



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 6:30 pm on January, 19, 2023 at Beatrix (673 N. St. Clair, Chicago, IL 60611). 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), Jason Brown, Brendan Barrett, Mark DeMonte, Ryan Dunigan, Heather Fine, Jose Isasi, Kristopher Keys, Tom LaFrance, Oscar Romero, David, Susler, Cristel Turner, Bryan Westhoff, and Elie Zenner. Alejandro Ortega, Chair of the Associate Board, and liaison board member, was also present.

Paul Chada, Bill Hardin, Wendy Kornick Friedman, Crystal McCune, Walter Pryor, and Greg Wu were notified absences.

Minutes of the Previous Meeting

The Board

VOTED:

On motion of Oscar Romero and seconded by Jason Brown the board members voted unanimously to approve the draft minutes of the Board meeting from October 20, 2022 in the form circulated and previously posted.

Public Comment

No public comments were offered.

Executive Committee Report

Sam Finkelstein provided the Executive Committee update.

The Law Programs: The Law Programs are back in person again and things are going well. Mentoring also is back in person.

Renewal Process: Legal Prep is approaching the renewal process again. INCS is monitoring the results of the current renewal cohorts to determine whether the Board returns to granting five year renewals. Legal Prep’s most recent renewal period was two years, like almost all other charter schools in that renewal period. Site visits could occur as soon as the Spring, so the school is preparing with that in mind.

Board Governance Committee Report

Sam provided the Board Governance Committee update.

Reminder: There are annual Board training hours that are needed. Most board members completed the training on time. Board members were encouraged to participate in the free trainings made available through INCS. If they cannot, there also is online training available for a cost through INCS.

The Board’s May meeting will be the annual meeting and retreat and will take place on Friday, May 19, 2023, from 9am-1pm, tentatively scheduled at Jones Day. Calendar reminders are being sent and



Educating the next generation of lawyers and leaders

everyone is encouraged to put this date on their calendars now and attend as in person attendance is critical to success. In the meantime, Board members should brainstorm about topics they would like to discuss.

Finance Committee Report

Melissa Almazan provided the report. The quarterly financials were reviewed. Revenue and expenses are running as expected this year. There is a surplus of \$218K, with a goal to be at a surplus of \$500K by the end of the school year (6/30/2023). Expenses are as expected and have been generally normal. Some expenses have increased with the return of the Law Programs and other in person events. A brief discussion was had about whether additional funding is needed. The discussion was tabled for discussion at the May Board meeting.

The budgeting process will begin in earnest in February and the Finance Committee will resume regular meetings.

Associate Board Update

Alejandro Ortega, the Associate Board Chair and Board liaison, provided the update. The Trivia night is the main Associates Board event. It is scheduled for March 2, 2023 at Haymarket Pub & Brewery. Tickets and sponsorship opportunities are available. There was also a discussion regarding additional Associate Board activities.

Development Committee

Laura Miller gave the update. The Board discussed fundraising, and Laura asked that Board members check their places of employment for "matching" opportunities. The push for Eat Drink Give has begun and all Board members should begin identifying sponsors as well as live auction items. Board members should ask their firms and/or personal contacts to be a sponsor and consider reaching out to one or two potential contacts. United Airlines is the first sponsor. Filling the room remains a priority.

There was additional discussion regarding Trivia night, which is a lower price point for sponsors and is a great way to introduce people to Legal Prep.

Laura reviewed the grant situation. The school has received several grants this year, of varying amounts. The most recent being a multi-year grant to support the school's newly formed Blues Band. Private grant sources directed to specific activities (i.e. restricted grants) are the most likely source of grants for the school at its current stage of growth. Larger and more public grants are generally directed to expansion activities. If Board members know of grants for which the school might qualify, Laura requested that we let her know. If Legal Prep qualifies to submit the grant, it can present a compelling case of need and a sound plan for use of the fund.

Other Matters

There was further discussion about the Law Programs and Board attendance. The final Mock Trial competition will be on April 20th. This is a good opportunity for Board members to interact with students. The Negotiations final competition will occur in early May.



Educating the next generation of lawyers and leaders

There being no further business to be transacted, and upon motion duly made by Oscar Romero, and seconded by Heather Fine, and unanimously approved by vote of the members, the meeting was adjourned at 7:59pm.

Respectfully Submitted,

Heather Fine

Heather Fine