

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday July 26, 2021 at 6:30 PM EDT

Location

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

Trustees may also attend via zoom link at <https://zoom.us/j/9699543901>, from a public location and must have their video capacity enabled for meeting/voting purposes.

IVY HILL PREP - BOARD OF TRUSTEES

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order		Marsha Michael	5 m
• Welcome Guests • Public Comments			
B. Record Attendance and Guests		Maimouna Kane	1 m
C. Approve June 2021 Board Meeting Minutes	Approve Minutes	Maimouna Kane	3 m
D. Vote to Approve Agenda	Vote	Marsha Michael	2 m

	Purpose	Presenter	Time
II. Governance			6:41 PM
A. Approve Annual Report	Vote	Adam Jimenez-Schulman	5 m
• See Report Submission in google drive @ 2020-21 Annual Report			
B. Annual Meeting Calendar	Discuss	Marsha Michael	5 m
• Meetings will transition to fully in person for August • RSVP to Meetings Important via Board on track (Quorum Purposes) • Discuss whether last Monday of Month continues to work for Board • Governance committee will look through the calendar and see if any standing dates conflict with holidays.			
C. Approve Executive Members	Vote	Marsha Michael	5 m
• Vote to Approve Resolution			
D. Committee Update	Discuss	Marsha Michael	10 m
• Committees should discuss roles and select Chair (Forward information to BC/Governance) • Committees should also revisit the meeting times and see if any changes need to be made • Committees should start thinking about goal setting.			
E. Prospective Board Members	Vote	Marsha Michael	5 m
• Vote on Resolution to Add new board members pending approval by NYSED (pending fingerprint review by Committee)			
III. Finance Committee			7:11 PM
Finance			
A. Review Financial Dashboard	Discuss	Nataki Williams	10 m
• Review Key Financial Indicators • Review Budget vs. Actuals			
B. Miscellaneous Financial Issues	Discuss	Nataki Williams	5 m

	Purpose	Presenter	Time
• Audit Testing Review			
IV. Director of Finance Hiring Taskforce			7:26 PM
A. Taskforce Update	Discuss	Jennifer Small	5 m
• Update on Hiring Process			
V. Academic Achievement			7:31 PM
Academic Achievement			
A. Review Academic Program - Academic Dashboard	Discuss	Ambrosia Johnson	5 m
• Review Dashboard indicators (Enrollment, Attendance etc)			
B. Review Teaching and Learning	Discuss	Ambrosia Johnson	20 m
• Review HOS Report			
• Discuss STEP Assessment Results			
C. Discuss Culture and Climate	Discuss	Ambrosia Johnson	10 m
• Discuss end of year wrap up.			
VI. Development			8:06 PM
Development			
A. Update on Development	Discuss	Tanisha James/Adam Laniyan	10 m
• Discuss results of recent initiatives			
VII. Head of School Evaluation & Support Committee			8:16 PM
A. Discuss Committee Next Steps	Discuss	Adam Jimenez-Schulman	5 m

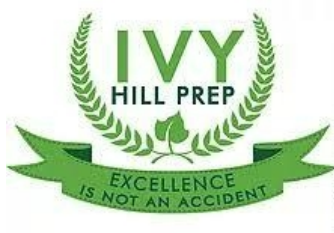
	Purpose	Presenter	Time
• Committee Update on goal setting			
VIII. Executive Session			8:21 PM
A. Vote for Executive Session (If Needed)	Discuss	Full Board Discussion	30 m
• Discuss HOS Evaluation			
• Discuss HOS Salary Increase			
IX. Closing Items			8:51 PM
A. Adjourn Meeting	FYI	Marsha Michael	
• Meeting Evaluation			

Cover Sheet

Approve June 2021 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve June 2021 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on June 28, 2021

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday June 28, 2021 at 6:30 PM

Location

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

Members of the public may also listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>.

TRUSTEES PARTICIPATING VIA VIDEOCONFERENCE SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

A. Jimenez-Schulman (remote), J. Small, M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent

A. Laniyan, D. Lewis, M. Kane

Guests Present

A. Johnson (remote), D. Williams (remote), M. Butcher (remote), P. Carras (remote)

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Jun 28, 2021 at 6:40 PM.

B. Record Attendance and Guests

C. Approve May 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 05-24-21.

T. James seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Kane	Absent
A. Jimenez-Schulman	Aye
A. Laniyan	Absent
J. Small	Aye
N. Williams	Aye
M. Michael	Aye
T. James	Aye
D. Lewis	Absent

D. Vote to Approve Agenda

- HOS questions clarifying the resolutions on the table

M. Michael made a motion to Approve minutes.

T. James seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

J. Small	Aye
A. Jimenez-Schulman	Aye
A. Laniyan	Absent
M. Kane	Absent
N. Williams	Aye
D. Lewis	Absent
M. Michael	Aye
T. James	Aye

II. Governance

A. Committee Update

- Reminder about retreat on 7/24 and plug to complete Board assessment
- Plan to have the annual meeting to elect Board officers at the retreat
- Annual report upcoming
 - Board members need to submit financial disclosure forms by EOW (7/2)

M. Michael made a motion to Have annual meeting to elect Board officers at the retreat.

A. Jimenez-Schulman seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

T. James	Aye
A. Jimenez-Schulman	Aye
A. Laniyan	Absent
J. Small	Aye
M. Michael	Aye
M. Kane	Absent
N. Williams	Aye
D. Lewis	Absent

B. Committee Recommendation on Resolutions

M. Michael made a motion to Have Malika Butcher move forward with submitting application to become a Board member to NYSED.

A. Jimenez-Schulman seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

A. Laniyan	Absent
M. Kane	Absent
J. Small	Aye
M. Michael	Aye
N. Williams	Aye
T. James	Aye
A. Jimenez-Schulman	Aye
D. Lewis	Absent

M. Michael made a motion to Approve resolution to update school's org chart.

N. Williams seconded the motion.

- Level of literacy/ math instruction promised in charter - level is decreased based on schedule changes, connected to shortened day and 1 teacher in each classroom
- HOS spoke with authorizer about the change; still in compliance with ed law; no required change to charter, partially in consideration of COVID-related schedule changes

The board **VOTED** unanimously to approve the motion.

Roll Call

J. Small	Aye
M. Michael	Aye
A. Laniyan	Absent
M. Kane	Absent
N. Williams	Aye
A. Jimenez-Schulman	Aye
T. James	Aye
D. Lewis	Absent

III. Finance Committee

A. Review Financial Dashboard

B. 21-22 Budget Review

N. Williams made a motion to Approve Y3 budget.

J. Small seconded the motion.

- Increased funding related to one-off grants connected to response to the pandemic
- Discussion around the sustainability of the budget year over year, outside the one-off increases in funds
- Revisiting push for 5-year budget plan; connection to DoF
- Lack of wiggle room in upcoming budget calls for even more diligence around adherence to fiscal policies and procedures, and using the recurring committee meetings to proactively surface any trends

The board **VOTED** unanimously to approve the motion.

Roll Call

A. Jimenez-Schulman Aye

Roll Call

J. Small	Aye
A. Laniyan	Absent
D. Lewis	Absent
M. Kane	Absent
T. James	Aye
M. Michael	Aye
N. Williams	Aye

C. Approve Stipend Policy

D. Miscellaneous Financial Issues

- Audit review timetable - setting schedule for Finance committee to meet with auditors
- HOS to double-check term of school insurance policy

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

- Working with consultant to fill role
- 32 applicants thus far

B. Director of Finance

M. Michael made a motion to Approve resolution for DoF addition.

T. James seconded the motion.

- Clarifications around the reporting structure for DoF

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Kane	Absent
A. Laniyan	Absent
D. Lewis	Absent
M. Michael	Aye
J. Small	Aye
A. Jimenez-Schulman	Aye
T. James	Aye
N. Williams	Aye

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

B. Review Teaching and Learning

M. Michael made a motion to Approve summer school program.

J. Small seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

M. Michael	Aye
N. Williams	Aye
A. Laniyan	Absent
M. Kane	Absent
D. Lewis	Absent

Roll Call

J. Small	Aye
T. James	Aye
A. Jimenez-Schulman	Aye

C. Discuss Culture and Climate

D. Committee Report/Governance Issues

VI. Development

A. Update on Development

- Committee discussing annual event

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

- HOS EOY Eval is progressing well
- Working on scope of work for continuing coaching

VIII. Executive Session

A. Vote for Executive Session (If Needed)

M. Michael made a motion to Move to Executive Session.

A. Jimenez-Schulman seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

J. Small	Aye
A. Laniyan	Absent
A. Jimenez-Schulman	Aye
M. Michael	Aye
T. James	Aye
N. Williams	Aye
M. Kane	Absent
D. Lewis	Absent

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

A. Jimenez-Schulman

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

A. Jimenez-Schulman

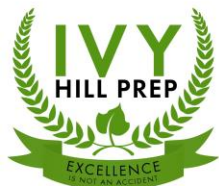
Documents used during the meeting

- FinancialDisclosure2020.docx
- Finance -Ops Structure & Salary IHP Y3.xlsx
- New Format on Resolution Adding Board Member - MB.docx
- Resolution Approving Amendment to Organizational Chart.docx
- Ivy Hill Monthly Financials - May 2021.xlsx
- Ivy Hill FY 2021-22 Budget Worksheet - FINAL DRAFT 6.9.21.xlsx
- 2nd Resolution Adding Director of Finance.docx
- Academic Dashboard for June Meeting 20-21.xlsx
- Head of School Report_June 2021.pdf
- Resolution Approving Virtual Summer School Program.docx
- HOS Proposal on Salary Increase.pdf

Cover Sheet

Approve Executive Members

Section:	II. Governance
Item:	C. Approve Executive Members
Purpose:	Vote
Submitted by:	
Related Material:	Resolution Approving Board Officers 21.pdf



IVY HILL PREPARATORY CHARTER SCHOOL

Board of Directors

Tanisha James

Maimouna Kane, *Secretary*

Adam Laniyan

Derrick Lewis

Marsha D. Michael

Adam Jimenez-Schulman, *Board Chair*

Jennifer Small

Nataki Williams, *Treasurer*

Head of School

Ambrosia Johnson

RESOLUTION APPROVING THE OFFICERS OF THE BOARD OF TRUSTEES

The Ivy Hill Preparatory Charter School Board of Trustees approves the following officers of the Board of Trustees:

1. Board Chair – Adam Jimenez-Schulman
2. Vice Chair – (Currently Vacant)
3. Treasurer - Nataki Williams
4. Secretary – Maimouna Kane

**Adopted by Ivy Hill Prep's Board of Trustees on July 26, 2021
(By a Unanimous Vote of The Majority of the Board).**

Cover Sheet

Committee Update

Section:	II. Governance
Item:	D. Committee Update
Purpose:	Discuss
Submitted by:	
Related Material:	Resolution Approving Committee Members 2021.pdf



IVY HILL PREPARATORY CHARTER SCHOOL

Board of Directors

Tanisha James
Maimouna Kane, *Secretary*
Adam Laniyan
Derrick Lewis
Marsha D. Michael
Adam Jimenez-Schulman, *Board Chair*
Jennifer Small
Nataki Williams, *Treasurer*

Head of School

Ambrosia Johnson

RESOLUTION APPROVING THE COMMITTEE MEMBERS OF THE BOARD OF TRUSTEES:

The Ivy Hill Preparatory Charter School Board of Trustees approves the following Committee Members of the Board of Trustees:

Academic Achievement Committee: Chair to be determined

1. Maimouna Kane
2. Adam Jimenez-Schulman
3. Aquilla Soon-Leon (*Prospective Trustee*)
4. Melika Butcher (*Prospective Trustee*)

Development Committee:

1. Adam Laniyan
2. Tanisha James, *Chair*
3. Adam Laniyan
4. Derrick Lewis
5. Jennifer Small

Finance Committee:

1. Melika Butcher (*Prospective Trustee*)
2. Adam Laniyan
3. Derrick Lewis
4. Jennifer Small
5. Nataki Williams, *Chair*

Governance Committee

1. Marsha D. Michael
2. Adam Jimenez-Schulman, *Chair*
3. Aquilla Soon-Leon (*Prospective Trustee*)

HOS Evaluation/Support Committee (Chair to be Determined):

1. Marsha D. Michael
2. Adam Jimenez-Schulman, *Chair*
3. Nataki Williams
4. Tanisha James

**Adopted by Ivy Hill Prep's Board of Trustees on July 26, 2021
(By a Unanimous Vote of The Majority of the Board).**

Cover Sheet

Review Financial Dashboard

Section:	III. Finance Committee
Item:	A. Review Financial Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	Ivy Hill Monthly Financials - June 2021.xlsx

Cover Sheet

Review Academic Program - Academic Dashboard

Section:	V. Academic Achievement
Item:	A. Review Academic Program - Academic Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	Academic Dashboard 2019-2021- July Meeting.xlsx

Cover Sheet

Review Teaching and Learning

Section:	V. Academic Achievement
Item:	B. Review Teaching and Learning
Purpose:	Discuss
Submitted by:	
Related Material:	Head of School Report_July.pdf



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

6-22-20

Submitted by: Ambrosia Johnson

Data as of 6/7/20

I. Facility Update

- Given by Director of Operations

II. Enrollment Report

2019 – 2020 Enrollment

(Current Year)

	Kindergarten	1 st Grade
Target	88	32
Current Accepted Offers	85 / 88	31 / 32
Gap	4	1
Total Enrollment	116	
Budgeted Enrollment	106	

2020 – 2021 Enrollment

(Upcoming Year)

	Kindergarten	1 st Grade	2 nd Grade
Target	60	10	2
Current Accepted Offers	57 / 57	6 / 6	2 / 2
Gap	0	1	0
Waitlist	131	0	11
Total Enrollment	57	6	2

III. Hiring Report SY 2020-2021

Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
Teacher	9	6	3	7-15-2020	In Progress
Special Education Teacher	1	0	1	7-15-2020	In Progress

Total Hires Needed:	10
Total Hired:	6

IV. School Updates

Summer Break

Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

Ivy Hill Monthly Financials - June 2021.xlsx

Academic Dashboard 2019-2021- July Meeting.xlsx