



Educating the next generation of lawyers and leaders

Board of Director Meeting Minutes

A meeting of the Board of Directors (the “Board”) of Legal Prep Charter Academies (“Legal Prep”) was held at 11:00m on August 19, 2022 via Zoom and in person at Legal Prep.

The following members of the Board were present:

Sam Finkelstein, (ex officio), Laura Miller (ex officio), Brendan Barrett, Mark DeMonte, Heather Fine, Jose Isasi, Kristopher Keys, Tom LaFrance, Walter Pryor, Oscar Romero, Rather Stanton, David Susler, Bryan Westhoff, Greg Wu, and Elie Zenner.

Jason Brown (provided proxy), Paul Chada, Latonia Foster (parent), and Wendy Friedman, were noticed absences.

Minutes of the Previous Meeting

The Board

VOTED:

To approve the draft minutes of the Board meeting from May 19, 2022 and July 27, 2022 in the form previously circulated.

Public Comment

No public comments were offered.

Executive Committee Report

Sam Finkelstein provided the Executive Committee update.

School Year Preview – The freshmen are already in the building as of August 18, 2022. Enrollment is up to pre-pandemic levels. The freshman class is close to 90 students, at capacity for the sophomore class, and approaching capacity for the junior class. The total number of students in the building is likely to be 265-270. Legal Prep is seeing walk-ins as well, which is great news as that increases enrollment numbers.

The **Just the Beginning Conference** will take place beginning on October 20, 2022. Justice Sotomayor will come to Chicago and speak to a group of Legal Prep students in addition to other students from schools throughout Chicago. Everyone is excited this program will occur after being canceled previously.

The Law Programs: Laura summarized the status of the Law Programs. A plan is in place to bring the Law Programs back to the junior class, by introducing a Debate Program. Legal Prep is trying to move the Programs back to in-person, but that has been tricky. The school is working to secure partners and sponsors, but could still use assistance for the Debate Program.

Litigation Update: Sam summarized the litigation for the new Board members. Notably, CPS commended Legal Prep for the way it reported the situation. There are two cases, but anticipate that they made consolidated in the future. Settlement discussions are anticipated to occur in the future; the discovery phase is proceeding presently.



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Board Governance Committee Report

Legal Prep is excited about the addition of four new Board members. The Board Packet was updated and circulated to Board members.

Training requirements: There is an annual compliance requirement. New Board members should take the online Open Meeting Acts training within 90 days of joining the Board. Every new Board member must complete four hours of training by end of December 2022. Returning board members will need two additional hours of training by the end of the year.

Committee Assignments: A description of Committees is available in the Board materials. The chart shows what Committees Board members were on during the 2021-2022 school year. Board members should let Laura know if they want to stay on a particular Committee – everyone is to pick at least one Committee, if not two. Committees meet every month or so.

Individual Member Worksheets: All Board members will complete an Individual Member Worksheet before the next Board meeting. The worksheet outlines Members' commitments to raise money and to help move activities of the school forward.

Associate Board Update

Ellie Zenner gave the report. The main goal should be to identify a new liaison with the Associate Board. Ellie has talked to a couple of individuals about this and it should be completed soon. A survey also was distributed to Associate Board members so they could identify their interests.

Finance Committee Report

Sam provided the report. For 2021-2022, the school finances came in slightly above the projected surplus, at about \$160K. Legal Prep was under budget in categories such as staffing and fundraising on the revenue side. Sam and Laura are going to make a push there. The target for fundraising was \$400K and the school came in at \$336K. The gap was the money raised around the law programs. The school did not seem to receive both a Law Program and Eat Drink Give sponsorship as it may have in the past.

Legal Prep is in the midst of the Audit. During the October Board meeting the Audit Report will be reviewed.

There was also a discussion of Student Fees in the budget (\$175/student). Students are never excluded if they cannot pay the fee and all fees are incorporated in this number. There are no separate fees for other activities.

There was also discussion of the status of buying the gym – Legal Prep has made a first offer, but it appears the owners are not interested in the offer. More to come.

Development Committee

Eat. Drink. Give. was very successful. Jason Brown did an excellent job of bringing in sponsors. It was Legal Prep's best event yet.



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The Golf event will be held on September 23rd. Golfers and sponsors are still needed. There was discussion around packaging all of the events/programs into one ask especially for law firms. The big ask is for the annual appeal to make that more individualized or personalized.

Laura requested that Board members like and follow Legal Prep on LinkedIn and share postings. This is the best way to get the school's visibility up.

Other Matters

Several Board members were at the school for the Board meeting and to have lunch with Staff.

The Board discussed the marketing versus the development plans for fundraising events. The annual appeal will go out to correspond with the Day of Giving following Thanksgiving. Eat.Drink.Give. marketing will be launched in November as well. Legal Prep has stepped up presence on LinkedIn.

There was also a brief discussion about increasing the donation for the Law Programs.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:00pm.

Respectfully Submitted,

s/ Heather Fine

Heather Fine
Secretary, Board of Directors
Legal Prep Charter Academy