvene in Executive Session to discuss matters relating to the retention of a professional services corporation.

On motion by Linnet Tse and second by Mary Ellen Sullivan, the Board adopted the following resolution by unanimous vote:

It is hereby RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice shall return to public session.

7. Appointment of Professional Services Corporation – Audit and Tax Services

On motion by Katie Smelas and second by Janine Azriliant, the Board adopted the following resolution by unanimous vote:

It is hereby RESOLVED that the Board of Trustees agrees to appoint the firm of Mengel Metzger Barr & Co., LLP to provide audit and tax services to The Charter High School for Law and Social Justice for the period covering December 28, 2013, through fiscal year ending June 30, 2016; and it is further

RESOLVED that the Board authorizes the Board President to enter into negotiations to sign a contract with the firm of Mengel Metzger Barr & Co., LLP to provide audit and tax services to the School as provided above.

8. Expense Reimbursement

On motion by Janine Azriliant and second by Asha Smith, the Board adopted the following resolution by unanimous vote:

WHEREAS by resolution on December 28, 2013, the Board of Trustees of The Charter High School for Law and Social Justice authorized the Board President to purchase appropriate insurance for the School and its officers and agents; and

WHEREAS Richard Marsico purchased such insurance for a total amount of \$2,013.72 by check dated February 13, 2014, and has submitted proof of such payment to the Board Treasurer and the School's financial management firm; it is hereby

RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice authorizes the Board Treasurer to reimburse Mr. Marsico in the amount of \$2,013.72.

Richard Marsico recused himself from this vote.

9. Consultant Report

Samantha Pugh provided an update on her work.

10. Consultant Agreement

On motion by Jenn LaMarsh and second by Katie Smelas, the Board adopted the following resolution by unanimous vote:

It is hereby RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice adjourn and reconvene in Executive Session to discuss matters relating to the retention of a consultant.

On motion by Janine Azriliant and second by Jenn LaMarsh, the Board adopted the following resolution by unanimous vote:

It is hereby RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice shall return to public session.

11. Extension of Consultant Agreement (Attachment Three)

On motion by James O'Neal and second by Jenn LaMarsh, the Board adopted the following resolution by unanimous vote:

It is hereby RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice amends the consulting agreement between Samantha Pugh and the School by: extending the contract up to and including December 3, 2013; adding 6.5 additional hours to the period covering July 1, 2014, to September 30, 2014; adding curriculum development to the list of services to be provided; and adding a provision allowing the Board President and consultant to add such additional services as they deem necessary and appropriate without prior approval of the Board provided the President notifies the Board of any such expansion and that any such expansion does not increase the total number of hours per month the consultant can work.

12. New Business

There was no new business.

13. Next Meeting

Wednesday, November 5, 2014

Wednesday, December 3, 2014

14. Adjournment

Upon motion by Katie Smelas and second by Jenn LaMarsh, the Board unanimously voted to adjourn the meeting.

14. Adjournment
On motion by Jenn LaMarsh and second by Katie Smelas, the Board adopted the following resolution by unanimous vote:
It is hereby RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice adjourn and reconvene in Executive Session to discuss matters relating to the retention of a consultant.
On motion by Jenn LaMarsh and second by Jenn LaMarsh, the Board adopted the following resolution by unanimous vote:
It is hereby RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice shall return to public session.
15. Extension of Consultant Agreement (Attachments: Attachment 1)
On motion by James O'Neil and second by Jenn LaMarsh, the Board adopted the following resolution by unanimous vote:
It is hereby RESOLVED that the Board of Trustees of The Charter High School for Law and Social Justice amends the consulting agreement between Samantha Fogg and the School by extending the contract up to and including December 31, 2013; adding 65 additional hours to the period covering July 1, 2014 to September 30, 2014; adding certain development to the list of services to be provided; and adding a provision allowing the Board President and consultant to add such additional services as they deem necessary and appropriate without prior approval of the Board provided the President notifies the Board of any such expansion and that any such expansion does not increase the total number of hours per month the consultant can work.

15. New Business
There was no new business.
16. Next Meeting
Wednesday, November 2, 2014
Wednesday, December 1, 2014