

# THE CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE



**EXCELLENCE • CHARACTER • COURAGE • COMMITMENT**

## **Agenda—Annual Board of Trustees Meeting**

**July 15, 2021, 6:00 p.m.**

**In-Person and via Zoom**

1. Welcome and Call to Order (3 minutes)
2. Consent Agenda (Items on the Consent Agenda are automatically approved unless a Board member removes an item from the consent agenda. In that event, the item will be subject to Board approval by majority vote.)
  - a. Approval of June Minutes (3 minutes)
3. Financials- Mr. Burke (10 minutes)
4. Executive Director (15 minutes)
  - a. Future and plan for renewal
  - b. Data Dashboard-
5. Chairman Report (20 minutes)
6. Committee Reports-None (20 minutes)
  - a. Finance Committee
  - b. Academic Committee-
  - c. Fundraising
  - d. Governance- Board Retreat
7. New Business: (20 Minutes)
  1. Election of Officers of the Board of Trustees

It is hereby RESOLVED by the Board of Trustees of The Charter High School for Law and Social Justice that the following individuals are elected as officers of the Board of Trustees of The Charter High School for Law and Social Justice for a term of one year from **July 1, 2021 – June 30, 2022**, expect as otherwise noted:

|                  |                  |
|------------------|------------------|
| John Callahan    | Chairperson      |
| Jumaane Saunders | Vice-Chairperson |
| Janine Ariliant  | Secretary        |
| Linnet Tse       | Treasurer        |



## 2. Appointment of Committee Members

It is hereby RESOLVED by the Board of Trustees of The Charter High School for Law and Social Justice that the following individuals are appointed as members of committees of the Board of Trustees as follows for a term of one year, from **July 1, 2021 – June 30, 2022**.

Audit Committee

Educational Accountability Committee

Executive Committee (the Chair, Vice-Chair, Treasurer, and Secretary serve on the Executive Committee pursuant to the School's by-laws)

Finance Committee

Fundraising Committee

## 3. Approval of Board Calendar (Attached)

## 8. Statements from Members of the Public

Any member of the public who signed up to speak may speak in conformity with the School's Open Meetings Law Policy.

## 9. Next Meeting: August 20, 2020, 6:00 pm

## 10. Motion to Adjourn

# THE CHARTER HIGH SCHOOL FOI AND SOCIAL JUSTICE

EXCELLENCE • CHARACTER • COURAGE • COMMITMENT



## Minutes–Board of Trustees Meeting

June 17, 2021, 6:00 p.m.

**All by Zoom Conferencing:** John Callahan, Rick Marsico, Janine Azriliant, Denis ORourke, Linnet Tse, , Sarah Fuentes, Dan Sang, ,

**Absent:** Jumaane Saunders, Christian Bannerman

**Executive Director Richard Burke,**

**Guest: Liz Runco, Robin Sharpe, Charmone Adams**

Welcome, and Call to Order- Mr. John Callahan welcomed and called the meeting to Order at 6:10 PM and thanked everyone for attending via Zoom

Mr. Callahan asked if anyone had any questions on Consent Agenda, and no one did, so it was accepted.

Mr. Burke reintroduced Liz Runco to the Board, announcing that she would be assuming the Principal position in July and also mentioned Robin Sharpe who was also attending.

### Financials-

Mr. Burke began reviewing the financials and shared his screen. Mr. Burke said that our finances are in good shape. Mr. Burke mentioned that there had been a Finance Committee phone call earlier in the week that went into great detail on the financials. He reviewed the main points of the Financials, and there were no questions. Mr. Burke Mentioned we will vote on the draft budget for the 21-22 school year contingent on the Union negotiation. Mr. Burke discussed some items discussed with the Union.

### Executive Director Report:

Mr. Burke then reviewed the Dashboard. Mr. Burke talked about Graduation, which was earlier in the day on June 17 at the College of Mt. St. Vincent. Mr. Burke spoke about how great it was seeing the Seniors and 104 Seniors graduated, 85 were accepted into college, 78 are going with 2 more going into the military. He also mentioned that they received \$850,000 in scholarships and aid. Mr. Burke talked about the Equity Lab project we were accepted into. It consists of college courses taught in school and that we had 2 courses: one from Arizona State and the other from Stanford that our scholars would get 3 college credits in addition to their high school credit and that this complemented the College Now program we are enrolled in with Bronx Community College. He mentioned that 30% of the Seniors took college courses or AP courses and the is a powerful plus when apply to college.



Mr. Burke also talked that we had been doing STAR testing and those results will be submitted to SED on June 30, 2021.

Chairman Report –

Mr. Callahan then went into details about the summer construction and confirmed that the July meeting would be our Annual meeting.

Mr. Callahan then called for Committee Reports-Mr. Callahan reported that we had discussed the Finance Committee earlier, and there was a meeting this past Tuesday. .

Academic Committee- Mr. Callahan that the Academic Committee did not hold meetings since they were waiting on the STAR test results and they will meet in July.

Fundraising Committee-No meeting, and Mr. Callahan said once we are back in person There would be more planning.

Mr. Callahan asked Mr. Burke to put up the budget and the budget change analysis and there was a discussion of next year's budget and all aspects of the Union discussions.

Mr. Callahan then said they would move on and asked for a motion approving the the draft budget contingent on Union negotiations.

Ms. Tse moved, seconded by Mr. Sang, and approved by the Board.

**RESOLUTIONS OF THE BOARD OF TRUSTEES OF  
THE CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE**

The Charter High School for Law and Social Justice Board of Trustees approves the School year 21-22 budget contingent on results of the Union negotiation.

Mr. Callahan then said there were no public members to make a statement, so he mentioned they did not need an Executive Session.

Mr. O'Rourke moved to adjourn, seconded by Ms. Azriliant, and approved at 7:40 PM.

Next Meeting: July 15, 2021, 6:00 PM

John Callahan

**Charter High School Law and Social Justice  
BOARD CALENDAR 2021-2022**

| LEGEND                               |
|--------------------------------------|
| Academic Committee Meeting - 6 PM    |
| Board Meeting - 6 PM                 |
| Finance Committee Meeting - 11:30 AM |
| Fundraising Committee                |
| Governance Committee Meeting - 6 PM  |

| July |    |    |    |    |    |    |                               |
|------|----|----|----|----|----|----|-------------------------------|
| Su   | M  | Tu | W  | Th | F  | Sa | 13 Finance Committee Meeting  |
|      |    |    |    | 1  | 2  | 3  | 13 Academic Committee Meeting |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 | 15 Board Meeting              |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |                               |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |                               |
| 25   | 26 | 27 | 28 | 29 | 30 | 31 |                               |
|      |    |    |    |    |    |    |                               |

| January |    |    |    |    |    |    |                               |
|---------|----|----|----|----|----|----|-------------------------------|
| Su      | M  | Tu | W  | Th | F  | Sa | 18 Finance Committee Meeting  |
|         |    |    |    |    |    | 1  | 18 Academic Committee Meeting |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  | 20 Board Meeting              |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |                               |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |                               |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |                               |
| 30      | 31 |    |    |    |    |    |                               |

| August |    |    |    |    |    |    |                                 |
|--------|----|----|----|----|----|----|---------------------------------|
| Su     | M  | Tu | W  | Th | F  | Sa | 17 Finance Committee Meeting    |
| 1      | 2  | 3  | 4  | 5  | 6  | 7  | 17 Governance Committee Meeting |
| 8      | 9  | 10 | 11 | 12 | 13 | 14 | 19 Board Meeting                |
| 15     | 16 | 17 | 18 | 19 | 20 | 21 |                                 |
| 22     | 23 | 24 | 25 | 26 | 27 | 28 |                                 |
| 29     | 30 | 31 |    |    |    |    |                                 |

| February |    |    |    |    |    |    |                                 |
|----------|----|----|----|----|----|----|---------------------------------|
| Su       | M  | Tu | W  | Th | F  | Sa | 15 Finance Committee Meeting    |
|          |    | 1  | 2  | 3  | 4  | 5  | 15 Governance Committee Meeting |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 | 17 Board Meeting                |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |                                 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |                                 |
| 27       | 28 |    |    |    |    |    |                                 |

| September |    |    |    |    |    |    |                               |
|-----------|----|----|----|----|----|----|-------------------------------|
| Su        | M  | Tu | W  | Th | F  | Sa | 14 Finance Committee Meeting  |
|           |    |    | 1  | 2  | 3  | 4  | 14 Academic Committee Meeting |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 | 16 Board Meeting              |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |                               |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |                               |
| 26        | 27 | 28 | 29 | 30 |    |    |                               |

| March |    |    |    |    |    |    |                               |
|-------|----|----|----|----|----|----|-------------------------------|
| Su    | M  | Tu | W  | Th | F  | Sa | 15 Finance Committee Meeting  |
|       |    | 1  | 2  | 3  | 4  | 5  | 15 Academic Committee Meeting |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 | 17 Board Meeting              |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |                               |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |                               |
| 27    | 28 | 29 | 30 | 31 |    |    |                               |

| October |    |    |    |    |    |    |                                 |
|---------|----|----|----|----|----|----|---------------------------------|
| Su      | M  | Tu | W  | Th | F  | Sa | 19 Finance Committee Meeting    |
|         |    |    |    |    | 1  | 2  | 19 Governance Committee Meeting |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  | 21 Board Meeting                |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |                                 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |                                 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |                                 |
| 31      |    |    |    |    |    |    |                                 |

| April |    |    |    |    |    |    |                                 |
|-------|----|----|----|----|----|----|---------------------------------|
| Su    | M  | Tu | W  | Th | F  | Sa | 19 Finance Committee Meeting    |
|       |    |    |    |    | 1  | 2  | 19 Governance Committee Meeting |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  | 21 Board Meeting                |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 |                                 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |                                 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |                                 |
|       |    |    |    |    |    |    |                                 |

| November |   |    |   |    |   |    |                               |
|----------|---|----|---|----|---|----|-------------------------------|
| Su       | M | Tu | W | Th | F | Sa | 16 Finance Committee Meeting  |
|          | 1 | 2  | 3 | 4  | 5 | 6  | 16 Academic Committee Meeting |

| May |   |    |   |    |   |    |                               |
|-----|---|----|---|----|---|----|-------------------------------|
| Su  | M | Tu | W | Th | F | Sa | 17 Finance Committee Meeting  |
| 1   | 2 | 3  | 4 | 5  | 6 | 7  | 17 Academic Committee Meeting |





# The Charter High School for Law & Social Justice



**EXCELLENCE • CHARACTER • COURAGE • COMMITMENT**

## 2021-2022 BOARD MEMBER TERMS

| Name & Email Address   | Position   | Committees  | Area(s) of Expertise  | Term Dates                           | Years of Service |
|--|------------|---|---|--------------------------------------|------------------|
| Jack Callahan<br><a href="mailto:Jack@JCallahan.com">Jack@JCallahan.com</a>                  | Chairman   | Finance<br>Academic<br>Executive<br>Fundraising<br>Governance | <u>Real Estate:</u> Construction & Building Code Compliance<br><u>Public School Governance:</u> Current member of the Audit Committee of a Westchester School District.         | 11/16-6/19<br>7/19-6/22              | 4.5              |
| Jumaane Saunders<br><a href="mailto:JumaaneS@gmail.com">JumaaneS@gmail.com</a>               | Vice-Chair | Academic<br>Executive<br>Governance                           | Education, Former Principal   | 11/19-6/22                           | 1.5              |
| Linnet Tse<br><a href="mailto:LTse@chslsj.org">LTse@chslsj.org</a>                           | Treasurer  | Finance<br>Executive<br>Fundraising                           | <u>Public School Governance:</u> Former Officer, Committee Member & Member of a Westchester School District<br><u>Financial/Budget Management:</u><br><u>Business Planning:</u> | 12/13-6/16<br>7/16-6/19<br>7/19-6/22 | 7.5              |
| Janine Azriliant<br><a href="mailto:JAzriliant@chslsj.org">JAzriliant@chslsj.org</a>         | Secretary  | Executive<br>Fundraising                                      | Law: Litigation & Mediation   | 12/13-6/16<br>7/16-6/19<br>7/19-6/22 | 7.5              |
| Charmone Adams<br><a href="mailto:Adams.Charmone03@gmail.com">Adams.Charmone03@gmail.com</a> |            |   | Finance and Accounting  | 7/21-6/22                            |                  |
| Christian Bannerman, MD<br><a href="mailto:BannermanMD@gmail.com">BannermanMD@gmail.com</a>  |            | Fundraising   | Education, Prof. at Mt. Sinai, Medical Dr., Director of Emergency Medicine Queens Hospital  | 12/19-6/22                           | 1.5              |
| Daniel Sang<br><a href="mailto:DnSang19@gmail.com">DnSang19@gmail.com</a>                    |            | Fundraising<br>Finance<br>Governance                          | Finance & Not-For-Profit  | 9/20-6/22                            | .83              |
| Denis O'Rourke<br><a href="mailto:ORourke200@earthlink.net">ORourke200@earthlink.net</a>     |            | Academic  | Education, Former VP, and Chair of History Dept.  | 6/19-6/22                            | 2                |
| Rick Marsico<br><a href="mailto:RMarsico@chslsj.org">RMarsico@chslsj.org</a>                 |            | Academic<br>Fundraising                                       | <u>Law:</u> Expertise in Public education and Special Education Law<br><u>Public School Governance:</u> Former President of School  | 12/13-6/16<br>7/16-6/19<br>7/19-6/22 | 7.5              |

|   |  |          |   |           |     |
|---|--|----------|---|-----------|-----|
|   |  |          | District in Westchester &<br>Member of Various Not-For-<br>Profit Boards. |           |     |
| Sarah Fuentes<br><a href="mailto:SarahMFuentes@gmail.com">SarahMFuentes@gmail.com</a> |  | Academic | Education   | 5/21-6/22 | .17 |



# THE CHARTER HIGH SCHOOL FOR LAW AND SOCIAL JUSTICE



## EXCELLENCE • CHARACTER • COURAGE • COMMITMENT

### Board of Trustees Position Description

1. Understand the School's charter, its mission, and academic programs and, together with other board members and staff, assure that budget, policies, and academic programs are consistent and aligned with the School's Charter.
2. Understand the collaborative nature of the relationship that exists between the School and its institutional partner Shared Space, LLC.
3. Become familiar with and agree to abide by the School's Governing Bylaws.
4. Attend regular meetings and the annual meeting of the charter school board and review agenda items in advance. The board meets every month. Be accessible for personal contact between board meetings.
5. Provide leadership to board committees. Each board member is expected to serve as an active ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time.
6. Commit time to develop financial resources for the charter school that may include making a personally meaningful financial gift as well as supporting other fund development activities of the charter school in a manner appropriate for board members.
7. Responsibly review and act upon committee recommendations brought to the board for action.
8. Prepare in advance for decision making and policy formation at board meetings and take responsibility for self-education on the major issues before the board.
9. Participate in the annual board member self-evaluation process.
10. Participate in the annual board development and planning retreat.
11. Oversee the School's academic performance.
12. Employ, monitor, and annually evaluate the performance of the School Leader, namely the Head of School, and hold them accountable for the School's overall performance.
13. Adopt an annual budget and monitor the financial position of the School on an ongoing basis.
14. Serve as an ambassador for the School.
15. In general, utilize personal and professional skills relationships and knowledge for the advancement of the charter school.

I am aware that this board position description is an expression of good faith and provides a common ground from which board members can operate. Additional information on the charter school mission, educational program, and board responsibilities is available for your edification.

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Board Member's Name Print

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Board Member's Signature

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Date

|   |
|---|
| <b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b> |
|---|

**Name:**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?  
\_\_\_\_ **Yes** \_\_\_\_ **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_\_ **Yes** \_\_\_\_ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

| Date(s)  | Nature of financial interest/transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|--|--|--|--|
| <i>Please write "None" if applicable. Do not leave this space blank.</i> |  |  |  |

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

| Organization conducting business with the school(s)                      | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|--|------------------------------|---|---|---|
| <i>Please write "None" if applicable. Do not leave this space blank.</i> |                              |   |   |   |

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Signature

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Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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*last revised 06/8/2020*