



Board of Trustees Organizational Meeting & Committee Action Planning Meeting
1185 Carroll Street, Brooklyn, NY
Sunday, July 1, 2018 - 4pm - 9pm

Member	Present	Not Present
Adam Schulman	x	
Derrick Lewis (Proposed Member)	x	
Marsha Michael	x	
Nataki Williams	x @4:29pm	
Rebecca May	x	
Talia Kovacs	x	

Also Present: Ambrosia Johnson, Proposed Head of School, Sue Walsh and Erline Hertilien from Building Excellent Schools.

- I. Call to Order-** The meeting was called to order at 4:08 pm. It was determined there was a quorum.
- a. Roll Call-** Introductions made
- b. Approval of Agenda-** A motion was made by Adam Schulman and seconded by Talia Kovacs to approve the agenda. The motion passed by a unanimous Vote of 5 - 0.

Approval of Agenda Vote

Member	Vote Yes	Vote No
Adam Schulman	x	
Marsha Michael	x	
Nataki Williams	x	
Rebecca May	x	
Talia Kovacs	x	

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II. Public Input

III. Approval of Bylaws and Board Membership Terms

- a. **Bylaws-** A motion was made by Rebecca May and seconded by Adam Schulman to approve the bylaws. The motion passed by a unanimous Vote of 5 - 0.

Approval of Bylaws Vote

Member	Vote Yes	Vote No
Adam Schulman	X	
Marsha Michael	X	
Nataki Williams	X	
Rebecca May	X	
Talia Kovacs	X	

- b. **Board Membership Terms-** Board members will serve the following staggered terms:

- Members serving 3-years terms:

Rebecca May and Derrick Lewis(Proposed Board Member)

- Members serving 2-year terms:

Marsha Michael and Adam Schulman

- Members serving 1-year terms:

Talia Kovacs and Nataki Williams

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Board Membership Terms Vote

Member	Vote Yes	Vote No
Adam Schulman	X	
Marsha Michael	X	
Nataki Williams	X	
Rebecca May	X	
Talia Kovacs	X	

IV. Approval of Officers-

The nominations for the position of Chair include Marsha Michael.

The nominations for the position of Vice Chair include Rebecca May.

The nominations for the position of Treasurer include Nataki Williams.

The nominations for the position of Secretary include Nataki Williams.

- a. The appointment of Marsha Michael to the position of BOARD CHAIR**
passed by a unanimous Vote of 5 - 0.

Member	Vote Yes	Vote No
Adam Schulman	X	
Marsha Michael	X	
Nataki Williams	X	
Rebecca May	X	
Talia Kovacs	X	

- b. The appointment of Rebecca May to the position of VICE CHAIR passed by a**
unanimous Vote of 5 - 0.

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Member	Vote Yes	Vote No
Adam Schulman	X	
Marsha Michael	X	
Nataki Williams	X	
Rebecca May	X	
Talia Kovacs	X	

- c. The appointment of Nataki Williams to the position of SECRETARY passed by a unanimous Vote of 5 - 0.**

Member	Vote Yes	Vote No
Adam Schulman	X	
Marsha Michael	X	
Nataki Williams	X	
Rebecca May	X	
Talia Kovacs	X	

- d. The appointment of Nataki Williams to the position of TREASURER passed by a unanimous Vote of 5 - 0.**

Member	Vote Yes	Vote No
Adam Schulman	X	
Marsha Michael	X	
Nataki Williams	X	
Rebecca May	X	
Talia Kovacs	X	

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- V. Approval of Board Meeting Annual Calendar-** A motion was made by Adam Schulman and seconded by Talia Kovacs to approve the board meeting annual calendar as the second Wednesday of each month. The motion passed by a unanimous vote of 5-0.

Continuance of schedule

- August Meeting: August 1, 2018
- September Meeting: September 12, 2018
- October Meeting: October 10, 2018
- November Meeting: November 14, 2018
- December Meeting: December 12, 2018
- January Meeting: January 9, 2019
- February Meeting: February 13, 2019
- March Meeting: March 13, 2019
- April Meeting: April 10, 2019
- May Meeting: May 8, 2019
- June Meeting: June 12, 2019
- July Meeting: July 10, 2019

VI. Approval of Committee Members

The nominations for the Governance Committee include

Marsha Michael

Derrick Lewis (Proposed Board Member)

Rebecca May

The nominations for the Finance Committee include

Nataki Williams

Derrick Lewis (Proposed Board Member)

Adam Schulman

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The nominations for the Development Committee include

Rebecca May

Nataki Williams

Derrick Lewis(Proposed Board Member)

The nominations for the Academic Committee include

Talia Kovacs

Adam Schulman

Marsha Michael

The appointment of: **Marsha Michael, Derrick Lewis (Proposed Board Member) and Rebecca May** to the **Governance Committee** passed by a unanimous vote of 5-0.

The appointment of: **Nataki Williams, Derrick Lewis (Proposed Board Member) and Adam Schulman** to the **Finance Committee** passed by a unanimous vote of 5-0.

The appointment of: **Rebecca May, Nataki Williams and Derrick Lewis (Proposed Board Member)** to the **Development Committee** passed by a unanimous vote of 5-0.

The appointment of: **Talia Kovacs, Adam Schulman and Marsha Michael** to the **Academic Achievement Committee** passed by a unanimous vote of 5-0.

VII. Approval of Policies

- a. Board Attendance-** A motion was made by Talia Kovacs and seconded by Adam Schulman to approve the board attendance policy. The motion passed by a unanimous vote of 5-0.

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- b. Conflict of Interest Policy** - A motion was made by Talia Kovacs and seconded by Rebecca May to approve the Conflict of Interest policy. The motion passed by a unanimous vote of 5-0.
- c. FERPA**- A motion was made by Talia Kovacs and seconded by Nataki Williams to approve the FERPA policy. The motion passed by a unanimous vote of 5-0.
- d. Volunteer**- A motion was made by Talia Kovacs and seconded by Adam Schulman to approve the Volunteer policy. The passed by a unanimous vote of 5-0.

VIII. Other Business- Committee Action Planning Discussion

IX. Updates

a. Founder

- X. Adjournment:** Motion made by Marsha Michael to adjourn and seconded by Adam Schulman . The motion passed by a unanimous vote of 5-0. Meeting adjourned at 8:57pm.

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: **August 1, 2018**

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I. **Call to Order-** The meeting was called to order at 11:32, by Board Chair Marsha Michael.

a. **Roll Call by Secretary, Nataki Williams.**

Board of Trustee Present:

- ✓ **Rebecca May**
- ✓ **Adam Schulman**
- ✓ **Talia Kovacs**
- ✓ **Marsha Michael**
- ✓ **Derrick Lewis (Proposed BM)**
- ✓ **Nataki Williams**

It was determined that a quorum was present by Board Chair, Marsha Michael. Also present was Head of School, Ambrosia Johnson.

b. **Approval of Agenda-** A motion to approve the meeting agenda by was made by Adam Schulman. The motion to approve the meeting agenda was seconded by Marsha Michael.

- i. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

II. **Approval of Back-Office Provider**

A recommendation was made by the Finance Committee CO-Chair, Nataki Williams, on behalf of the Finance Committee that the Board use CSMB as the back-office provider. The Co-Chair of the Finance Committee, Nataki Williams, reported that CSMB is

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prepared to charge \$24, 999 for the pre-planning year contract and \$115, 000 and \$120,000 for the first and second year, respectively.

- a. **Motion to Approve the Back-Office Provider-** A motion to approve using CSBM as the back-office provider was made by Nataki Williams. The motion to approve using CSBM as the back-office provider was seconded by Rebecca May.
- b. The secretary took the roll call of the vote to approve the use of CSBM, as the back-office provider. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

III. Approval of Bank

A recommendation was made by Co-Chair of the Finance Committee, Derrick Lewis, on behalf of the Finance Committee, that JP Morgan Chase be utilized as the banking entity for the school based upon the fact that majority of charter schools in New York City uses JP Morgan Chase. CO-Chair, Nataki Williams also reported that JP Morgan Chase was also recommended by the proposed back-office provider CSBM.

- a. **Motion to Approve the Banking Entity for Ivy Hill Prep-** A motion to approve using JP Morgan Chase as the bank for Ivy Hill Prep was made by Adam Schulman. The motion to approve using JP Morgan Chase as the banking provider was seconded by Nataki Williams.
- b. The secretary took the roll call of the vote to approve the use of JP Morgan Chase, as the bank for Ivy Hill Prep. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

IV. Approval of Signers on Ivy Hill Prep Bank Accounts

The Finance Committee, Co-Chair, Nataki Williams recommended on behalf of the Finance Committee that the treasurer, Head of School and Manager/Director of Operations be granted permission to be signers on the Ivy Hill Prep School account as that is common and best practice for charter schools.

- a. Motion to Approve the signers on the Bank Account for Ivy Hill Prep-** A motion to approve Nataki Williams, Ambrosia Johnson, and Manager/Director of Operations as the signers on the bank for Ivy Hill Prep was made by Marsha Michael. The motion to approve Nataki Williams, Ambrosia Johnson, and Manager/Director of Operations as the signers on the bank for Ivy Hill Prep was seconded by Rebecca May.
- b.** The secretary took the roll call of the vote to approve Nataki Williams, Ambrosia Johnson, and Manager/Director of Operations as the signers on the bank for Ivy Hill Prep. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

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V. Approval of School Credit Card

The Finance Committee, Co-Chair, Nataki Williams recommended on behalf of the Finance Committee the school use a line of credit as that is common and best practice for charter schools.

- a. Motion to Approve Obtaining a Credit Card for Ivy Hill Prep-** A motion to approve obtaining a school credit card was made by Marsha Michael. The motion to obtaining a school credit card was seconded by Rebecca May.
- b.** The secretary took the roll call of the vote to approve obtaining a school credit card. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

VI. Adjournment:

- a. Motion to adjourn the meeting-** A motion to adjourn the meeting was made by Adam Schulman. The motion to adjourn the meeting was seconded by Marsha Michael, Board Chair. After hearing no objection to adjourning the meeting, the meeting was adjourned at 12:06pm

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Secretary: *Nataki Williams*

Date: August 1, 2018

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Ivy Hill Prep

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Wednesday, August 1, 2018 | Time: 6:30 – 9:30pm

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- I. **Call to Order-** The meeting was called to order at 6:40pm, by Board Chair Marsha Michael.

- a. **Roll Call by Secretary, Nataki Williams.**

Board of Trustee Present:

- ✓ Rebecca May
- ✓ Adam Schulman
- ✓ Talia Kovics
- ✓ Marsha Michael
- ✓ Nataki Williams

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson.

- b. **Approval of Meeting Minutes-**

- 1) A motion to approve the minutes of the Organizational Meeting held, on July 1st, 2018 was made by Adam Schulman. The motion to approve the minutes of the Organizational Meeting was seconded by Talia Kovacs.

- i. The secretary took the roll call of the vote to approve the minutes of Organizational Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

- 2) A motion to approve the minutes of the Special Meeting held on July 5th, 2018 was made by Talia Kovacs. The motion to approve the minutes of the Special meeting was second by Rebecca May.

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- i. The secretary took the roll call of the vote to approve the minutes of the Special Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

- c. **Approval of Agenda-** A motion to approve the meeting agenda by was made by Nataki Williams. The motion to approve the meeting agenda was seconded by Talia Kovacs.

- i. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

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II. **Approval of Hire of Head of School at salary of \$130,000** (*Ambrosia Johnson exited the meeting for this discussion*)

Discussion:

The Board Chair presented the trustees with comparable salaries for K-5 school principals and also provided the median starting salary for the HOS of BES schools set to open this year. The proposed salary of \$130, 000 was deemed in line with those comparable salaries. The Board Chair also explained that the proposed HOS would also be expected to do the work of a Dean of Curriculum for the first two years. Trustee Talia and Rebecca also informed the Board that given the amount of work to be done that the board should ensure that the HOS is compensated at a competitive level. Trustee Nataki also explained that after speaking with the back-office provider it became apparent that the HOS would be performing many duties above and beyond the traditional duties of a HOS.

Board Chair also suggested that the letter of agreement and mediation/arbitration agreements be submitted to legal counsel for review prior to the Board approving the respective agreements. The Trustees all agreed that having those documents reviewed would not serve as an impediment to hiring Ambrosia as head of school and approving her salary.

- a. **Motion to Approve the Head of School-** A motion to approve hiring Ambrosia Johnson as the Head of School, at a salary of \$130,000 per year, was made by Talia Kovacs. The motion to approve hiring Ambrosia Johnson as the Head of School at a salary of \$130,000 per year was seconded by Rebecca May.

- i. The secretary took the roll call of the vote to hire Ambrosia Johnson as the Head of School at a salary of \$130,000 per year. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	

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Rebecca May	✓	
Talia Kovacs	✓	

III. Approval of HOS Job Description

Discussion:

Trustee Adam suggested that the board include details regarding the HOS responsibility to ensure that Ivy Hill Prep meets the missions and goals set forth in the charter issued by the authorizer. The HOS job description was updated prior to the meeting to include that suggestion.

- a. A motion to adopt Head of School job description for the Head of School for Ivy Hill Prep. was made by Adam Schulman. The motion to approve the adoption of the job description for the Head of School for Ivy Hill Prep. was second by Rebecca May.
 - i. The secretary took the roll call of the vote to adopt the job description for the Head of School for Ivy Hill Prep. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

IV. Approval of Governance Policies

- a. A motion to adopt the following governance policies, namely the Board Fundraising, Head of School, Board of Trustee Compensation, Gift Acceptance

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and Indemnification Policies was made by Nataki Williams. The motion to adopt the following governance polices, namely the Board Fundraising, Head of School, Board of Trustee Compensation, Gift Acceptance and Indemnification Policies was second by Talia Kovacs.

- i. The Secretary took the roll call of the vote to approve the use of governance polices, namely the Board Fundraising, Head of School, Board of Trustee Compensation, Gift Acceptance and Indemnification Policies. The motion passed by a unanimous vote with the following trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

V. Approval of Committee Duties

- a. A motion to adopt the committee descriptions for the Governance Committee, Finance Committee, Academic Achievement, Development Committee and Facilities Taskforce was made by Adam Schulman. A motion to adopt the committee descriptions for the Governance Committee, Finance Committee, Academic Achievement, Development Committee and Facilities Taskforce was second by Rebecca May.
 - i. The Secretary took the roll call of the vote to approve adopt the committee descriptions for the Governance Committee, Finance Committee, Academic Achievement, Development Committee and Facilities Taskforce. The motion passed by a unanimous vote with the following trustees voting in favor of the motion:
 - ii.

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Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

VI. Committee Chair Check-In w/BC

Discussion

Committee Chair to Provide Board Chair with Date of Standing Meeting and Call in number for meetings. Standing committee meeting dates were not provided as the group needed good dates from proposed Board Member, Derrick Lewis.

Governance Committee Meeting Date = First Tuesday of Every Month

Finance Committee = _____

Academic Achievement = Third Wednesday of Every Month

Development Committee = _____

Facilities Taskforce = _____

Board Chair informed the board of the following protocol to be followed regarding committee meetings and ad hoc meetings:

1. All meeting invites/emails must include the Board Chair & Head of School.
2. Committee Chair must use the attached committee meeting report template to inform the Board Chair of the matters discussed at the meeting. Committee Chairs must send the meeting report to Board Chair with 24 hours of the meeting and also place a copy of the report in the designated dropbox.

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VII. Board Expansion

Discussion:

Board Chair informed board that while there is a pressing need to increase the board size by getting additional board members with specific experience in marketing and board development, the board should be careful to select additional members who are willing to put in the work and who are mission aligned. The board agreed that our first priority would be to seek out people who would be willing to put in the enormous amount of work facing the board in this planning year. To that end the Board Chair suggested that we invite potential board candidates to recruiting events to better gauge their level of commitment and willingness to work.

VIII. Motion to adopt resolution to add Derrick Lewis as member of Board of Trustees

Discussion:

BC informed the board that the resolution was necessary due to a mix-up with Derrick Lewis' initial fingerprints. All trustees were under the impression that Derrick Lewis was a member of the founding trustees, however due to miscommunication about the fingerprinting process, this was not accurate and necessitated a resolution by the Board adding Derrick Lewis.

- a. A motion to adopt the resolution to add Derrick Lewis as a member of the Board of Trustee of Ivy Hill Prep was made by Marsha Michael. The motion to adopt the resolution to add Derrick Lewis as a member of the Board of Trustee of Ivy Hill Prep was seconded by Talia Kovacs.
- b. The secretary took the roll call of the vote to adopt the resolution to add Derrick Lewis as a member of the Board of Trustee of Ivy Hill Prep. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

IX. Update on Legal Representation

Discussion:

BC informed the board that BC and HOS meet with the Lawyers Alliance on Tuesday July 31, 2018 regarding seeking their representation. Board informed that the Lawyers Alliance is a not-for-profit organization which assists community-based organizations with legal matters. There is a one-time only fee of \$575. At the meeting, the BC detailed the immediate legal services requests which include, 501(c)(3) application, lease review, policy review, etc. The board is awaiting an engagement agreement from Lawyer's Alliance to begin utilizing their services. The governance committee will oversee this effort.

X. Facilities Update

Discussions:

Facilities Taskforce Chair and HOS led discussion on the following points:

- Facilities Partnership with the Boys Club of New York is not feasible due to diverging missions and time constraints giving that Ivy Hill Prep needs a facility immediately. BCNY specifically focuses on Third grade level boys. However, BCNY still believes there are possibilities for programmatic partnership in the near future. HOS will continue to keep the lines of communication open with the BCNY leadership.
- Facility Taskforce Member Bill Wilkins introduced Ivy Hill Prep to BRP Development Corp which has a facility within East New York on Lavonia and _____. The facility is a compilation of three residential buildings which also has commercial space on the ground floor of each building. None of the locations individually have sufficient

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square footage to accommodate the entire school and the school would need to be spread out throughout the 3 locations. HOS and Facilities Chair have requested that BRP Development Corp come up with a plan that will ensure that K-2 would not have to leave their school location for lunch and recess. The Taskforce is waiting to see what the developers can come up with and whether that plan would be able to serve the needs of Ivy Hill Prep. Trustees Talia, Adam and Marsha expressed reservations about having small children shuttle between locations especially during the winter months. HOS expressed concern about having leadership present in multiple locations in a manner which would keep school culture consistent. The Board is awaiting additional information from the developers about a plan which could work in keeping students in particular grade levels in one location.

- c. Trustees discussed the Term Sheet provided by Nazareth and the pros of having a facility which is move in ready. The only drawback is that the location is not within the proposed target area and would require some retooling of recruitment efforts.
- d. HOS also informed board she would reach out to political leaders in East New York and Brownsville and inform them of the dire need to find a facility within the target location.

XI. Removal of Facilities Taskforce Member

The next order of business is the removal of Joseph DeWeever from the Facilities Taskforce. HOS explained that she left numerous messages and sent many emails to Mr. DeWeever. There has been no response from Mr. DeWeever, leaving the HOS to appropriately assume that he is no longer interested in serving as a taskforce member.

- a. A motion to remove Joseph DeWeever from the Facilities Taskforce was made by Rebecca May. A motion to remove Joseph DeWeever from the Facilities Taskforce was second by Adam Schulman.

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- b. The secretary took the roll call of the vote to remove Joseph DeWeever from the Facilities Taskforce. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

c.

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

XII. Finance Committee Update

Discussion by Finance Co-Chair, Nataki Williams:

- a. CSBM is back office provider and both the Treasurer and HOS have been in communication with CSBM to begin planning fiscal policies.
- b. Chase sent Treasurer an email to start the process of opening the bank accounts. However, we are still waiting for the funds from the Walton Grant in order to fund the account. The Walton grant funds are expected by August 9, 2018 however, this is subject to change as the estimated date for receiving the grant funds has changed often in the past month.
- c. EIN was received.
- d. Committee is still deciding whether to use Paychex or ADP as a payroll provider. The committee will also look into whether to use a PEO for benefits/human resources and payroll.

XIII. Approval of Follow-on Support by BES

Discussion:

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HOS provided information about the follow-on support for HOS as well as for the Board Chair. The BC also informed trustees that follow-on support is also available for committee chairs who may also need additional support.

- a. A motion to approve using BES follow on support for the HOS and Board Chair at a cost of \$10,000 was made by Adam Schulman. A motion to approve using BES following on support for the HOS and Board Chair at a cost of \$10,000 was second by Rebecca May.
- b. The secretary took the roll call of the vote to approve using BES follow on support for the HOS and Board Chair at a cost of \$10,000. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

XIV. Academic Achievement Update – Update by Chair

Discussion by Committee Chair:

- a. Charter school Enrollment was moved up to October 2018, which allows us to get actual applications for enrollment sooner than anticipated.
- b. Chair explained that in the coming months all Trustees need to be actively engaged in recruitment efforts and to that end a sign-up sheet for the following events was distributed:
 - August 11, 2018 – Mount Aarat Block Party, 425 Howard Avenue, 12pm-5pm.
 - August 18, 2018 – Tilden Houses Family & Friends Day, 2pm – 5:30pm
 - August 24, 2018 – ACS event

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- August 26, 2018 – New Hope Baptist Church Block Party, Location TBA, near Nazareth HS, 11am-4:15pm

XV. Development Committee Update – Update by BC & HOS

- a. BC and HOS met with Kings County Borough President's office on August 1, 2018 to discuss the possibility of getting grant money. There is a possibility for capital funds grant for moveable items such as technology stem carts. The BC & HOS will keep in contact with the BP's office to ensure that grant applications are submitted and considered for Ivy Hill Prep.
- b. HOS also scheduled to meet with CSBM to discuss their grant writing capabilities on behalf of Ivy Hill Prep.

XVI. HOS – Update by HOS

- a. Created a Dropbox for Board of Trustees to access pertinent organizational documents and templates related to the school.
- b. Need to hire Student Recruitment Ambassador to assist with recruitment efforts. Post approval of the Job Description, HOS will begin the formal search of an individual for this position.
- c. Outlined goals for Intent to Enroll forms and applications. Head of School will give updates

Student Recruitment Goals			
Measure	Conservative	Baseline	Aggressive
Intent to Enroll Forms: K	85	100	200
Intent to Enroll Forms: 1	85	100	200
Applications: K	180	200	250
Applications: 1	180	200	250

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XVII. Approval of Student Recruitment Ambassador Job Description

Discussion: HOS informed the board of the necessity for a recruitment assistance and provided a description of the job to be performed by that hire at the meeting. The trustees reviewed the job description and suggested grammatical changes and that the description add knowledge and skill in Microsoft Suite.

- a. A motion to adopt Student Recruitment Ambassador job description for Ivy Hill Prep. was made by Marsha Michael. The motion to approve the adoption of the Student Recruitment Ambassador job description for Ivy Hill Prep. was second by Talia Kovacs.
 - ii. The secretary took the roll call of the vote to adopt the Student Recruitment Ambassador job description for Ivy Hill Prep. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	

XVIII. Adjournment

- a. A motion to adjourn the meeting was made by Nataki Williams. A motion to adjourn the meeting was second by Talia Kovacs.
- b. Hearing no objection, the meeting is adjourned at 9:24pm by the Board Chair.

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday, August 1, 2018 | Time: 6:30 – 9:30pm
230 Park Place, Brooklyn, NY, 11238

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: September 12, 2018

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday, September 12, 2018 | Time: 6:30 – 9:30pm
150 West 28th Street, Rm 404, New York, NY 10001

I. Call to Order- The meeting was called to order at 6:58 pm, by Board Chair Marsha Michael.

a. Roll Call by Secretary, Nataki Williams.

Board of Trustee Present:

- ✓ Rebecca May
- ✓ Adam Schulman
- ✓ Talia Kovacs
- ✓ Marsha Michael
- ✓ *Nataki Williams*

Board of Trustee Not Present: Derrick Lewis

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Kimberly Wedderburn a candidate for the Board of Trustees.

b. Approval of Meeting Minutes

- i. A motion to approve the minutes of the Board Meeting held, on August 1, 2018, was made by Adam Schulman. The motion to approve the minutes of the Board Meeting was seconded by Rebecca May.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

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Board of Trustees Meeting Minutes

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150 West 28th Street, Rm 404, New York, NY 10001

c. Approval of Agenda

- i. A motion to approve the meeting agenda was made by Adam Schulman, Trustee. The motion to approve the meeting agenda was seconded by Talia Kovacs.
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

II. Governance Committee Update

- a. **Review Open Meeting Law:** Review document provided by lawyers' alliance and cheat sheet created by the governance committee.

Discussion by Board and Questions.

Each committee chair should have a standing conference call number from my free conference call so that it can be posted and never change.

Governance Committee meeting 1st Tuesday of every month.

Finance Committee meeting 1st Wednesday of every month.

Academic Committee meeting 4th Wednesday of every month.

Facilities Task Force meets weekly on Wednesdays.

We will also start sending meeting information to media outlets

- b. **Review Governance v. Management Articles**

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Discussion on the articles.

III. Facilities Update

a. Approval of Term Sheets -

- i. A motion to approve the term sheet by Nazareth and continue lease negotiations with Nazareth was made by Rebecca May, Trustee. The motion to approve the term sheet by Nazareth and continue lease negotiations with Nazareth was seconded by Adam Schulman, Trustee.
- ii. The secretary took the roll call of the vote to approve the term sheet by Nazareth and continue lease negotiations with Nazareth. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

IV. Finance Committee Update

a. Tutorial on Budget Templates

Discussion and Tutorial on Budget Templates.

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150 West 28th Street, Rm 404, New York, NY 10001

V. Academic Achievement Update

- i. Inform Board about recruitment efforts.
- ii. Give tutorial on best practices for using google calendar.
We changed goals for the intent to enroll form at events to be higher.

VI. Update by HOS

Update on various issues
21 Kindergarten interests, 10 first grade interests
We will be working with Start Right

VII. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at 9:34pm. The motion to adjourn the meeting was seconded by Nataki Williams, Board Secretary.
- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
Derrick Lewis	(Not Present at Meeting)	

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday, September 12, 2018 | Time: 6:30 – 9:30pm
150 West 28th Street, Rm 404, New York, NY 10001

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: **October 10, 2018**

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday, October 10, 2018 | Time: 6:30 – 9:30pm

26 West Broadway, Suite 963-2, New York, NY 10004

I. **Call to Order-** The meeting was called to order at 6:44pm, by Board Chair Marsha Michael.

a. **Roll Call by Secretary, Nataki Williams.**

Board of Trustee Present:

- ✓ Rebecca May
- ✓ Adam Schulman
- ✓ Talia Kovacs (Arrived at 6:48pm)
- ✓ Marsha Michael
- ✓ *Nataki Williams*

Board of Trustee Not Present: *Derrick Lewis*

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Erline Hertilien, Building Excellent Schools follow-on support, via zoom video conference call.

b. **Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Board Meeting held, on September 12, 2018, was made by Adam Schulman. The motion to approve the minutes of the Board Meeting was seconded by Rebecca May.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

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c. Approval of Agenda

- i. A motion to approve the meeting agenda was made by Adam Schulman, Trustee. The motion to approve the meeting agenda was seconded by Talia Kovacs.
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

II. Governance Committee Update

- a. Eugene B. Podokshik of First Fidelity Brokerage (FFB) joined the meeting for 15 minutes to discuss the coverage to be provided by FFB.
- b. Brandon Cole called in via conference call to discuss the insurance package through Gallagher Insurance.
- c. The board discussed the details of each package and decided Gallagher Insurance provider best suited its needs.
 - i. A motion to approve using Gallagher as the Insurance provider for Board and Executive was made by Talia Kovacs. The motion to approve using Gallagher as the Insurance provider for Board and Executive was seconded by Marsha Michael.

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- ii. The secretary took the roll call of the vote to approve using Gallagher as the Insurance provider for Board and Executive. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
Derrick Lewis	(Not Present at Meeting)	

d. Review Board Expansion Metrics

Board Chair informed the board about the board expansion metrics which was provided to each trustee. The trustees were encouraged to review the metrics with an eye towards developing more prospective trustees.

e. Update on Legal Representation

Board Chair informed Trustees that Lawyers Alliance was still working on ensuring legal representation for Ivy Hill Prep's lease negotiations with Nazareth. Lawyer's Alliance had a question about Ivy Hill Prep's current status as it related to its request for co-location space with the DOE. HOS informed board that another request for space was submitted but Ivy Hill Prep would reject space. Once there is a denial, Ivy Hill Prep can begin the appeals process with the assistance of the Lawyer's Alliance.

f. Approval to extend an offer to Kimberly Wedderburn to join the Board of Trustees

- i. A motion to approve extending an invitation to Kimberly Wedderburn to begin the process necessary to join the Board of Trustees was made by Marsha Michael. The motion to approve extending invitation to

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Kimberly Wedderburn to begin the process necessary to join the Board of Trustees was seconded by Rebecca May.

- ii. The secretary took the roll call of the vote to approve extending invitation to Kimberly Wedderburn to begin the process necessary to join the Board of Trustees. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

III. Facilities Update

a. Update on Lease Negotiations and Contracting work.

- i. DOE space update (HOS - Ambrosia Johnson) - HOS (Ambrosia Johnson) will submit a letter to DOE indicating that Ivy Hill Prep will not utilize DOE space and that will trigger a denial letter from the DOE in approximately 5 days. Board Chair (Marsha Michael) will submit this denial to Lawyer's Alliance so that we can begin the appeals process.
- ii. Lease negotiations (Facilities Chair -Rebecca May) -The lease is currently being drafted with Nazareth. The potential lease agreement will only be submitted to the board for review twice due to the large number of people who need to review and approve. We need to determine how much we can afford to pay as a security deposit by December 1st 2018. Nazareth offered Ambrosia Johnson office space once the lease is signed. Nazareth will hold off on making repairs to the 3rd floor until when Ivy Hill Prep will begin using that space. Lease negotiations

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will include repairs to the 2nd floor to be completed prior to the opening school year in 2019.

- iii. Construction Update (HOS - Ambrosia Johnson) - 2 contractors provided estimates to do the requested repairs. The quotes are within the tentative budget allotment.

IV. Finance Committee Update

- a. Finance Chair (Nataki Williams) provided a detailed analysis of the benefits and pitfalls of potential PEO providers, Little Bird and AIG.

b. Approval of PEO provider

- i. A motion to approve using Little Bird as a PEO provider was made by Nataki Williams. The motion to approve using Little Bird as a PEO provider was seconded by Talia Kovacs.
- ii. The secretary took the roll call of the vote to using Little Bird as a PEO provider. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
Derrick Lewis	(Not Present at Meeting)	

- c. Planning Year Budget and Fiscal Policies - Board discussed the budget and fiscal policies. However, there were some questions which remained outstanding and the

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Board tabled the discussion until the next board meeting where the budget and policies will be on the agenda for a vote by the board.

V. Academic Achievement Committee Update -

- i. Inform Board about recruitment efforts.

VI. Development Committee Update – Meeting Date Selection

Committee Action Planning Meeting will be held on Oct 16th at 8:45-9:15.

- VII. Committee Action Planning with Board Chair.** The Committees reviewed their respective action plans which were included as part of the board meeting materials. Committee chairs decided that an action planning meeting will be held the week of October 15, 2018 where committee members will review the action plans with committee members and formulate tasks and additional goals. Each committee member will take on specific tasks within the deadline date decided by the committee. Committee Chairs will inform the board chair of the planning meeting date and time and will also upload the updated action plan into Ivy Hill Prep's dropbox.

VIII. Update by HOS

- a. HOS submitted HOS report and explained the format which included the current number of applications received and update on staff recruitment.
- b. Approval of Job Descriptions for Director of Operations, Elementary Teacher, Martial Arts Instructor, and Office Coordinator**
 - i. A motion to approve the job descriptions of Director of Operations, Elementary Teacher, Martial Arts Instructor, and Office Coordinator subject to the changes discussed was made by Talia Kovacs. The motion to approve the job descriptions of Director of Operations, Elementary Teacher, Martial Arts Instructor, and Office Coordinator subject to the changes discussed was seconded by Rebecca May.

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26 West Broadway, Suite 963-2, New York, NY 10004

- ii. The secretary took the roll call of the vote to approve the job descriptions of Director of Operations, Elementary Teacher, Martial Arts Instructor, and Office Coordinator subject to the changes discussed. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Talia Kovacs	✓	
Derrick Lewis	(Not Present at Meeting)	

- c. HOS also shared the newly launched Ivy Hill Prep website @ivyhillprep.org. Board provided some feedback for consideration.

a. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at 9:23pm. The motion to adjourn the meeting was seconded by Nataki Williams, Board Secretary.
- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	

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Rebecca May	✓	
Talia Kovacs	✓	
Derrick Lewis	(Not Present at Meeting)	

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: November 14, 2018

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday, November 14, 2018 | Time: 6:30 – 9:30pm
150 West 28th Street, Suite 404, Room 2, New York, NY 10004

I. **Call to Order-** The meeting was called to order at **6:37pm** by Board Chair Marsha Michael.

a. **Roll Call by Secretary, Nataki Williams.**

Board of Trustee Present:

- ✓ **Rebecca May (Not present at meeting)**
- ✓ **Adam Schulman**
- ✓ **Talia Kovacs (Not present at meeting)**
- ✓ **Marsha Michael**
- ✓ **Nataki Williams**
- ✓ **Derrick Lewis**

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Erline Hertilien and Sue Walsh, Building Excellent Schools follow-on support.

b. **Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Board Meeting held, on October 10, 2018, was made by Adam Schulman. The motion to approve the minutes of the Board Meeting was seconded by Derrick Lewis.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	
Talia Kovacs	(Not present at meeting)	

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c. Approval of Agenda

- i. A motion to approve the meeting agenda was made by Marsha Michael, Trustee. The motion to approve the meeting agenda was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	
Talia Kovacs	(Not present at meeting)	

II. Finance Committee Update

a. Review of Current Financial Dashboard

The Finance committee presented the financial dashboard and explained the key point. The asset liability ratio is where it should be.

The board went on to discuss the proposed budget. Board members had questions about the \$5,000 legal budget and understand that those funds are earmarked for filing fees and other legal expenses. There was also a question about the board development budget and it was determined that it will be added to the budget at a later date. The technology budget will currently fund administrator technology and software such as Microsoft office suite. In year 1, that will transition into funding for student data software.

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday, November 14, 2018 | Time: 6:30 – 9:30pm
150 West 28th Street, Suite 404, Room 2, New York, NY 10004

b. Approval of the Planning Year Budget

- i. A motion to approve the planning year budget (with the modifications discussed) was made by **Marsha Michael, Trustee**. The motion to approve the planning year budget (with the modifications discussed) was seconded by **Adam Schulman, Trustee**.
- ii. The secretary took the roll call of the vote to approve the planning year budget (with the modifications discussed). The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	
Talia Kovacs	(Not present at meeting)	

c. Approval of Fiscal Policies

- i. A motion to approve the fiscal policies contained in the financial policies and procedures manual was made by **Marsha Michael, Trustee**. The motion to approve the fiscal policies contained in the financial policies and procedures manual was seconded by **Derrick Lewis, Trustee**.
- ii. The secretary took the roll call of the vote to approve the fiscal policies contained in the financial policies and procedures manual. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	
Talia Kovacs	(Not present at meeting)	

d. Approval of Independent Auditor provider

- A motion to approve using **PFK O’Conner Davies** as an independent auditor for Ivy Hill Prep was made by **Adam Schulman, Trustee**. The motion to approve using **PFK O’Conner Davies** as an independent auditor for Ivy Hill Prep was seconded by **Marsha Michael, Trustee**.
- The secretary took the roll call of the vote to using **PFK O’Conner Davies** as an independent auditor for Ivy Hill Prep. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	
Talia Kovacs	(Not present at meeting)	

III. Governance Committee Update

a. Review of Management vs. Governance – Erline Hertilien and Sue Walsh of BES

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Ms. Hertillien began with the mantra *excellence begins with the board*. She explained the importance of board oversight and decision making based on researched and data-driven decision making. The survey results showed the board members understanding of governance vs. management, their opinion of the effectiveness of development, expectations of the Head of School and the roles and responsibilities of board members. The discussion ended with a scenario on how the board would respond to request for funding for bus transportation due to an emergency situation that would significantly affect enrollment.

b. Update on Legal Representation

- The pro bono legal representation provided by the Lawyers Alliance has proven very helpful. Attorneys have drafted a Petition for Co-location and another attorney is preparing the 501(c)(3) application.

IV. Facilities Update

a. Update on Lease Negotiations and Contracting work.

- The original plan was to sign the lease by December 1, 2018; however, a draft lease has not been provided to Ivy Hill Prep yet, so the lease signing day may be delayed to accommodate enough time to review and negotiate the lease agreement.

V. Academic Achievement Update

There are currently 48 kindergarten applicants and only one first grade applicant. The Head of School is considering changing the targets to accept a larger kindergarten class and less first graders.

There will be a number of recruitment events over the next few weeks to continue to effort to increase enrollment. There is also a tentative date of January 5 for the board to participate in Sneakers on the Streets.

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VI. Development Committee Update – Details on Giving Tuesday Initiative

An e-mail campaign is planned for Giving Tuesday. The goal of the e-mail campaign is to tap into the board's network and generate donations on Giving Tuesday.

VII. Update by HOS

The head of school reviewed the Head of School Report. Recruitment is going very well with phone interviews conducted for Classroom Teacher positions, Director of Operations and Office Coordinator.

VIII. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair. The motion to adjourn the meeting was seconded by Adam Schulman, Trustee.
- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	
Talia Kovacs	(Not present at meeting)	

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Ivy Hill Prep

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Wednesday, November 14, 2018 | Time: 6:30 – 9:30pm
150 West 28th Street, Suite 404, Room 2, New York, NY 10004

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: December 27, 2018

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday, December 27, 2018 | Time: 2:00 – 5:00pm
150 West 28th Street, Suite 404, Room 2, New York, NY 10004

I. **Call to Order-** The meeting was called to order at **2:00pm** by Board Chair Marsha Michael.

a. **Roll Call by Secretary, Nataki Williams.**

Board of Trustee Present:

- ✓ Adam Schulman
- ✓ Marsha Michael
- ✓ Nataki Williams
- ✓ Derrick Lewis
- ✓ Rebecca May (Arrived at 2:10pm)
- ✓ **Talia Kovacs (Not Present Resigned effective 12/17/18) – Resignation Letter shared with Board.**

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Maimounda Kane, a prospective new board of trustee member.

b. **Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Board Meeting held, on November 14, 2018 was made by Adam Schulman. The motion to approve the minutes of the Board Meeting was seconded by Derrick Lewis.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

c. **Approval of Agenda**

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday, December 27, 2018 | Time: 2:00 – 5:00pm

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- i. A motion to approve the meeting agenda was made by **Adam Schulman, Trustee.** The motion to approve the meeting agenda was seconded by **Derrick Lewis.**
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

II. Governance Committee Update

a. Review and Approve HOS Agreement & Mediation/Arbitration

Board Chair reviewed the agreement with the changes suggested by the employment lawyer Benjamin Kolansky. Attorney Kolansky reviewed the agreement and mediation/arbitration policy. The lawyer made changes to the agreement and also recommended that while arbitration might be more costly his legal recommendation was that we maintain a arbitration policy because it will allow us to keep any disputes which arise private. The lawyer pointed out that due to the nature our having a school and being a new entity it would be in our best interest to keep any employment disputes which may arise private. After a discussion the board decided to accept the recommendations of the lawyer

- i. A motion to approve the HOS agreement and Mediation/Arbitration Policy with the edits made by the employment attorney was made by **Marsha Michael, Trustee.** The motion was seconded by **Derrick Lewis.**
- ii. The secretary took the roll call of the vote to approve the HOS agreement and Mediation/Arbitration Policy with the appropriate edits. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

b. Approve New Standing Board Meeting Date

The Finance committee found that due the timing of when we receive our financial data from the back office provider it would be in our best interest to push our meetings back in the month. Keeping the meetings the same would mean that we would always be behind by two months in reviewing our financial data. The finance chair recommended that we should move the meeting to the third week of every month.

c. Resolution to Change Standing Board Meeting Date

- I. A motion to change the standing board meeting date to the third Thursday of every month with the exception of the next three meetings scheduled for January 31, 2019, February 28, 2019 and March 21, 2019 was made by **Marsha Michael, Trustee.** The motion was seconded by **Nataki Williams.**
- II. The secretary took the roll call of the vote to change the standing board meeting date to the third Thursday of every month with the exception of the next three meetings scheduled for January 31, 2019, February 28, 2019 and March 21, 2019. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	

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Rebecca May	✓	
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d. Update on Legal Representation.

Board chair provided update on legal representation by Lawyers alliance on 501(c)(3) application. Lawyers at Ropes and Gray were retained to file the application and were in contact with Board chair about the status of the application. The lawyers were filing out the application and requested financial information, so they could complete the application. The lawyers representing Ivy Hill Prep were able to obtain per pupil funding for the payment space rental. The board members were provided with the Court Order requiring payment from DOE.

c. Overview of YO Goals.

Committees reviewed goals set for the planning year to see what was completed and what needed to be complete. It was determined that the board needed to review the charter agreement in greater detail to familiarize itself the obligations of the charter agreement.

III. Finance Committee Update

a. Review of Current Financial Dashboard

Current Financial Dashboard was explained and board went over a few questions regarding expenditures. Board Members discussed ways to make the dashboard a bit more accessible.

III. Facilities Update

a. Update on Lease Negotiations and Contracting work.

- The original plan was to sign the lease by December 1, 2018; however, lawyers were still waiting for the lease to review. The taskforce also needed to create a punch list of items to be submitted to Nazareth for review and a determination as to whether Nazareth would take care of the issues reference. HOS went to the location with Branding Team and made some initial notations regarding awning space. Facilities Taskforce planned to

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set a call to go over when they could get together to create the punchlist. HOS also informed Board authorizer, SED, will also need to review lease after lawyers to ensure that lease was proper. HOS updated Board that Ivy Hill Prep did not have to apply to SED in order to change CSD from 23 to 18 as per the official instructions of the authorizer.

V. Academic Achievement Update

HOS asked the committee to focus its efforts on coming up ideas to keep parents engaged after their applications were submitted. Board members also asked to submit available dates for recruitment.

VI. Development Committee Update – Details on Giving Tuesday Initiative

Giving Tuesday initiative was a success with approximately \$4K donated. HOS shared the list of donors and informed board that donors were all sent thank you cards. Committee to review other development efforts planned for YO. Committee also planned to look at best practices and utilize those practices in the future.

VII. Update by HOS

The head of school reviewed the Head of School Report. Recruitment is going very well for kindergarten with most applications coming from Head Start. Recruitment of 1st Grade students is not as robust, but HOS planned to utilize the assistance of the newly hired Director of Operations with an incentive based plan to increase 1st grade applications. Director of Operations, described as a true gem was hired and scheduled to start on January 3, 2019 and together the HOS was planning new recruitment strategies around tapping into District Schools where they may be unhappy parents looking for a change. As far as recruitment efforts, BM Derrick Lewis connected HOS with Link NYC which will run ads for Ivy Hill Prep and mailers are set to go out via Vanguard the third week of January. As far as hiring DO was hired and an Office Coordinator was hired with a start date scheduled for May 1, 2019. HOS was planning to also work with authorizer and BES coach to develop

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additional strategic plans for recruiting more 1st grade applicants. However, authorizer assured HOS that lag in recruitment was normal.

VIII. Adjournment

a. Motion to adjourn the meeting @4:06pm

- i. A motion to adjourn the meeting was made by **Marsha Michael, Board Chair.** The motion to adjourn the meeting was seconded by **Adam Schulman, Trustee.**
- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the laws of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: January 31, 2019

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday January 31, 2019 | Time: 6:30 – 9:30pm

150 West 28th Street, Rm 404, Rm 2 New York, NY 10001

I. **Call to Order-** The meeting was called to order at 6:49 pm, by Board Chair Marsha Michael.

a. **Roll Call by Secretary, Nataki Williams.**

Board of Trustee Present:

✓ **Rebecca May**

✓ **Marsha Michael**

✓ ***Nataki Williams***

Board of Trustees Not Present: Derrick Lewis, Adam Schulman

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and candidates for the Board of Trustees Kimberly Wedderburn and Annie Ferrell.

b. **Approval of Meeting Minutes**

i. A motion to approve the minutes of the Board Meeting held, on December 28, 2018, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Nataki Williams.

ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	
<i>Adam Schulman</i>	(Not Present at Meeting)	

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c. Approval of Agenda

- i. A motion to amend the meeting agenda to add discussion on potential board member was made by Marsha Michael, Trustee. The motion to approve the meeting agenda was seconded by Rebecca May.
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
<i>Adam Schulman</i>	(Not Present at Meeting)	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

II. Governance Committee Update

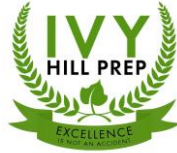
a. Update on Lawyer's Alliance Representation:

Lawyer continues to work on the 501(c)(3) application with the plan to have all paperwork filed by the end of February. BC, Marsha Michael, to follow-up with lawyers mid-February to get more information about the status of the application process.

b. Review Charter Requirements

The review of the charter requirements will be postponed until next meeting. It is important that the entire board be present so that we all have an understanding of what we have agreed to fulfill. Each board member will make an abridged

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“cliffnotes” on one part of the charter requirements. Rebecca May, agreed to do Sections 1-2, Nataki Williams agreed to do Section 3-4, Marsha Michael agreed to do Sections 5-6. Rebecca and Nataki will make their presentations at the next board meeting.

- c. A motion to invite the Maimouda Kane to submit her trustee application to the authorizer for membership to the Ivy Hill Prep board of trustees, was made by Marsha Michael. The motion was seconded by Rebecca May.
- i. The secretary took roll call on the vote to approve inviting Maimouda Kane to submit her application to the authorizer. The motion passed by a unanimous vote with the following trustees voting to approve the motion.

Member	Vote Yes	Vote No
Adam Schulman	(Not Present at Meeting)	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Derrick Lewis	(Not Present at Meeting)	

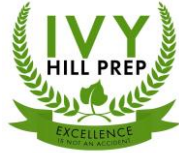
III. Finance Update

a. Review New Financial Data

Board Member Nataki Williams explained the snapshot of the Ivy Hill Prep finances. Cash on hand is crucial to sustaining the school and there should always be enough to fund at least 90 operating days. At the moment, there is enough cash on hand to last 246 days.

The budget shows the budgeted expenses, actual year to date spending, and the variance. Numbers in parenthesis are negative numbers, showing overspending in

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that category. One area of concern was the overspending in technology expenses. Ivy Hill Prep spent \$7217.28 more than budgeted in this category. Some reasons may be yearly software subscription expenses, technology service expenses and domain email addresses. Treasurer was directed to send an email to explain the variance the following the meeting.

IV. Facilities Taskforce Update

a. Lease Negotiations Status

- Goal is for lease to be signed by February 15. Ivy Hill Prep attorney has reviewed the lease and provided landlord with a punch list of renovations and repairs. Nazareth's attorney has reviewed lease and returned with comments. Nazareth has refused to complete a number of renovations.
- Board discussed what items were safety issues, cosmetic, and what changes could wait for a later date. Board came to the conclusion that hardline items are: fixing the stairs, fixing cracked floor tiles, and fixing cracked windows.
- The awning of the building cannot be salvaged and therefore may create a significant expense to fix.
- Still determining if fixed utilities or variable utilities are better choice.

b. Renovations Update

- In the hallways, the tiles will be removed and replaced with compounding and skim coating.
- All classrooms will be painted.

V. Academic Achievement Update

- i. Inform Board about recruitment efforts.

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- There will be a potential recruitment event the last week in February. Head of School Ambrosia Johnson is hoping that there will be more recruitment opportunities as we approach the beginning of spring.
- Board Members will submit March availability dates by end of day on February 1, 2019.

VI. Development Committee

a. Giving Tuesday Update

- Additional donations received since last update for a total of \$4,728.99 in donations. Ivy Hill Prep plans on continuing to promote Giving Tuesday contributions in future years.
- Committee is also considering hiring a development coordinator to assist in the future. Committee plans to organize a “Spring Fling” event this spring. HOS suggested getting volunteers to help plan this event. The board also mentioned a formal event and other fundraising events in the future.

b. “Giving Board”

- The Board discussed what it means to be a “giving board” and for each Board member to donate a meaningful amount by the end of the fiscal year. Based on research of other boards, a meaningful contribution should be set to be a \$2,000 contribution per board member.
- Board continued to discuss how this number was determined and whether or not it is a meaningful amount. Fundraising or in kind gifts can be used in lieu of personal donations.
- The Board also discussed whether the Board gift should be earmarked for a specific expense or if it should be available for any expense that may come up.

The discussion was tabled for a later date and it was agreed that a definition of a meaningful contribution will eventually be made.

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VII. Update by HOS

a. Enrollment Report

HOS Johnson revealed that Ivy Hill Prep is ahead of enrollment goals for kindergarten applicants, but first grade applications continue lag significantly.

b. Hiring report

- The Director of Operations was terminated due to competing responsibilities and concerns of dishonesty. The salary budget for this position has increased to attract a more experienced Director of Operations. In the interim, one of the new teacher hires will serve as an intern aiding Ms. Johnson on tasks a few hours per week. One issue is that many experienced DOOs are currently working in the position and are unwilling to leave their current position mid school year.
- There was a demo day held at a KIPP school in front of a class of students. It was a great opportunity to see potential teachers present their lesson plans in a real classroom environment.

c. Update to Fiscal Policy

A motion to add cellular phone policy to fiscal policy was made by Marsha Michael, Board Chair. The motion to add cellular phone policy was seconded by Rebecca May.

The secretary took roll call on the vote to approve amending the fiscal policy to include the purchase of a school cellphone for Ivy Hill Prep employees. The motion passed by a unanimous vote with the following trustees voting to approve the motion.

Member	Vote Yes	Vote No
Adam Schulman	(Not Present at Meeting)	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Derrick Lewis	(Not Present at Meeting)	

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d. Review Student and Family handbook

- HOS Johnson went over the student and family handbook with the board. The Complaint Policy will be reviewed and voted on at a later date.
- Accountability Section: board is accountable to state and federal laws.
- Behavior Policy
- Will not follow DOE school closing calendar.
- Life's Work is Ivy Hill Prep's version of homework and is an essential component of student success.
- The Board will be prepared with comments for next meeting so that the handbook can be presented to parents by the end of March.

VIII. Adjournment

a. Motion to adjourn the meeting

- A motion to adjourn the meeting was made by Marsha Michael, Board Chair at 9:16pm. The motion to adjourn the meeting was seconded by Rebecca May.
- The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	(Not Present at Meeting)	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
Derrick Lewis	(Not Present at Meeting)	

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150 West 28th Street, Rm 404, Rm 2 New York, NY 10001

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: February 28, 2018

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday February 28, 2019 | Time: 6:30 – 8:45pm

150 West 28th Street, Rm 404, Rm 2 New York, NY 10001

- I. **Call to Order-** The meeting was called to order at 6:33, by Board Chair Marsha Michael.

- a. **Roll Call by Secretary, Nataki Williams.**

Board of Trustee Present:

- ✓ Adam Schulman
- ✓ Marsha Michael
- ✓ Nataki Williams
- ✓ Derrick Lewis (By teleconference)
- Rebecca May (not present)

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Kimberly Wedderburn candidate for the Board of Trustees.

- b. **Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Board Meeting held, on January 31, 2018, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	

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Rebecca May	Not present at meeting	
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c. Approval of Agenda

- i. A motion to approve the meeting agenda was made by Marsha Michael, Trustee. The motion to approve the meeting agenda was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting	

II. Governance Committee Update

a. Update on Lawyer's Alliance Representation:

The application for 501(c)(3) status is very close to being finished by our attorneys at Ropes & Gray. The attorneys have also reviewed and suggested change to the bylaws. The Board will vote on the amended bylaws and it will be added to the 501(c)(3) application.

b. Review Charter Requirements

The 501(c)(3) application must mirror the charter agreement. The Board reviewed Sections 1-5 of the Charter at today's meeting.

- Section 1: Establishment of School

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Section 1 outlines the required actions that must be completed prior to the official opening of the school. Ivy Hill Prep must comply with the requirements set forth by the State Education Department.

- Section 2: Operation of School

Outlines requirements for mission statement, age and grade range, student transfers, evaluation of pupils and governance.

- Section 3: Students with Disabilities

Ivy Hill Prep will provide special education and related services and accommodations to all students with disabilities in accordance with local and federal laws. Ivy Hill Prep is also authorized to receive funding from the local school district for students with disabilities.

- Section 4: Personnel

All teachers must be certified in accordance with the public school and federal education requirement. The board will make available all policies and procedures, job descriptions, and qualifications in written form.

- Section 5: Finance and Management

The board discussed the fiscal and financial policies. The board approved financial and fiscal policies previously and then an independent auditor made some recommendations that were reviewed by CFBM. Fiscal and financial policies get vetted through the finance committee and the committee reviews the policies against section 5 of the charter.

The fiscal year runs July 1 to June 30. The Board has created its own template for the annual budget and cashflow, but will check in with the authorizer to determine if the current template is adequate.

- Sections 6-9

At the next board meeting, member Adam Schulman will summarize and present sections 6-7 and member Rebecca May will present the remaining sections.

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c. FOIL Policy

The Board reviewed the FOIL policy prior to the meeting.

i. A motion to approve the FOIL policy was made by Adam Schulman, Trustee. The motion to approve the meeting agenda was seconded by Nataki Williams.

ii. The secretary took the roll call of the vote to approve the FOIL policy. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting	

d. Student Handbook

- The Board reviewed the student handbook and made suggestions to the Head of School. The Board found the handbook to be thorough and comprehensive, but suggested that some components were too specific and may not provide the amount of flexibility the school will need moving forward.

e. Code of Ethics and Conflict of Interest

- The code of ethics and conflict of interest policies have been vetted by the attorneys. Only small changes were made to align the the language and rules in the policies to statutes. There were no objections to the changes.

- iii. A motion to approve the **Code of Ethics and Conflict of Interest policy** was made by Marsha Michael, Trustee. The motion to approve the meeting agenda was seconded by Nataki Williams.

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Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting	

f. Bylaws

- **Audit committee. Trying to determine if it is necessary legally. Reviewing one more time.**

f. Committees. Set monthly meeting time.

Board Chair, Marsha Michael recommended that the committees set a monthly meeting time. The finance committee agreed to meet the first Friday of every month at 4:30pm starting in April. The March meeting will be held on March 8, the second Friday of the month.

III. Finance Committee Update

a. Explanation of Variance on December Financials.

There was a lingering question from the January board meeting in regard to the variance in the technology budget. It has been determined that CSBM, the back-office provider charges an addition \$7,5000 fee on top of the \$24,999 base fee agreed upon previously. The board believes that the \$24,999 Fee was all inclusive, but now we have been charged an additional \$7,500. The \$7,500 covers monthly usage bills for quickbooks and bill.com. Bill.com charges a low monthly fee, but there is also a charge per invoice which changes fee slightly.

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b. Financial Report

The bank account balance is currently \$210,326.85. The board reviewed the profit and loss statement and reviewed all categories with noticeable variances.

- Furniture and Equipment Variance is due to a laptop purchase that was not capitalized.
- Technology Variance: The technology variance is due to spill over from prior month for technology services.
- Miscellaneous Expenses: Sales tax was charged that will be reimbursed.
- Website Maintenance: There was a change of vendors, but the original vendor was still paid for the the services rendered prior.
- Travel: Over budget by \$2,265.65, underestimated the cost of travel. However, this line item will not be used for the remainder of the fiscal year. In future years, this budget will be expanded to No more travel. There's a line item that will not be used any longer during fiscal year; in future years, this budget will be adjusted to more accurately reflect travel expenses.

IV. Facilities Update

a. Lease

The Ivy Hill Prep attorney is currently doing a final review of the lease. The authorizer will also have to review and approve the lease before it is signed. The goal is for the lease to be signed by mid-March. The Head of School is hoping to host an open house on March 23, 2019 in the building.

b. Renovation Budget

The Head of School created a \$64,728.99 budget for renovations. There may be some changes in individual line items of the budget, once final decisions are made regarding floor materials and other choices, but the final number will be at or below \$64,728.99. The Head of School received quotes from two other contractors and found this contractor to be the most affordable.

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Ivy Hill Prep

Board of Trustees Meeting Minutes

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- iv. A motion to approve the **Renovation Budget** was made by Marsha Michael, Trustee. The motion to approve the meeting agenda was seconded by Adam Schulman.
- v. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	(Not Present at Meeting)	
Derrick Lewis	✓	

V. Academic Achievement Update

- a. There will be more recruitment events this spring, including a Volunteer Day of March 16. Volunteers will be split into three different groups and visit businesses in that neighborhood. The goal is to received 30 new applications, 10 per group, as a result of this recruitment effort. The groups will work in Brownsville, Canarsie and East Flatbush neighborhoods. Inform Board about recruitment efforts.

VI. Development Committee

a. Update on Giving Board Status

During the January meeting, the board discussed the meaning of being a giving board. The Board agreed the importance of each board member contributing at least \$2,000 to Ivy Hill Prep, whether that be through personal donations or fundraising. It is important for that the Ivy Hill Prep receives internal donations

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from the board when seeking out external donations from outsiders. The goal is for each board member to contribute \$2,000 by the end of the fiscal year.

VII. Update by HOS

a. Enrollment and Recruitment Report

As of February 28, 2019, there are 324 applications- 286 Kindergarten and 38 for first grade applications. There has been significant growth over the past two months due to a number of reasons that will be analyzed further to inform recruitment in future years. The intern has made a great impact on making connections with Head Start programs. A mailer was also sent to homes in East Flatbush and the surrounding neighborhoods. There was significant uptake in phone calls after the mailers were sent. There have also been 80 applications from Vanguard.

b. Hiring report

Three teachers have been hired so far. Two additional teachers are in the final stages of the interview process and will likely be sent offers soon. There are also a number of demonstrations and follow ups scheduled in the coming weeks.

There are two strong candidates for the Dean of Special Support positions. The martial arts instructor. The search for a social worker is still ongoing and the Head of School has decided that it will be best to hire a school nurse from an agency.

VIII. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at 8:21. The motion to adjourn the meeting was seconded by Adam Schulman.

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- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	(Not Present at Meeting)	
Derrick Lewis	✓	

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: April 1, 2018

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday, April 1, 2019 | Time: 6:30 – 8:45pm

150 West 28th Street, Rm 404, Rm 2 New York, NY 10001

- I. **Call to Order-** The meeting was called to order at 7:03pm¹, by Board Chair Marsha Michael.

- a. **Roll Call by Board Chair, Marsha Michael.**

Board of Trustee Present:

- ✓ Adam Schulman
- ✓ Marsha Michael
- ✓ Nataki Williams (By teleconference @ 7:23pm)
- ✓ Derrick Lewis (not present)
- ✓ Rebecca May (By teleconference until 7:30pm)

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Maimouna Kane candidate for the Board of Trustees.

- b. **Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Board Meeting held, on February 28, 2019, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Adam Schulman.
- ii. The board chair took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	

¹ Board Chair was stuck in building elevator, so meeting started thirty-three minutes late.

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Board of Trustees Meeting Minutes

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150 West 28th Street, Rm 404, Rm 2 New York, NY 10001

Nataki Williams	Not present for vote	
Derrick Lewis	Not present at meeting	
Rebecca May	✓	

c. Approval of Agenda

- i. A motion to approve the meeting agenda was made by Adam Schulman, Trustee. The motion to approve the meeting agenda was seconded by Rebecca May, Trustee.
- ii. The board chair took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	Not present for vote	
Derrick Lewis	Not present at meeting	
Rebecca May	✓	

II. Governance Committee Update

- a. **Update on 501(c)(3) application** – The lawyers are continuing to finalize the application. We answered all the outstanding questions posed by the lawyers and anticipate that the application is near completion and should be submitted within the next coming weeks.
- b. **Summary of Section 6-9 of Charter Agreement – Discussion tabled for next meeting**

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday, April 1, 2019 | Time: 6:30 – 8:45pm

150 West 28th Street, Rm 404, Rm 2 New York, NY 10001

- c. **Vote to Approve Organization Chart** – We discussed changing the organization chart to reflect having any social worker hired report to the director of special services. HOS to investigate whether a social worker would be hired and update the chart accordingly.
- d. **Vote to Approve Employee Handbook** – Vote put on hold due to time constraints of Board Members who could only be present for part of the meeting.

III. Finance Committee Update

a. Discussion on Updating Financial Policies and Procedures

Although our fiscal policies were previously adopted, an independent auditor reviewed the policies to determine whether we should make any changes. The auditor determined that certain changes should be made. The Finance Committee vetted the changes and recommended that the board approve the changes recommended by the auditor.

b. Vote to Approve Financial Policies –

A motion to approve the updated financial policies was made by Marsha Michael, Trustee. The motion to approve the updated financial policies was seconded by Adam Schulman, Trustee. The secretary took the roll call of the vote to approve the updated financial policies. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	

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Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	Not present at meeting	
Rebecca May	✓	

c. Financial Report

Treasurer provided overview of money in the account. The board reviewed the profit and loss statement and reviewed all categories with noticeable variances still in technology. CSP grant money was expected to be available within the coming week. There was also a discussion surrounding changing the board meeting date in order to ensure that we are able to review the most recent financial reports. Treasurer to discuss availability of reports with Camilla from CSBM and let the board know which week would be the most optimal week to schedule our standing meeting.

IV. Facilities Update

- a. **Lease** – The lease with Nazareth was official signed on **March 22, 2019** by the HOS. We provided the necessary checks for the deposit and the HOS has started working out of an office at the location.
- b. **Review Renovation Plan** – Renovations have started.

V. Academic Achievement Update

- a. **Lottery Results** – The Lottery started today and as of the time of the meeting 15 parents confirmed for first grade and 30 parents confirmed acceptance for kindergarten.

VI. Update by HOS

- a. **Enrollment and Recruitment Report** – Volunteer Day was a success and volunteers provided a total of 20 applications. As for enrollment, 41 seats were

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filled at the time of the meeting and parents were excited to receive notification that their scholar was selected for enrollment. The plan will move to retention and there are multiple events planned for retaining parents' interest. The first will be the private school acceptance letters that are scheduled to be sent out. There will also be an "I got in" acceptance day scheduled for May or June for accepted students. There will be a movie screening for the Lion King premiere and a Back to School BBQ.

- b. Hiring report** – The office coordinator and Director of Operations was hired along with 6 teachers, Dean of Special Supports and Marital Arts instructor. HOS informed board that more experienced teachers were being hired than was originally planned for budget wise. Questions were raised about what effect this has on the budget as well as growth with the school.

VII. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at 8:32pm. The motion to adjourn the meeting was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	Not present for vote	

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Derrick Lewis	Not present at meeting	
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Secretary: *Nataki Williams*

Date: April 25, 2019

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- I. **Call to Order-** The meeting was called to order at 7:03pm¹, by Board Chair Marsha Michael.

a. **Roll Call by Board Chair, Marsha Michael.**

Board of Trustee Present:

- ✓ Adam Schulman
- ✓ Marsha Michael
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- ✓ Rebecca May (By teleconference until 7:30pm)

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Maimouna Kane candidate for the Board of Trustees.

b. **Approval of Meeting Minutes**

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Nataki Williams	Not present for vote	
Derrick Lewis	Not present at meeting	
Rebecca May	✓	

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- i. A motion to approve the meeting agenda was made by Adam Schulman, Trustee. The motion to approve the meeting agenda was seconded by Rebecca May, Trustee.
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Member	Vote Yes	Vote No
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VII. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at 8:32pm. The motion to adjourn the meeting was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	Not present for vote	

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday, April 1, 2019 | Time: 6:30 – 8:45pm

150 West 28th Street, Rm 404, Rm 2 New York, NY 10001

Derrick Lewis	Not present at meeting	
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CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: April 25, 2019

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday, April 26, 2019 | Time: 6:30 – 8:30 pm

Ivy Hill Prep Charter School @ 475 E 57th St, Brooklyn, NY 11203

I. Call to Order- The meeting was called to order at **6:36pm** by Board Chair Marsha Michael.

a. Roll Call by Secretary, Nataki Williams.

Board of Trustee Present:

- ✓ Adam Schulman
- ✓ Marsha Michael
- ✓ Nataki Williams
- ✓ Derrick Lewis 6:39
- X Rebecca May (Not present at meeting)

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson, board candidates Kimberly Wedderburn Henderson, Maimouna Kane, Jennifer Small, and Adam Laniyan. Chad Smalls was present to learn more about Charter Schools.

b. Approval of Meeting Minutes

- i. A motion to approve the minutes of the Board Meeting held, on April 1, 2019, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Nataki Williams.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday, April 26, 2019 | Time: 6:30 – 8:30 pm

Ivy Hill Prep Charter School @ 475 E 57th St, Brooklyn, NY 11203

c. Approval of Agenda

- i. A motion to approve the meeting agenda was made by, Adam Schulman Trustee. The motion to approve the meeting agenda was seconded by Marsha Michael.
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	

II. Governance Committee

a. Update on 501(C)3

- i. The 501(c) 3 application is very close to being done. The Board is still seeking guidance on is how to adhere to IRS requirements for tracking and disclosing funding sources.

b. Updated Bylaws

- i. The Board has previously discussed and reviewed the bylaws. The amendments made were the result of legal review of the School's initial bylaws. Governance lawyers from Ropes and Gray law firm spent considerable time going over the bylaws which were previously adopted to determine what areas needed to be amended to ensure Ivy Hill Pre was in compliance with all statutory requirement.

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday, April 26, 2019 | Time: 6:30 – 8:30 pm

Ivy Hill Prep Charter School @ 475 E 57th St, Brooklyn, NY 11203

- ii. A motion to approve the amended bylaws was made by, **Nataki Williams, Trustee.** The motion to approve the amended bylaws was seconded by **Derrick Lewis.**
- iii. The secretary took the roll call of the vote to approve the bylaws. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	

c. Resolution Changing Ivy Hill's Prep Location from District from 23 to District 18

- i. A motion to change Ivy Hill Prep's location from district 23 to district 18 was made by **Marsha Michael, Trustee.** The motion to approve the resolution was seconded by **Nataki Williams, Trustee.**
- ii. The secretary took the roll call of the vote to approve the resolution to change Ivy Hill Prep's location from district 23 to district 18. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	

d. Organizational Chart

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday, April 26, 2019 | Time: 6:30 – 8:30 pm

Ivy Hill Prep Charter School @ 475 E 57th St, Brooklyn, NY 11203

- i. A motion to approve using the proposed **Organizational Chart** was made by **Adam Schulman, Trustee**. The motion to approve using **Organizational Chart** as was seconded by **Marsha Michael, Trustee**.
- ii. The secretary took the roll call of the vote to using **Organizational Chart**. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	

e. Employee Handbook

- i. The Board discussed the Employee handbook with a representative from Little Bird Human Resources. Several questions were submitted from the Governance Committee prior to the meeting. The Board and the Little Bird representative were not able to address all the questions in the time allotted and ultimately decided to table the discussion for the next meeting. One main concern was the policy requiring employee to use Federal Medical Leave, Paid Family Leave, and Disability concurrently with paid time off.
- ii. This discussion was tabled for the next board meeting.

III. Finance Committee

a. Review Current Financial Dashboard

- i. Currently, the cash on hand shown in the financial dashboard is low due to a delay in receiving funds. The current income is under \$40,000 because expected CSP funds have not been received yet. This money will come in next month. There is currently a \$28,000 savings in salary because of the delay in hiring a DOO. Total Compensation Savings \$27,000 for entire fiscal year

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Ivy Hill Prep

Board of Trustees Meeting Minutes

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Ivy Hill Prep Charter School @ 475 E 57th St, Brooklyn, NY 11203

b. Change Meeting Date

- ii. The Board continued a discussion on changing the standing Board Meeting date to accommodate the Finance Committees need to review the most recent financial statement and prepare reports for the board.
- iii. Currently the Finance Committee meets the second Friday of every month. The committee determined that a standing meeting the fourth Monday of each month would be the best meeting time to accommodate review of the most recent financial information.

c. Motion to Change Board Meeting Date

- i. A motion to change the standing board meeting date to the fourth Monday of each month expect on the fourth Wednesday of the month if the fourth Monday is a federal holiday was made by **Marsha Michael, Board Chair.** The motion was seconded by **Derrick Lewis, Trustee.**
- ii. The secretary took the roll call of the vote to change he standing board meeting schedule. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	

IV. Facilitates Update

a. Renovation Plan

- i. The renovation plan will be address by the Head of School.

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V. Academic Achievement Update

a. Scholar Handbook

- i. A motion to approve scholar handbook subject to non-substantive changes to uniform page was made by Adam Schulman. The motion was seconded by Nataki Williams, Trustee.
- ii. The secretary took the roll call of the vote to approve scholar handbook subject to non-substantive changes to uniform page. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	

VI. Development Committee

- i. There are plans to hold a Ribbon-Cutting Ceremony on August 17, 2019. This will be a great opportunity for the Board and other members and their networks to celebrate the opening of Ivy Hill Prep.

VI. Update by Head of School

a. Enrollment

- i. The Ivy Hill Prep awning will be installed within 7-8 weeks, increasing the visibility of the school. Currently there is a waitlist of 203 kindergarten students and 6 first grade students. Scholars who have complete registration will be added next month. There will be an enrollment meeting on May 1, 2019. In June, there is an accepted student day planned and a tentative

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move night in July. The summer will be capped out with an August Block Party for scholars and their families.

b. Hiring Report

- i. The Director of Operations, Dean of Special Support, Office Coordinator, and a number of Teacher positions have been filled. The HOS is still searching for a Dance Instructor. The School Nurse will be hired through an agency. A Social Worker still has not been hired.

b. Renovation Plan:

- i. HOS to hire new contractor to complete renovation. New contractor will be from one of the three contractors who provided estimates for the work. Painting was completed and the lockers are scheduled to be painted next.

VII. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by **Marsha Michael, Board Chair at 8:41pm.** The motion to adjourn the meeting was seconded by **Adam Schulman, Trustee.**
- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	(Not present at meeting)	

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Thursday, April 26, 2019 | Time: 6:30 – 8:30 pm

Ivy Hill Prep Charter School @ 475 E 57th St, Brooklyn, NY 11203

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: May 29, 2019

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday May 29, 2019 | Time: 6:30 – 8:30pm
211 East 43rd Street, Suite 1703, Rm 3, New York, NY 10017

- I. **Call to Order-** The meeting was called to order at 6:51pm, by Board Chair Marsha Michael.
a. **Roll Call by Board Chair, Marsha Michael.**

Board of Trustee Present:

- ✓ **Rebecca May**
- ✓ **Adam Schulman**
- ✓ **Marsha Michael**
- ✓ **Nataki Williams – via tele-conference @6:57pm.**
Derrick Lewis (NOT PRESENT)

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson via tele-conference, Maimouna Kane, Adam Laniyan and Tanisha James candidates for the Board of Trustees.

b. **Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Board Meeting held, on **April 25, 2019**, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Adam Schulman.
- ii. The Board Chair took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present During Vote)	
Rebecca May	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday May 29, 2019 | Time: 6:30 – 8:30pm
211 East 43rd Street, Suite 1703, Rm 3, New York, NY 10017

c. Approval of Agenda

- i. A motion to approve the meeting agenda was made by Board Chair, Marsha Michael. The motion to approve the meeting agenda was seconded by Adam Schulman.
- ii. The Board Chair took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present During Vote)	
Rebecca May	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

II. Governance Committee Update

- a. **Update on 501(c)3 Application** – It was submitted by lawyers from Ropes and Gray on May 17, 2019. On May 16, 2019, Board Chair, Marsha Michael went down to the Ropes and Gray office and signed all the paperwork to submit form 1023 as well as paid the filing fee of \$600. The lawyers submitted a request for expedited review based on our charter requirement that we obtain our tax-exempt status within one year of being chartered. The lawyers are also looking for ways to defray taxes pending the approval process

Nataki Williams joined meeting via tele-conference at 6:57pm.

- b. **Vote to Approve Employee Handbook** – Board Chair spoke with Little Bird regarding whether time and leave allowances must be taken concurrently. Little Bird confirmed that all time must be taken at the same time but also detailed its services with respect to arranging maternity leave and informed Board about its “white

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glove” service relating to maternity leave. ***Vote on handbook Tabled until the next board meeting.***

- c. **Vote to Approve Resolution Adding Kimberly Wedderburn-Henderson as Board Member pending approval by NYSED.**

Board reviewed the following resolution language:

“The Ivy Hill Preparatory Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, has voted to select Kimberly Wedderburn-Henderson as a final candidate to its Board of Trustees, with a term expiring on July, 2020 pending approval by NYSED. The resolution approving Kimberly Wedderburn-Henderson is formally adopted upon NYSED’s approval.”

- i. A motion to approve the **resolution adding Kimberly Wedderburn-Henderson as Board Member pending approval by NYSED** was made by Marsha Michael, Board Chair. The motion to approve the **resolution adding Kimberly Wedderburn-Henderson as Board Member pending approval by NYSED** was seconded by Rebecca May.
- ii. The Board Chair took the roll call of the vote to approve the **resolution adding Kimberly Wedderburn-Henderson as Board Member pending approval by NYSED**. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present During Vote)	
Rebecca May	✓	
Derrick Lewis	(Not Present at Meeting)	

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Review Insurance Policy for Year 1- Materials provided in meeting packet but discussion and review were tabled until the next board meeting.

III. Finance Update

a. **Review Current Financial Dashboard:** All financial indicators are in good shape.

b. **Vote to Approve Amended Planning Year budget.**

Discussion on Amended Budget

Reasons why new budget needed to be approved: When the initial planning year budget was created some costs in the amended budget were not accounted for as cost which Ivy Hill Prep would incur during the planning year fiscal year and instead were accounted for in the Year 1 budget. However, to have certain hardware, computer and furniture set up for opening payments need to be made now. Some board members expressed concern that vendors were not in a position to allow Ivy Hill Prep to order equipment with payment due within a specific time after delivery of the specific item or service. HOS, Ambrosia Johnson told the board that based on information received from the Director of Operations vendors were not prepared to allow Ivy Hill Prep to order equipment and services without making immediate payment.

Details of amended changes: Office furniture and Classroom furniture cost would be increased for a total of \$10K over what was originally budgeted for. HOS explained that much of this variance was due to cost for delivery and assembly.

Points of Concern Raised by Board:

- Rebecca, Trustee joined discussion asking questions regarding variances, and if it was accounted for in initial budget planning. HOS explained that the cost of much of the variances were a part of the budget for year one.
- Board Chair, Marsha Michael questioned whether there were enough funds in the budget to pay for the variances. Treasurer, Nataki, confirmed that there is enough money to cover payments, however adjustments would have to be

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made in next year's budget. Additionally, where we were looking at a surplus of approximately \$175k there would be a surplus \$121k after paying for the variances. Rebecca, Trustee requested more details regarding the True Variance.

- Board Chair also noted that there should be a documented RFP process for any purchases above the threshold, especially for audit purposes.

Recommendations of Finance Committee/Treasurer: Trustee Adam Schulman recommended that the board approve the amended budget so that management could be operational for opening.

- i. A motion to approve the **amended planning year budget** was made by Adam Schulman, Trustee. The motion to approve the **amended planning year budget** was seconded by Rebecca May. Board Chair recommended that motion be put to a vote with the caveat that approval for spending is contingent upon compliance with any necessary RFP which must occur in conjunction with compliance with all fiscal policy mandates.
- ii. The Board Chair took the roll call of the vote to approve **amended planning year budget**. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Rebecca May	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

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- c. **Review Proposed Budget for Year One.** Discussion began with an explanation of all the assumptions used to create the budget.

V. Academic Achievement Update

- a. **Vote to Approve Resolution changing annual school calendar from days listed in the school's original charter application.**

Reason new calendar was considered: Due to certain Holidays, the Academic Calendar Days have been changed from 190 to 185 of school.

Board reviewed the following resolution language:

The Ivy Hill Preparatory Charter School Board of Trustees, having reviewed the annual calendar submitted in its charter application, and having found that our academic mission can be served by an academic school calendar of 185 days has voted to change the annual school calendar from 191 days reflected in its initial charter application to 185 days, as reflected in the attached document. This resolution is formally adopted pending approval of NYSED.

- i. A motion to approve the **resolution to change annual school calendar** was made by Adam Schulman, Trustee. The motion to approve the **resolution to change annual school calendar** was seconded by Marsha Michael.
- ii. The Board Chair took the roll call of the vote to approve the **resolution to change annual school calendar**. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present for Vote) off phone at 7:52pm	
Rebecca May	✓	
Derrick Lewis	(Not Present at Meeting)	

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b. Vote to Approve Annual School Calendar

- i. A motion to approve the annual school calendar was made by Adam Schulman, Trustee. The motion to approve the annual school calendar was seconded by Marsha Michael.
- ii. The Board Chair took the roll call of the vote to approve the annual school calendar. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present for Vote) off phone at 7:52pm	
Rebecca May	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

- c. **Vote to Approve Resolution changing school enrollment numbers for kindergarten and First grade.** After speaking with NYSED Ivy Hill Prep was permitted to change its enrollment status from 60 kindergarten and 60 first grade students to 88 kindergarten students and 32 first grade students. The Board believed that it had approval to make this change prior to the lottery due to a discussion with NYSED regarding the difficulty in recruiting first grade students. The Board Chair explained to NYSED that the change was not made in anyway to subvert its legal obligation to open a school that included first grade students. The Board Chair expressed considerable regret for making a definitive change without explicit authorization. However, many of the financial plans necessitated that the school continue with the configuration of classes which permit four classes rather than a configuration which would require five founding classes.

Board reviewed the following resolution language:

The Ivy Hill Preparatory Charter School Board of Trustees, having conducted an extensive

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recruitment process for kindergarten students and first grade students, having reviewed our charter application and having determined that the mission of Ivy Hill Prep will be advanced has voted to change its opening class numbers from 60 kindergarten students and 60 first grade students to reflect opening with 88 kindergarten students and 32 first grade students for a total of 120 students as authorized by its charter agreement with NYSED. This resolution is formally adopted pending approval of NYSED.

- i. A motion to approve the **resolution to change enrollment numbers to reflect opening classes of 88 kindergarten students and 32 first grade** was made by Marsha Michael, Board Chair. The motion to approve the **resolution to change enrollment numbers to reflect opening classes of 88 kindergarten students and 32 first grade** was seconded by Rebecca May.
- ii. The Board Chair took the roll call of the vote to approve the **resolution to change enrollment numbers to reflect opening classes of 88 kindergarten students and 32 first grade**. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present for Vote) off phone at 7:52pm	
Rebecca May	✓	
Derrick Lewis	(Not Present at Meeting)	

d. **Vote to Approve Transportation and Food Services Plan to submit to NYSED.**

Board reviewed the Transportation Plan submitted by HOS, Ambrosia.

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- Board Chair question whether the school planned to go forward with bussing or MetroCard. HOS explained that the DOE informed her that children would not have the option to choose whether they wanted the option of MetroCard or bussing and that the school elected to go with busing.
- Adam Schulman raised concerns regarding whether it was accurate that school had to make a choice between MetroCard or bussing because his understanding is that in the past schools have had the option of offering student one or the other and recommended that Ambrosia follow up regarding this concern.

Food Service Plan was discussed all necessary paperwork for DOE food services have been submitted.

- i. A motion to approve the **transportation and food services plan** was made by Rebecca May, Trustee. The motion to approve the **transportation and food services plan** was seconded by Adam Schulman.
- ii. The Board Chair took the roll call of the vote to approve **transportation and food services plan** the motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present at Meeting) off phone at 7:52pm	
Rebecca May	✓	
Derrick Lewis	(Not Present at Meeting)	

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- e. **Vote to Approve Resolution calling for a Special Meeting of the Board for the purpose of approving the meeting minutes.** NYSED requires that all necessary paperwork showing that the Board approved the resolutions voted on at this meeting, specifically the resolutions changing the annual calendar and class enrollment, must be submitted to NYSED by end June 1, 2019.
- i. A motion calling for a special meeting on Friday, May 31st, 2019 at 2:30pm for the purpose of approving the instant meeting minutes was made by Board Chair, Marsha Michael. The motion **was** seconded by Rebecca May.
- ii. The Board Chair took the roll call of the vote on the motion calling for a special meeting on Friday, May 31st, 2019 at 2:30pm for the purpose of approving the instant meeting minutes. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present for Vote) off phone at 7:52pm	
Rebecca May	✓	
<i>Derrick Lewis</i>	(Not Present at Meeting)	

VI. Development Committee

- a. **Ribbon Cutting Event - Plan detailing the event was prepared for the board.**
Planning on Saving the Date for August 17, 2019 12pm -2pm.
- b. **“Giving Board”** – Reminder that the fiscal year is ending on June 30 and we should all take a closer look at completing our obligation to be a giving board. Target Date of completion is July 1st, 2019.

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday May 29, 2019 | Time: 6:30 – 8:30pm
211 East 43rd Street, Suite 1703, Rm 3, New York, NY 10017

VII. Update by HOS

a. Update on Renovations

Hallways are completed, stairwells are to be repainted, cafeteria and floor tiles are still pending, 8 classrooms still need to be painted, two more windows have been replaced. Renovations are set to be complete by July 1, 2019.

b. Update on Enrollment

To date total of 83 Kindergarten students and 28 First Grade students have completed enrollment. HOS, Ambrosia Johnson to follow up with the waitlist to get more parents to finish enrollment applications and do further recruitment for first grade students.

c. Update on Retention/Additional Recruitment Efforts

Next week HOS, Ambrosia Johnson will have workers go out two days of the week to continue recruitment specifically for First Grade Students. There is also a Block Party planned for the summer event that will involve games, relay races, etc. to keep parents engaged.

VIII. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at **8:38PM**. The motion to adjourn the meeting was seconded by Rebecca May.
- ii. The Board Chair took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	(Not Present at Meeting)	
Rebecca May	✓	
Derrick Lewis	(Not Present at Meeting)	

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Wednesday May 29, 2019 | Time: 6:30 – 8:30pm
211 East 43rd Street, Suite 1703, Rm 3, New York, NY 10017

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: May 31, 2019

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Friday May 31, 2019 | Time: 2:30 – 3:00pm

Via Teleconference: 605-475-4894 Access Code: 147-689

- I. **Call to Order-** The meeting was called to order at 2:00pm, by Board Chair Marsha Michael.
- a. **Roll Call by Board Chair, Marsha Michael.**

Board of Trustee Present:

- ✓ **Rebecca May**
- ✓ **Adam Schulman**
- ✓ **Marsha Michael**
- ✓ **Derrick Lewis**
- Nataki Williams (NOT PRESENT)**

It was determined that a quorum was present by Board Chair, Marsha Michael.

b. **Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Board Meeting held, on **May 29, 2019**, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Derrick Lewis.
- ii. The Board Chair took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Derrick Lewis	✓	
Rebecca May	✓	
Nataki Williams	(Not Present at Meeting)	

VI. **Adjournment**

a. **Motion to adjourn the meeting**

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Friday May 31, 2019 | Time: 2:30 – 3:00pm

Via Teleconference: 605-475-4894 Access Code: 147-689

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at **2:38PM**. The motion to adjourn the meeting was seconded by Rebecca May.
- ii. The Board Chair took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
<i>Derrick Lewis</i>	✓	
Rebecca May	✓	
Nataki Williams	(Not Present at Meeting)	

CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: *Nataki Williams*

Date: June 24, 2019

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday, June 24, 2019 | Time: 6:30 – 8:45pm
Ivy Hill Prep, 475 East 57th Street, Brooklyn, NY 11203

I. Call to Order- The meeting was called to order at 6:35pm,

Board of Trustee Present:

- ✓ Adam Schulman
- ✓ Marsha Michael
- ✓ Nataki Williams
- ✓ Derrick Lewis
- ✓ Rebecca May (Present at 6:53pm)

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Jennifer Small, Adam Laniyan and Tanisha James candidate for the Board of Trustees.

a. Approval of Meeting Minutes

- i. A motion to approve the minutes of the Special Board Meeting held, on May 31, 2019, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting when vote was done	

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday, June 24, 2019 | Time: 6:30 – 8:45pm

Ivy Hill Prep, 475 East 57th Street, Brooklyn, NY 11203

b. Approval of Agenda

- i. A motion to approve the meeting agenda was made by Nataki Williams, Trustee. The motion to approve the meeting agenda was seconded by Derrick Lewis.
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting when vote was done	

II. Governance Committee Update

- a. **Update on 501(c)(3) application.** We received a determination letter approving us for tax exempt status. The lawyers suggested we provide the letter to our accountants (back office provider) so that they can comply with all the necessary filing requirements. Nataki to follow up and make sure that the back office provider has the information to follow up with this issue. The lawyers are working on providing us with the finalized application to obtain our state and city sales tax exemption.
- b. **Approve Employee Handbook.** Board chair spoke with Little Bird who confirmed that employees will be required to take any leave concurrently. Little Bird explained that this was a common practice for educators. Moreover, while the board had some concern about this issue the HOS was comfortable and the Board decided that as long as the various policies didn't

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday, June 24, 2019 | Time: 6:30 – 8:45pm
Ivy Hill Prep, 475 East 57th Street, Brooklyn, NY 11203

violate any legal standards that it would defer to the HOS's judgment in terms of the propriety of the policy. The board also noted that staff complaint policy was corrected to provide a mechanism for someone to reach the board to file a complaint.

A motion to approve the meeting agenda was made by Derrick Lewis. The motion to approve the meeting agenda was seconded by Adam Schulman.

The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting when vote was done	

a. Vote to Approve Having candidates, Jennifer Small and Adam Laniyan submit their application to NYSED for approval to join the board.

A motion to approve the meeting agenda was made by Marsha Michael. The motion to approve the meeting agenda was seconded by Nataki Williams.

The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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Board of Trustees Meeting Minutes

Monday, June 24, 2019 | Time: 6:30 – 8:45pm

Ivy Hill Prep, 475 East 57th Street, Brooklyn, NY 11203

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

- b. **Review Requirement for Annual Meeting.** Board acknowledged need to have an annual review meeting to look at what we have done so far and determine ways to get better. Board also needs to set its goals for the upcoming year. Derrick suggested that we utilize his parents' home and also has a suggestion of someone to help facilitate the meeting. The board agreed that a tentative date could be Saturday, August 3, 2019.

II. Finance Committee Update

a. **Review Current Financial Report for May 2019.**

Current financial ratio is healthy at .70 and there is at least 272 days of cash on hand. By the end of May there should be approximately 247K cash in the account.

b. **Vote to Approve Year1 budget.**

The budget was reviewed and there were a number of questions concerning variances. For example, the telephone budget number was inaccurate, and the budget was not updated to reflect proposed health insurance plans for employees with families/children. Board did not feel budget numbers were accurate enough to hold a vote on approving the budget and called for a special meeting after getting certain corrections done.

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday, June 24, 2019 | Time: 6:30 – 8:45pm

Ivy Hill Prep, 475 East 57th Street, Brooklyn, NY 11203

A resolution calling for a special meeting, on June 25, 2019 at 4:00pm, for the purpose of approving the Year 1 budget and a motion to approve vendors recommended for Janitorial services, Security and STEP assessment was made by Marsha Michael. The resolution and motion were seconded by Derrick Lewis.

The secretary took the roll call of the vote to approve the resolution and motion. The resolution and motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

III. Academic Achievement Committee Update

- a. **Vote to Approve Daily Schedule:** Board discussed the daily schedule noting that there is a requirement of 990 hours of total instruction time. Some questions arose around whether lunch was too early and whether a second snack could be served in the second half of the day. Also question raised as to when scholars would change into marital arts clothing and there was enough time allotted for the transition. HOS confirmed that scholars would not routinely wear marital arts clothing and would only do so on special occasions.

A motion to approve the daily schedule was made by Marsha Michael. The motion was seconded by Rebecca May.

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Ivy Hill Prep, 475 East 57th Street, Brooklyn, NY 11203

The secretary took the roll call of the vote approve the daily schedule. The resolution passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

- b. Vote to Approve Evaluation Rubrics for Teacher, Social Worker, Director of Operations, Dean of Student Support and Front Office Coordinator.**
Board discussed evaluation rubrics and although some portions seemed overly detailed, Board differed to HOS who vetted the evaluations and believed the evaluations captured much of what would be needed to properly evaluate the respective staff member.

A motion to approve the evaluation rubrics was made by Marsha Michael. The motion was seconded by Rebecca May.

The secretary took the roll call of the vote to approve the evaluation rubrics. The resolution passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	

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Derrick Lewis	✓	
Rebecca May	✓	

VI. Development Committee

- a. **Ribbon Cutting:** Board received logistics outline and save the date flyer to send out to personal contacts.

VII. Update by HOS

- a. **Renovation Update: Currently Completed:** main office, HOS office, Hallways, staircase, classrooms painted, cafeteria painted, and ceiling tiling was completed.
Left to be Completed, Staircase, Cafeteria: 50% of Floor Tile, Drop Acoustic Ceiling on Stage, Main Office Flooring, Staff & Student Bathroom Touch Ups, Outside: Awning
- b. **Enrollment and Recruitment Report:** 85 kindergarten scholars are enrolled and 31 1st grade scholars are presently enrolled. There are a remaining 4 open seats. While there is a healthy waitlist for kindergarten seats HOS noted that there was presently no waitlist for 1st Grade. HOS explained that team would be taking measures to re-engage families to build up a wait list for 1st grade. HOS to report on re-engagement at the next meeting.
- c. **Hiring report:** All teachers and marital arts instructor are hired. Only outstanding hires are social worker and dance instructor. HOS planned to extend an offer to a social worker on June 25, 2019 and prospective dance instructor was scheduled for a second interview.
- d. **NYSED compliance:** A pre-opening inspection must occur with NYSED and management determined that a tentative date would be July 25, 2019.

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Board of Trustees Meeting Minutes

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VIII. Adjournment

- a. **Board Announcement:** Board Member Adam will be leaving to do a fellowship in the Netherlands in August. However, he remains committed to his obligations as a board member and will still attend all board meetings and committee meeting via video conference.
- b. **Motion to adjourn the meeting**
 - i. A motion to adjourn the meeting was made by Derrick Lewis at 8:56pm. The motion to adjourn the meeting was seconded by Adam Schulman.
 - ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

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Secretary: *Nataki Williams*

Date: July 29, 2019

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Tuesday June 25, 2019 | Time: 4:00pm – 4:30pmpm

Via Teleconference: 605-475-4894 Access Code: 147-689

- I. **Call to Order-** The meeting was called to order at 4:05 pm by Board Chair Marsha Michael.
- a. **Roll Call by Board Chair, Marsha Michael.**

Board of Trustee Present:

- ✓ **Rebecca May**
- ✓ **Adam Schulman**
- ✓ **Marsha Michael**
- ✓ ***Derrick Lewis***
Nataki Williams

It was determined that a quorum was present by Board Chair, Marsha Michael.
Ambrosia Johnson, HOS was also present.

- b. **Approve of Year 1 Budget:** The board reviewed the budget which was initially vetted by the Finance Committee because there was still some confusion surrounding the capital budget even after speaking to the back office provider, CSBM.
- i. A motion to approve the budget while understanding that budget will need to be amended in terms of capital spending was made by Nataki Williams. The motion to approve the minutes of the Board Meeting was seconded by Derrick Lewis.
- ii. The Board Chair took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
<i>Derrick Lewis</i>	✓	
Rebecca May	✓	
Nataki Williams	✓	

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Ivy Hill Prep

Board of Trustees Meeting Minutes

Tuesday June 25, 2019 | Time: 4:00pm – 4:30pm

Via Teleconference: 605-475-4894 Access Code: 147-689

VI. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at **4:21PM**. The motion to adjourn the meeting was seconded by Adam Schulman
- ii. The Board Chair took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
<i>Derrick Lewis</i>	✓	
Rebecca May	✓	
Nataki Williams	✓	

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Secretary: *Nataki Williams*

Date: July 29, 2019

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