



Educating the next generation of lawyers and leaders

Legal Prep Charter Academies’ Board of Director Meeting Minutes

A meeting of the Board of Directors (the “Board”) of Legal Prep Charter Academies (“Legal Prep”) was held at 8:30 am on Friday, August 25, 2023 at Polsinelli (150 N. Riverside). Notice of the meeting and the agenda having been posted on the school’s website.

The following members of the Board were present:

Sam Finkelstein, (ex officio), Laura Miller (ex officio), Brendan Barrett, Kalia Coleman, Heather Fine, Patrick Hendricks, Kris Keys, Walter Pryor, Rather Stanton, Tom LaFrance, , David Susler, Cristel Turner, Courtney Welton, Bryan Westhoff and Elie Zenner. Also present was Wendy Friedman.

Jason Brown, Kalia Coleman, Mark DeMonte, Ryan Dunigan, Jose Isasi, Crystal McCune, Oscar Romero, Alejandro Ortega (non-board member) were notified absences.

Governance - Minutes of the Previous Meeting

VOTED:

On motion of David Susler and seconded by Bryan Westhoff, the Board members voted unanimously to approve the minutes of the Board meeting from May 19, 2023 in the form circulated and previously posted.

Governance Election of new Board Member

VOTED:

On motion Bryan Westhoff and seconded by Heather Fine, the Board members voted unanimously to elect Courtney Welton to the board for a one-year term to become effective August 25 2023.

Public Comment

No public comments were offered.

Executive Committee Report

Sam Finkelstein provided the Executive Committee update:

Review of Renewal Process

- Positive progress: designated as a commendable school, strong financial and operational metrics.
- State of the School Renewal virtual meeting on Sept 12 from 5-6:30 pm. Zoom link to be provided. Board Members encouraged to attend.
- Renewal Site Visit: Sept 17th- Dec. Will be prescheduled. Actual date TBD.
- No vote required

Academic Excellence Report

- New Principal Joseph Williams in place. Also new Dean of Culture – Damane Harris. Both are returning staff members.
- Status of Freshman class: at ~70 vs goal 80-90. Continuing to enroll students.



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- New phone policy - early signs show positive impact on learning and social environment
- Freshman/New Student Orientation and Returning Student Orientations occurred week before school started.

Board Governance & Development Committee Reports

Laura Miller provided the Board Governance Committee update.

Board Packet Review:

- Two (2) Board Requests.
 - a. Sign up for the mandatory Board training (2 hours for returning BOD members/4 for new members plus OMA training). There are two free INCS virtual trainings on Sept 12 and Oct 10. More details here: <https://www.legalprep.org/board-training-resources.html>
 - a. Training must occur within a year of being appointed to the board – returning members comply before May 2024; new board members within year of election.
 - b. Committee Assignments. Select one or more BOD committees to join and provide me with your selection by the end of the month. (See packet of attached materials for committees).
- Development/Fundraising
 - a. Be sure to sign up for the golf outing Sept 22. Register using link below. Provide names of any guests to L. Miller. <https://legalprepcharteracademy.salsalabs.org/parsforprogress2022copy1/index.html>.
- Promote the School
 - b. Check LinkedIn regularly and reshare posts with your network.
 - c. Add monthly calendar reminders to connect with individuals to introduce them to Legal Prep. Electronic downloadable Information about the school can be found here: <https://www.legalprep.org/board-resources.html>. Hard copies can be provided.
- Law Program – Starts 10/12 and runs through May. Should have enough volunteers at this point.
- Student Summer Experiences - Summary Discovery Program - kids had outstanding experiences; appreciated the opportunity. Next steps to capture testimonials to leverage to promote marketing and goodwill for Legal Prep.

Finance Committee Report

Sam Finkelstein provided the report.

- Annual audit process has begun. Next board meeting auditors to attend.
- Reviewed year end financials and discussed variations from budget. Ended year with surplus.
- Per direction of the Finance Committee, Legal Prep invested funds in CDs at First American Bank.

Associate Board Update

- Associate board meeting scheduled for 9/6

Reminders of Upcoming Meetings



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- a. October 26 at 8:30 am/Polsinelli (audit meeting)
- b. January 25 at 6:30 pm/5 pm happy hour (TBD in loop)
- c. March 14, at 8:30 am/Polsinelli
- d. May 17 at 8:30 am/TBD in loop

There being no further business to be transacted, and **upon motion duly made** by Brendan Barrett and seconded by Bryan Westhoff, and unanimously approved by vote of the members, the meeting was adjourned at 10:15am.

Respectfully Submitted,

Cristel Turner