

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday September 27, 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.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order		Adam Jimenez-Schulman	1 m
• Start recording			
• Welcome guests			
• Public comments			
B. Record Attendance		Maimouna Kane	1 m
C. Approve Minutes	Approve Minutes	Adam Jimenez-Schulman	1 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on August 30, 2021			
D. Approve agenda	Vote	Adam Jimenez-Schulman	1 m

	Purpose	Presenter	Time
II. Governance			6:34 PM
A. Staff schedule/ hours	FYI	Adam Jimenez-Schulman	3 m
• Preview of situation and next steps			
B. General and Committee Updates	FYI	Adam Jimenez-Schulman	5 m
• Update to Open Meeting Law requirements • Reminder: RSVP in Board on Track required to ensure quorum • Board membership update • Committee actions ◦ Agendas and Minutes required, with a focus on capturing Decisions and Action Items (with owners and deadlines)			
C. Goal setting	Discuss	Adam Jimenez-Schulman	10 m
• Review and approve finalized goal • Discuss preliminary metrics to be finalized by October Board meeting			
III. Finance			6:52 PM
A. Review Financial Dashboard	Discuss	Nataki Williams	7 m
• Key financial indicators • Budget vs. Actuals			
B. Cleaning service vendor change	Vote	Nataki Williams	5 m
C. Goal setting	Discuss	Nataki Williams	10 m
• Review and approve finalized goal • Discuss preliminary metrics to be finalized by October Board meeting			
IV. Development			7:14 PM
A. Upcoming Initiatives	FYI	Adam Laniyan	3 m
B. Goal Setting	Discuss	Adam Laniyan	10 m
• Review and approve finalized goal			

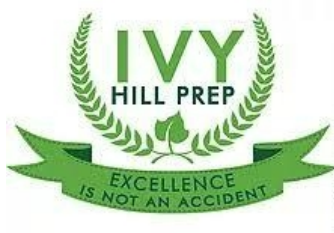
	Purpose	Presenter	Time
• Discuss preliminary metrics to be finalized by October Board meeting			
V. Academic Achievement			7:27 PM
A. Review Dashboard and HOS Report	Discuss	Ambrosia Johnson	10 m
B. Approve Updated COVID-19 Protocols	Vote	Ambrosia Johnson	5 m
• Student scenarios updated			
C. Goal Setting	Discuss	Adam Jimenez-Schulman	10 m
• Review and approve finalized goal			
• Discuss preliminary metrics to be finalized by October Board meeting			
VI. CEO Support And Eval			7:52 PM
A. HOS Coaching Support (Y3)	FYI	Adam Jimenez-Schulman	3 m
• Quick update			
B. Goal Setting	Discuss	Adam Jimenez-Schulman	10 m
• Review and approve finalized goal			
• Discuss preliminary metrics to be finalized by October Board meeting			
VII. Other Business			8:05 PM
A. Executive session (as needed)	Vote	Adam Jimenez-Schulman	1 m
VIII. Closing Items			8:06 PM
A. Adjourn Meeting	Vote		

Cover Sheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on August 30, 2021

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday August 30, 2021 at 6:30 PM

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.

Directors Present

A. Jimenez-Schulman, A. Laniyan (remote), D. Lewis (remote), N. Williams (remote), T. James (remote)

Directors Absent

J. Small, M. Kane, M. Michael

Guests Present

A. Johnson, A. Leon-Soon (remote), D. Williams (remote), M. Butcher (remote)

I. Opening Items

A. Call the Meeting to Order

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Aug 30, 2021 at 6:30 PM.

B. Record Attendance

C. Approve Minutes

D.

Approve agenda

A. Jimenez-Schulman made a motion to Approve meeting agenda.

D. Lewis seconded the motion.

No Discussion.

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

Roll Call

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

II. Governance

A. Approve Executive Members

A. Jimenez-Schulman made a motion to Approve Amended Resolution of the Executive Members of the Board of trustees to include Tanisha James as the Vice-Chair of the Board.

T. James seconded the motion.

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

Roll Call

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

B. General and Committee Updates

General Updates on governance:

- Attending in Person Meetings - since the suspension on the open meeting law has been lifted, meetings need to be held in person. Members should ensure that they are in person to attend meetings.
- RVP Tool in Board on Track - Members should utilize tool to ensure that we RSVP for meetings so that we can better account for quorum to be able to take action at meetings.
- Move Standing Board Meetings - Is there a possibility to move meetings to another day so that Mia who currently has a conflict will be unable to attend Monday meetings. Board Member Adam L. shared he could do Tuesday or Wednesday but may have some issues with Tuesdays bi-monthly. It was determined that moving the meeting to another date may cause some other scheduling conflicts.
- Committee Chairs - Committee chairs are pretty much set. Nataki is chair of the Finance, Adam L. is chair of Development, Looking to see who can take on role in Academic Committee and perhaps prospective board member Melika could step in eventually. Push to have committee agenda and

committee report or minutes which live in board on track so that we capture action items and decision making in one place.

III. Finance

A. Review Financial Dashboard

- Financial indicators within benchmarks.
- Balance sheet reflects annual 25K deposit made to escrow.
- Amendment on grants receivable was recently submitted and school awaiting funds.
- Pre-paid expenses are within normal range
- Total assets are 1.1 million
- Accrued expenses and deferred expenses are within normal range.
- Total liabilities are 2.1 million
- P&L in the first month - donated laptops need to be recorded and should be done in next month's financials.
- Technology line may be potentially over budget because of potential new purchases for projectors which could be covered by grants.
- Items in yellow are items over the percentage. (i.e accessory furniture, items which payments are made earlier in the school year)

Committee Concerns:

- Debit card purchases - (Management instructed not to purchase food etc and debit card policy to be revisited when new Director of Finance joins the Team.)
- Committee also suggested that food purchases/school event purchases be planned out ahead of time so that purchases can be better accounted for.
- Projector purchased on debit card but committee advised on how to prevent making these types of transactions on debit card.
- Unpaid North Shore invoices. Adam JS and Nataki to work with HOS to resolve issue.
- Cell phone policy was not approved and tabled for further discussion in a few months.

IV. Director of Finance Hiring Taskforce

A. DoF Hired

- DOF was hired and set to start soon.
- Brian Andre will be joining the team on September 13, 2021.
- Taskforce will be disbanded and any issues concerning the DOF taskforce will be folded into the finance committee.

V. Development

A. Upcoming Initiatives

- Discussed "Giving Tuesday"
- Intend to increase amount to 25K
- Grant writer still being discussed.

VI. Academic Achievement

A.

Review Dashboard and HOS Report

Enrollment:

- 63 Kindergarten
- 63 1st Graders
- 84 2nd Graders
- 32 3rd Graders
- Total of 242 Students enrolled. Only authorized for 240 students.

Recruitment Initiatives:

- Life's work
- Accepted Student's Night
- Back to school barbeque cancelled.

Hiring:

- Teaching fellow accepted hired.
- Hiring for Director of Operations.
- Hiring for elective teacher.

Summer Institute:

- Started on August 2nd for 3 weeks where teachers underwent high level professional development.

Past Event:

- Accepted Student's Night- Students assessed for placement.
- Parents learned about life's work and other expectations.

B. Approve Updated COVID-19 Protocols

A. Jimenez-Schulman made a motion to Approve Student and Staff facing Covid Response Protocols.

T. James seconded the motion.

Covid Response protocol talks about what happens if certain scenarios happen. It allows parents to see what process will happen if something happens.

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

Roll Call

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

VII. CEO Support And Eval

A. EOY Closeout (Y2)

Finalized close out from last year. Also picking up with goal setting and coaching for this year. Committee still thinking through ways to make sure all of these things tie together.

B. HOS Coaching Support (Y3)

VIII. Board Development w/ Ed Board Partners

A. Goal Setting

Goal setting discussion held.

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 7:15 PM.

Respectfully Submitted,
A. Jimenez-Schulman

Cover Sheet

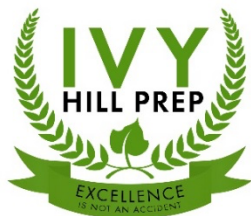
Review Financial Dashboard

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

Cover Sheet

Cleaning service vendor change

Section:	III. Finance
Item:	B. Cleaning service vendor change
Purpose:	Vote
Submitted by:	
Related Material:	IHP_Custodial_Services_Recommendation__2021-22.pdf



Ivy Hill Preparatory Charter School Management Recommendation

IVY HILL PREPARATORY CHARTER SCHOOL Management Recommendation 09-20-21

Recommendation: Ascent Cleaning Corporation

Background:

We received formal proposals from 3 custodial companies. All companies completed full walk-throughs of the facility and met with the Operations Team as well as the Head of School to discuss the updated needs of the school due to COVID-19.

Recommendation:

Management recommends Ascent Cleaning Corporation is hired to fulfill the custodial duties within the school for the following reasons:

- Ascent Cleaning Corporation has extensive experience with schools similar to Ivy Hill Prep.
- Upon speaking with other schools similar to ours, other schools have shared that they've worked with Ascent Cleaning Corporation for a minimum of 5 years. Their clients are satisfied, and Ascent Cleaning Corp. comes highly recommended.
- Ascent Cleaning Corporation comes within our budget allocation for janitorial needs.
- Ascent Cleaning Corporation has extensive experience in not only cleaning, but sanitizing. This is an asset that is important when prioritizing health and safety as we continue to navigate the COVID-19 pandemic.

Ivy Hill Prep Charter School
Management Recommendation - Custodial Services

Terms and services comparison

Vendors

Ascent Cleaning Corporation	Think Clean	Amphibious Commercial Cleaning
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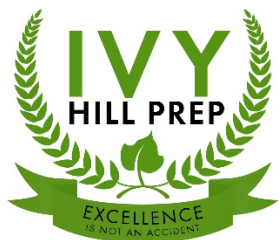
**recommended by HOS*

Pricing	Monthly Cost	\$8,000	\$7,700	\$22,000
	FY22 Total Cost	\$80,000	\$77,000	\$220,000
Staffing	Staff count	2	2	3 (2 FTE)
	Staff shifts / coverage	Monday-Friday 630 am to 3 pm 2 pm to 8 pm	Monday-Friday 630 am to 3 pm 2 pm to 8 pm	Monday-Friday 6 am to 3 pm (1 staff) 4 pm - 8 pm (2 staff)
Cleaning	Frequency	Daily	Daily	Daily
	Services	Daily wipe and disinfect of surfaces, high touch points, fountain areas, dekstop items, copiers, glass and mirrors Daily dusting Daily vacuuming of entrance and area rugs / carpets Daily mopping - tile floors and stairwells Daily trash and recycling Daily restroom clean and disinfect - surfaces, fixtures, floors Daily morning exterior grounds debris removal Summer deep cleaning - windows, carpets, strip and wax Winter deep cleaning - bathroom floors, hallway and classroom flors	Wipe clean glass and mirrors Dust window sills, ledges, blinds and wall hangings, baseboards within normal reach Disinfect door handle and area around door handles and light switches Clean and disinfect drinking coolers Detail vacuum all carpets, walk off mats, throw down mats, area rugs and straighten them out Spot clean all walls and doors Daily restroom clean and disinfect - surfaces, fixtures, floors Daily trash and recycling Daily damp or wet mop hard surface floors and vinyl floors Daily morning exterior grounds debris removal Monthly dusting Optional Deep Cleaning (In the summer or winter season break) Strip and wax floors to restore and maintain Carpet cleaning of all carpets and rugs Interior window cleaning Floor scrubbing of bathrooms and tiles . Re-coat service for corridors and classrooms	1 staff Keep bathroom clean and replace toiletries Empty trash Clean spills Sanitize knobs, countertops, desktops Keep cafeteria clean 2 staff Deep clean and sanitize all classroom desk and partitions Clean all classroom chairs Clean office equipments, such as copiers, computers, desk, chairs and chair legs Sweep and mop classrooms daily Clean all ledges Lavatories Clean sinks, mirrors, countertops and refill all dispensers Sanitize flusher handles and urinals Clean stainless steels with stainless steel cleaner Sweep and mop bathroom floors with disinfectant cleaner Floors Strip, seal and wax all floors twice yearly Vacuum rugs and carpet
	Miscellaneous	Dusting daily Deep cleaning standard, summer and winter	Dusting monthly, not daily Deep cleaning is optional (added cost?)	
	Insurance and bond	Bonded: \$100,000 Umbrella liability: \$1,000,000	Bonded: Yes Umbrella liability: Yes	Bonded: Yes Umbrella liability: Yes
	Recommended	☒	☐	☐

Cover Sheet

Review Dashboard and HOS Report

Section:	V. Academic Achievement
Item:	A. Review Dashboard and HOS Report
Purpose:	Discuss
Submitted by:	
Related Material:	HOS Report 2019-2021-2.xlsx Head of School Report_September 2021 (2).pdf



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

September Board Meeting

Submitted by: Ambrosia Johnson

Data as of 9/10/2021

I. Enrollment Report

2021 – 2022

Enrollment and Recruitment

	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade
Target	60	60	88	32
Enrollment	64	63	80	28
Waitlist	0	8	0	0
Total Enrollment			235	
Authorized Enrollment			240	
Budgeted Enrollment			216	
Per Pupil Funding Student Count			N/A	

II. COVID Report

	Staff Positive Count	Student Positive Count	Classes Transitioned to Remote Instruction	Additional Notes
August	2	0	0	
September	0	2	2	2 Positive cases in only 1 classroom. Transition to remote in Classroom 2 as a precautionary measure due to siblings.
October				
November				
December				
January				
February				
March				
April				
May				
June				

III. Hiring Report SY 2021-22

Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
DCI	Hired				
Ops Manager	Hired				
DOO	1	0	1	ASAP	In Progress
Office Coordinator	Hired				
SPED Teacher	Hired				
Teaching Fellow	3	3	0	ASAP	In Progress
Elective Teacher	2	1	1	ASAP	In Progress
Martial Arts Instr.	Hired				
Teacher	Hired				

Cover Sheet

Approve Updated COVID-19 Protocols

Section:	V. Academic Achievement
Item:	B. Approve Updated COVID-19 Protocols
Purpose:	Vote
Submitted by:	
Related Material:	IHP COVID Response Protocols 2021-22 (2).pdf



COVID Response Protocol for Staff

Scenario	Action
Vaccinated Staff Member with Close Contact* to Someone Diagnosed with Covid	1. Staff member alerts HOS and DOO of exposure. 2. Staff member has no action to isolate. 3. After three days of initial exposure, staff member must take a PCR Test. If results are negative: ○ Staff member continues duties as usual. ○ School Leader does not notify school community. 4. Upon weekly testing, if results are positive, follow “Vaccinated Staff Member Tests COVID Positive.”
Vaccinated Staff Member Tests COVID Positive	1. Staff member alerts HOS and DOO of positive results and provides evidence of positive PCR Test via e-mail. 2. School Leader sends an e-mail to all staff to alert them of a confirmed case. 3. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641. 4. If staff member is a classroom teacher, School Leader sends communication to relevant families re: student exposure to an individual who has tested positive. ▪ Transition to Remote Instruction: ○ Full classroom transitions to remote instruction. Vaccinated Teacher is responsible for leading Remote Instruction. ▪ Return to School ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms/other symptoms are improving, and 24 hours with no fever without the use of fever reduction medication. No negative test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
Unvaccinated Staff Member with Close Contact* to Someone Diagnosed with COVID	1. Within 24 hours, staff member alerts HOS and DOO of exposure. 2. Staff member isolates for 10 calendar days. Staff member works from home. 3. After three days of initial exposure, staff member is mandated to take a PCR Test. Staff member isolates for 10 calendar days, regardless of results of PCR Test. ○ If results are negative, staff member continues 10 calendar day isolation. ○ If results are positive, follow “Unvaccinated Staff Member Tests COVID Positive.” 4. School does not notify school community for any out-of-school close contact. 5. School does notify school community for in-school close contact. 6. Staff member returns to work after 10 calendar day isolation. 7. If staff member is a classroom teacher, School Leader sends communication to relevant families re: teacher’s exposure to an individual who has tested positive, and switch to remote instruction to err on the side of caution.



	▪ Transition to Remote Instruction: ○ Full classroom switches to remote instruction. Unvaccinated Teacher is responsible for leading Remote Instruction, unless otherwise instructed. ▪ Return to School: ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms. A negative PCR test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
Unvaccinated Staff Member Tests COVID Positive	1. Staff member alerts HOS and DOO of positive results and provides evidence of positive PCR Test via e-mail. 2. School Leader sends an e-mail to all staff to alert them of a confirmed case. 3. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641. 4. If staff member is a classroom teacher, School Leader sends communication to relevant families re: student exposure to an individual who has tested positive. 5. Transition to Remote Instruction: ○ Full classroom switches to remote instruction. Unvaccinated Teacher is responsible for leading Remote Instruction, unless otherwise instructed. 6. Return to School ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms/other symptoms are improving, and 24 hours with no fever without the use of fever reduction medication. No negative test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.

**The CDC defines "close contact" as contact within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.*



COVID Response Protocol for Scholars

Scenario	Action
Vaccinated or Unvaccinated Scholar with Close Contact* to Someone Diagnosed with COVID	1. Within 24 hours, family (not the scholar), must inform the school's Main Office of the scholar's exposure to someone with a confirmed COVID case. 2. School sends communication to the family and scholar informing them of the scholar's 10 calendar day isolation and expected return date. 3. Scholar isolates for 10 calendar days. If remote learning for the scholar's grade is not available, scholar will receive 10 days of excused absences, providing all remote-work assigned is completed. If remote-learning is available for scholar's specific grade, scholar is required to attend remote instruction. 4. After three days of initial exposure, student is mandated to take a PCR Test. Despite the results of the PCR Test, scholar is still required to quarantine for 10 calendar days. If scholar tests positive, family (not the scholar), must inform the school's Main Office of the scholar's positive COVID results. ○ If scholar tests negative, no action should be taken. ○ If scholar tests positive, at the School Leader's discretion, School Leader will send communication to relevant families re: student's exposure to an individual who has tested positive. At the school's discretion, the classroom may or may not switch to remote instruction, due to the specifics in timing surrounding exposure. 5. School Leader does not notify school community for any out-of-school close contact. 6. School Leader does notify school community for in-school close contact. 7. Scholar returns to school after 10 calendar day isolation, providing they have no symptoms or fever within 72 hours. A negative PCR test is required to return. 8. <i>Sibling Disclaimer 1:</i> If an Unvaccinated or Vaccinated Scholar (Scholar A) comes into close contact to someone diagnosed with COVID-19 by means of classroom exposure, his/her sibling, (Scholar B), who attends Ivy Hill Prep must also quarantine. After 3 days of initial exposure (for Scholar A), if Scholar B has tested negative for COVID-19, Scholar B can return to school with proof of a negative test and confirmation that Scholar B is not showing any COVID-19 symptoms. In the event that Scholar A begins to show symptoms or tests positive, Scholar B must quarantine until his/her sibling is approved to return to school. 9. <i>Sibling Disclaimer 2:</i> If Unvaccinated or Vaccinated Scholar (Scholar A) Comes into close contact to someone diagnosed with COVID-19 outside of school, his/her sibling, (Scholar B), who attends Ivy Hill Prep must also quarantine for the full 10 days.
Vaccinated or Unvaccinated	1. Within 24 hours, the family, (not the scholar), must submit evidence of their positive test to the school's Main office.



Scholar Tests COVID Positive	2. Operations Manager submits the confirmed scholar case, scholar information, and evidence of their positive test in the school's tracking system. 3. School sends communication to the family and scholar informing them of the scholar's 10 calendar day isolation and expected return date. 4. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641. 5. Scholar isolates for 10 calendar days. 6. School Leader sends communication to relevant families re: student exposure to an individual who has tested positive. 7. Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return. 8. Transition to Remote Instruction: 9. Full classroom switches to remote instruction. 10. If scholar is a bus scholar, all scholars that ride the common bus will also isolate for 10 calendar days. a. If Remote Instruction for the particular grade is available, students who are quarantined are required to attend Remote Learning Instruction. b. If Remote Instruction for the particular grade is not available, students who are quarantined will receive ten excused absences, providing all remote-work assigned is completed. 11. Return to School: ○ Student Who Tested Positive: Student returns to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return. ○ Students Exposed to Student Who Tested Positive: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
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**The CDC defines "close contact" as contact within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.*



This policy is the most up to date version but is subject to change based on COVID-19 cases within the school building, school community, and within New York City. As guidelines from New York City, the CDC, and the Department of Health shift, the details of this plan may shift as well.

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 - August 2021.xlsx

HOS Report 2019-2021-2.xlsx