

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
Linnnet 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

**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
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

13	Finance Committee Meeting
13	Academic Committee Meeting
15	Board Meeting

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

18	Finance Committee Meeting
18	Academic Committee Meeting
20	Board Meeting

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

17	Finance Committee Meeting
17	Governance Committee Meeting
19	Board Meeting

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

15	Finance Committee Meeting
15	Governance Committee Meeting
17	Board Meeting

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

14	Finance Committee Meeting
14	Academic Committee Meeting
16	Board Meeting

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

15	Finance Committee Meeting
15	Academic Committee Meeting
17	Board Meeting

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

19	Finance Committee Meeting
19	Governance Committee Meeting
21	Board Meeting

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

19	Finance Committee Meeting
19	Governance Committee Meeting
21	Board Meeting

November						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6

16	Finance Committee Meeting
16	Academic Committee Meeting

May						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7

17	Finance Committee Meeting
17	Academic Committee Meeting

7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18 Board Meeting

8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Board Meeting

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

December

14 Finance Committee Meeting

14 Governance Committee Meeting

16 Board Meeting

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

June

14 Finance Committee Meeting

14 Governance Committee Meeting

16 Board Meeting

The Charter High School for Law Social Justice



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2021-2022 BOARD MEMBER

TERMS

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

			District in Westchester & Member of Various Not-For- Profit Boards.		
Sarah Fuentes SarahMFuentes@gmail.com		Academic	Education	5/21-6/22	.17

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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.

Board Member's Name Print

Board Member's Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

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

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>				

Signature

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:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

last revised 06/8/2020