IVY HILL PREP BOARD OF TRUSTEES
Governance Committee Meeting Agenda
Committee Members: Kimberly Wedderburn Henderson, Derrick Lewis, & Marsha Michael
STANDING MEETING DATE SECOND TUESDAY OF THE MONTH
April 7, 2020|8:30pm – 9:00pm
ZOOM DIAL IN: https://zoom.us/j/9699543901

1. **Discuss Governance Webinar**
   - See Attached Notes
   - Determine which issues we need to address as a board.
2. **Discuss NYSED Mid-Term & Base line Check-in Performance Evaluation**
   - See Attached Check in Chart
   - See Attached Board Meeting Evaluation Criteria Chart
3. **Discuss Staff Remote Instruction Policy**
   - See attached draft

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Governance Webinar by SUNY Provided the following Governance Tips:

Governance

- Ensure Understanding of Open Meetings Law Requirements:
  - ➢ In Person Meetings suspended until 4/11/2020
  - ➢ Meeting Must be recorded, transcribe and minutes generated
  - ➢ Public Must also have access to view or listen.
- Review the bylaws to ensure compatibility with how the board will have to govern.
- Review delegations for decision making.
- Review delegations for signatory responsibilities.
- Succession planning:
  - ➢ Does the board currently have a sufficient number of members?
  - ➢ If members' health affects their ability to participate, how many will affect the ability of the board to conduct business?
  - ➢ Has the board considered succession planning to ensure continuity of governance?
  - ➢ Assign a second person/team for each function in case a staff member's health or that of a family member affects their ability to perform his/her duties?
- Communication Plan to School Community
  - ➢ Consistent in Timing
  - ➢ Format
  - ➢ Who will be responsible for gathering questions to provide the board?

Educational Continuity Plan – What Trustees Should Know:

- Are plans in place to continue education through the end of the school year?
- Are the needs of all students being address including at-risk populations?
- As a board do you understand how education is being delivered and tracked across grade levels?
- What are plans and education supports for when students return to school?
- How are staff making determinations of promotion/retention?

Workforce

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- How are human resource responsibilities being handled?
- Who is staying abreast of federal and state laws and regulations that impact the school as an employer?
- Do staff know expectations? What flexibilities can you provide staff to assist with childcare, work management, mental health, etc.?
- How will staff be evaluated?
- How will determinations to ask staff back next school year be made?
- If schools reopens this school year, how will the school determine if all staff are willing or can come back? What is the contingency plan?

Operations
- Is the school continuing to adhere to the Compliance related submissions of the Authorizer?
- Website Resources: Who is checking your Authorizer's website for updates regarding obligations?
- Facilities: Have facility projected been affected? What are contingency plans?
- Students with Disabilities: Are staff meeting the obligations of students with disabilities i.e current identifications, annual reviews, amendments to IEPs, etc.?

Culture
- Students
  - What are our touchpoints with students? Every student.
  - How do you support students struggling with their schoolwork, isolation, fear, home life, etc.?
  - What supports are available?
- Families
  - What are our touchpoints with families?
  - How do you support families who are struggling with the delivery of education?
  - How do you support families who are struggling? Health? Food?

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➢ What supports are available?

- Leadership and Staff
  ➢ What are touchpoints with staff? How will the school ensure every staff member is checked on?

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Area of Performance Framework	Sources of Evidence/Documents Required	Management	Board of Trustees
Educational Success: Deals with school's academic success and ability to operate in educationally sound manner.	• Records concerning the enrollment and admissions process including recruitment and outreach activities, all applications received and documents concerning the lottery process, if conducted • Student academic and health records • Attendance records for students including withdrawals of students from the school • Individualized Education Programs (IEPs) for students with disabilities enrolled in the school • Staff rosters, including records of hiring and termination of employees of the school • Evidence of credentials for all teachers including certifications • Fingerprint clearances for all relevant personnel • Certificates of occupancy • Other facility-related certifications, reports or permits • Surveys (Family/Staff)	✓	
Organization Soundness: Deals with school's organizational viability and ability to operate in a fiscally sound manner	• Lease agreements • Deeds • Loan documents • Records pertaining to the receipt and expenditure of all grants • Contracts in excess of $1,000 • School policies in areas such as financial management, personnel, student discipline, health and safety, student records access, enrollment, and transportation.	✓	

Area of Performance Framework	Sources of Evidence/Documents Required	Management	Board of Trustees
	• Complaints and/or grievances received by the school, including but not limited to, complaints received by the board of trustees pursuant to §2855(4) of Education Law, together with all documentation of all actions taken in response • Inventory of all assets of the school • Board Approved Budgets • Minutes of each meeting of the board of trustees and documentation of public notifications of such meetings		✓ ✓
Faithfulness to Charter & Law: Deals with school's faithfulness to the terms of its charter and adherence to the applicable laws and regulations.	All records regarding the following events and occurrences: • a change in the school's mission or key design elements • significant changes to the governance or leadership structure • hiring or termination of the management company • a change to school name • a change in district of location • a change in maximum enrollment or grades served • any change of the director/principal of the school • a change in the school's by-laws or code of ethics • execution of contracts or incurring of debt in excess of $25,000 • receipt of a summons and/or complaint in which either the school or any member of the board of trustees (acting in his or her capacity as a member of the board of trustees) is named a party to the action • termination, resignation, or removal of a member of the board of trustees		

Compliance with Open Meeting

- Meeting time and place is posted properly on school website and/or onsite at school.
- If meeting includes board member participation via videoconference (e.g. Skype), the notice includes the locations of all members who will be participating via videoconference, and states that these sites are available to the public for attendance.
- All board members can see and hear one another during the meeting, including those board members participating via videoconference.
- A quorum (majority of the total board, including counting vacant seats not yet eliminated) is present when the board meeting is convened and/or any item on the agenda is being considered.
- One set of board materials is available for public inspection on the school's website.
- Only board members who have been approved by NYSED can vote.
- Actions taken by board, including description of any amendments, are clearly articulated. (Board members are clear what they are voting on).
- Meeting *generally* follows approved agenda
- The board meeting is accessible pursuant to ADA at all sites.
- One set of board materials is available for public inspection on the school's website.
- If the board goes into Executive Session, the board votes to do so: agenda and minutes show a valid reason to go into Executive Session which are:
  - a. matters which will imperil the public safety if disclosed;
  - b. any matter which may disclose the identity of a law enforcement agent or informer;
  - c. Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
  - d. discussions regarding proposed, pending or current litigation;
  - e. collective negotiations pursuant to article fourteen of the civil service law;
  - f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
  - g. the preparation, grading or administration of examinations; and
  - h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Key Contractual Performance Areas Discussed

- Academic Performance related to benchmark 1 in Performance Framework is reviewed and discussed.
- The School's Financial Performance, including the school's budget, for the current school year is reviewed and discussed. Budgeted/Actual Enrollment:

- The school's enrollment, including current enrollment in relation to the school's maximum approved enrollment, is reviewed and discussed.
- The school's enrollment of SWDs, ELL/MLL, and ED students, including this enrollment in relation to the school's district of location, is reviewed and discussed.
- If applicable, strategies toward achieving equitable enrollment of SWDs, ELL/MLL, and/or ED students compared to the school's district of location, are reviewed and discussed.
- Plans for board training and development are discussed at the meeting or meaningful discussion/reflection occurs related to recent training attended by one or more board members.
- The board discusses, references, or utilizes the board's/the school's strategic plan.
- If the school has a Corrective Action Plan, the status of the plan and progress toward plan goals is reviewed and discussed.

Best Practices for Strong Boards

- The board has community representation or ensures that community voice has a presence at the board meeting.
- All board members present participate in the meeting.
- The meeting starts on time.
- There is a participant sign-in sheet.
- Meeting materials, if any, are distributed to all present.
- There is a portion of the board meeting as indicated in the meeting agenda for public comment.
- Members of the community attend the meeting such as parents, school staff, CBOs/partners, and students.
- The board makes use of its committees. For example, if the board has a finance committee, did that committee meet and make a recommendation to the board about the financial matters discussed at the meeting?
- The board's legal counsel is present or referred to regarding any needed follow-up.

School management presents information on the following:

- Attendance
- Suspensions/Expulsions
- School safety and climate (DASA related incidents)
- Parent engagement
- Data in a dashboard or in another format
- Special populations (such as SWDs, ELLs/MLLs, and EDs)

Remote Instruction Staff Policy

In the event of unexpected school closure during an academic school year, the staff of Ivy Hill Preparatory Charter School will continue to fulfill its mission of providing a high-quality education to all students.

The below expectations have been outlined to allow for continuity of learning for all students, continued professional development for teachers, and support for families during an unexpected closure.

Duties & Responsibilities

- All staff must be available via phone, e-mail, or Zoom or any other video-conferencing platform utilized by the school for the entirety of their contractual work hours.
- Instructional staff shall continue to provide remote instructional support to scholars and must communicate with families to support remote instruction. Interaction with students and families includes but is not limited to phone calls and video conferencing.
- Staff must continue to adhere to Ivy Hill Prep's *Professional Dress* expectations during videoconferencing sessions with students and families.
- Staff must conduct videoconferencing sessions in well-lit areas with minimal background noise to the extent possible.
- Staff must continue to comply with all necessary supervision requirements including but not limited to meeting their manager's requirements for daily and weekly communication.
- Requests for personal time off (PTO) (e.g. illness) will be communicated through normal procedures.
- Supplies to work remotely must be secured from the school before the first day of remote instruction.
- Any additional supply needs must be preapproved prior to any reimbursement.
- Technology connectivity issues should be directed to the director of operations.
- Non-exempt staff will maintain normal work hours and log in Time and Attendance as normal.

Failure to Comply

The foregoing procedures are designed to ensure that Ivy Hill Prep continues to provide scholars with high quality education. All Ivy Hill Prep employees are required to carry out the mission and vision of Ivy Hill by providing continuity of learning during times when remote instruction becomes necessary because of a mandated school closure. Failure to comply with the procedures detailed herein could result in grounds for immediate termination.

Board of Regents Regulatory Updates as 4/6/2020

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180 Days and the Continuity of Funding

- Charter schools and school districts can operate for less than 180 days during the 10-month school year, if the reduction in the number of days resulted from the Executive Order(s) issued by the Governor pursuant to the state of emergency for the COVID-19 crisis. If schools resume any time taken off will not count for an exemption from the 180 days requirement.

Commissioner's Regulation Section 119.1(c)(1) - Per Pupil Billing

- At the request of a charter school, the Commissioner may consider and excuse delays of up to 30 days for the required submission of per-pupil invoices, if the delay resulted from COVID-19 related operational issues. If such a delay is excused, the district may delay payment to the charter by up to 30-days from submission of said invoice.

Commissioner's Regulation Section 119.5(b) - Charter School Lotteries

- Charter schools must provide notice on their website of the date, time and place of lotteries for charter school student applicants, if such lottery is provided during a school closure ordered pursuant to an Executive Order of the Governor. Additionally, amendments to the regulations will permit these lotteries to be held remotely, provided that *the public can view or listen, and such lottery is recorded and later transcribed.*

Commissioner's Regulation Section 87.5(4) - Fingerprinting Regulations

- The regulation was amended to change the definition of "prospective employee," which now includes those who have online interactions with students, and not just those with direct, in person contact. These individuals, who include teachers that educate students remotely, must now be fingerprinted. Additional guidance on the fingerprinting requirements for charter schools can be found at http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/aprilmemo.pdf.