

## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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**Date and Time**

Monday July 27, 2020 at 6:30 PM

**Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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**IVY HILL PREP - BOARD OF TRUSTEES**

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**Directors Present**

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

**Directors Absent**

*None*

**Guests Present**

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), Diana Williams, K. Wedderburn-Henderson (remote)

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## 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 Jul 27, 2020 at 6:38 PM.

### B. Record Attendance and Guests

### C. Approve June 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 06-22-20.

J. Small seconded the motion.

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

#### Roll Call

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

### D. Approve June Special Meeting Minutes

M. Michael made a motion to approve the minutes from Special Meeting on 06-29-20.

J. Small seconded the motion.

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

#### Roll Call

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

### E. Vote to Approve Agenda

M. Michael made a motion to Approve the agenda.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

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

## II. Governance

**A. Annual Meeting - Vote on Trustee Officers for Fiscal Year 20-21**

Board member nominated Marsha Micheal to continue to be the Board Chair.

A. Jimenez-Schulman made a motion to Nominate Marsha Micheal for Board Chair.

J. Small seconded the motion.

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

**Roll Call**

J. Small Aye

M. Kane Aye

D. Lewis Aye

A. Laniyan Aye

N. Williams Aye

A. Jimenez-Schulman Aye

T. James Aye

M. Michael made a motion to Nominate Adam Jimenez- Schulman as Vice Chair.

T. James seconded the motion.

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

**Roll Call**

D. Lewis Aye

M. Michael Aye

M. Kane Aye

A. Laniyan Aye

N. Williams Aye

T. James Aye

J. Small Aye

M. Michael made a motion to Extend Nataki's term.

J. Small seconded the motion.

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

**Roll Call**

A. Jimenez-Schulman Aye

M. Michael Aye

A. Laniyan Aye

M. Kane Aye

T. James Aye

J. Small Aye

N. Williams Abstain

D. Lewis Aye

J. Small made a motion to Nataki Williams as Treasurer.

M. Michael seconded the motion.

Discussion was held in support of Nataki remaining as treasurer. Question was posed to the board as to whether a less conservative financial view was needed and board agreed Nataki's perspective was in line with the board view. Discussion of board goal of cash on hand was also held. HOS indicated she reached out to David Frank who made certain representations about number of days of cash on hand for a first year school. HOS indicated she would share email correspondence with board chair and treasurer. The board **VOTED** to approve the motion.

**Roll Call**

T. James Aye

M. Michael Aye

J. Small Aye

A. Laniyan Aye

M. Kane Aye

A. Jimenez-Schulman Aye

D. Lewis Absent

M. Michael made a motion to Adopt Committee Assignments.

A. Jimenez-Schulman seconded the motion.

Discussion was held as to adding Tanisha James to HOS support and evaluation committee. The board **VOTED** to approve the motion.

**Roll Call**

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

**B. Annual Meeting - Vote on Committee Members**

M. Michael made a motion to Maimouna Kane as Secretary.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

M. Michael made a motion to Adopt Standing meeting and committee dates.

A. Jimenez-Schulman seconded the motion.

Discussion was held about making changes to the start time of committee meetings to the early morning hours but discussion on change tabled to see if committee members could meet in the morning. The board **VOTED** to approve the motion.

**Roll Call**

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

M. Michael made a motion to Have August Board Meeting on the last Monday of the month, August 31, 2020.

A. Jimenez-Schulman seconded the motion.

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

**C. Annual Meeting - Board Strategic Planning**

Discussion held that committees will develop its goals at the next committee meeting.

**D. Annual Report**

M. Michael made a motion to Approve annual report.

A. Jimenez-Schulman seconded the motion.

Discussion held regarding giving board more time to review Annual Report before voting on it. HOS sent over the final version of the report the same day of the board meeting leaving members only a few hours to review it. The board **VOTED** to approve the motion.

### **Roll Call**

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

## **III. Finance Committee**

### **A. Review Current Financial Dashboard**

Discussion was held on differed rent credit. Treasurer explained why differed rent was included in our statements and the benefit to reflecting it down the line. Discussion was held on free and reduced lunch.

### **B. Vote to Approve Surplus Recommendation**

A. Laniyan made a motion to Approve the Surplus Transfer to Savings account. M. Michael seconded the motion. Discussion held on approving to transfer surplus to savings account while keeping 20K in a line item for Contingency Covid -19 funds. The board **VOTED** to approve the motion.

#### **Roll Call**

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

### **C. Approve 990 Tax Filing**

M. Michael made a motion to Approve 990 Tax Filing. T. James seconded the motion. Discussion held about making sure board had sufficient time to review the filing prior to submission. The board **VOTED** to approve the motion.

#### **Roll Call**

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

### **D. Vote to Approve Finance Director Taskforce**

Discussion held on the need for a Finance Taskforce. Board members volunteered to be on the taskforce. J. Small made a motion to Creating Director of Finance Hiring Taskforce. A. Laniyan seconded the motion. Nataki Williams, Jennifer Small and Adam Jimenez-Schulman agreed to be members of the taskforce. The board **VOTED** to approve the motion.

#### **Roll Call**

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

### **IV. Academic Achievement**

#### **A. Vote Approve Amended Student & Family Handbook - TABELED TO NEXT MEETING**

#### **B. Vote to Approve Homeless Student and Transportation Policy - TABLED TO NEXT MEETING**

#### **C. Academic Dashboard**

Discussion held on student retention and adding data to the dashboard.

### **V. Head of School Update**

#### **A. HOS Report**

#### **B. Vote to Approve Re-Opening Plan**

M. Michael made a motion to Approve Re-Opening Plan.

A. Jimenez-Schulman seconded the motion.

Discussion held on making changes to the reopening plan in eliminating the "floor" and keeping the "ceiling". Discussion held on age appropriate masks. The board **VOTED** to approve the motion.

#### **Roll Call**

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

### **VI. Facilities Update**

#### **A. Update on Renovation Process**

Renovations are practically completed.

### **VII. Head of School Evaluation & Support Committee**

#### **A. Discuss Committee Next Steps**

Committee in the final stages of completing HOS contract and updating job description.

### **VIII. Development**

**A. Update on Development**

Committee to meet and decide on committee chair and report back on the goals created for the committee.

**IX. Executive Session**

**A. Vote for Executive Session**

M. Michael made a motion to Go into executive session.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

M. Michael made a motion to Pay Diana Williams \$4000.

T. James seconded the motion.

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

**Roll Call**

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

M. Michael made a motion to approve a COLA increase for Head of School.

M. Kane seconded the motion.

The motion did not carry.

**Roll Call**

J. Small	No
D. Lewis	Absent
A. Laniyan	No
T. James	No
M. Kane	No
A. Jimenez-Schulman	No
M. Michael	No
N. Williams	No

**X. Closing Items**

**A. Adjourn Meeting**

M. Michael made a motion to To adjourn meeting.

T. James seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

M. Kane

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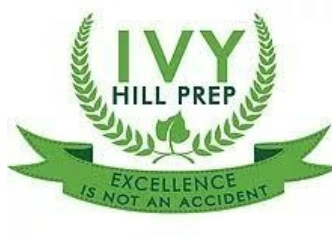
**CERTIFICATE OF THE SECRETARY**

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:** *Maimouna Kane*

**Date:** **August 31, 2020**





## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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##### **Date and Time**

Monday August 31, 2020 at 6:30 PM

##### **Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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#### IVY HILL PREP - BOARD OF TRUSTEES

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##### **Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote)

##### **Directors Absent**

T. James

##### **Guests Present**

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote)

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#### **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 Aug 31, 2020 at 6:34 PM.

**B. Record Attendance and Guests**

**C. Approve July 2020 Board Meeting Minutes**

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 07-27-20.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**D. Vote to Approve Agenda**

M. Michael made a motion to To approve agenda.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. Review Staff Handbook**

Discussion held to change days off for bereavement and victim of crime.

**B. Update Committee Details**

M. Michael made a motion to Add Derick Lewis to the Finance Director Task Force.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

A. Laniyan	Aye
A. Jimenez-Schulman	Aye
M. Michael	Aye
M. Kane	Aye
T. James	Absent
N. Williams	Aye

**III. Finance Committee**

**A. Review Current Financial Dashboard**

Discussion held.

**B. Vote on contingency line item in Year 2 Budget**

N. Williams made a motion to amend year 2 budget for COVID related items.

J. Small seconded the motion.

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

**Roll Call**

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

Discussion held on the flexibility provided to HOS to buy items and how to monitor spending to not exceed budget.

**C. Review Financial Goals**

Discussion held on review of the financial goals. Shortening committee meetings.

**D. Review Financial Deliverables**

**IV. Academic Achievement**

**A. Vote Approve Amended Student & Family Handbook**

A. Jimenez-Schulman made a motion to Approve the amended Students and Family Handbook.

M. Michael seconded the motion.

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

**Roll Call**

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

**B. Vote to Approve Homeless Student and Transportation Policy**

M. Michael made a motion to Approve Homeless Student and Transportation Policy.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**Roll Call**

N. Williams                      Aye

**C. Academic Dashboard**

**V. Facilities Update**

**A. Update on Renovation Process**

No update

**VI. Development**

**A. Update on Development**

Derrick Lewis and Jennifer Lewis shared Development updates and potential partnerships.

**VII. Executive Session**

**A. Vote for Executive Session**

M. Michael made a motion to Move into executive session to review the evaluation report.

J. Small seconded the motion.

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

**Roll Call**

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

Ambrosia's contract renewal terms.

A. Jimenez-Schulman made a motion to Approve HOS employment contract term for 1 year with automatic renewal clause.

A. Laniyan seconded the motion.

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

**Roll Call**

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

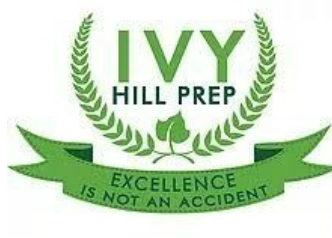
**VIII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

**M. Michael**



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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##### **Date and Time**

Monday September 28, 2020 at 6:30 PM

##### **Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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#### IVY HILL PREP - BOARD OF TRUSTEES

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##### **Directors Present**

J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

##### **Directors Absent**

A. Jimenez-Schulman, A. Laniyan, D. Lewis

##### **Guests Present**

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), Britteny Jacobs (remote)

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#### **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 Sep 28, 2020 at 6:33 PM.

**B. Record Attendance and Guests**

**C. Approve August 2020 Board Meeting Minutes**

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 08-31-20.

J. Small seconded the motion.

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

**Roll Call**

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

**D. Vote to Approve Agenda**

M. Michael made a motion to Approve agenda.

J. Small seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. Approve Staff Handbook**

Discussion held on held on "Witness and Crime Victim Leave" section of the handbook, as well as the unpaid leave. Board recommended that crime victim leave should be more broadly written. Board Chair also noted that the current policies prohibited the school from permitting an employee to take extended personal unpaid leave and perhaps we should consider changing policy.

M. Michael made a motion to approve the handbook and media release.

T. James seconded the motion.

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

**Roll Call**

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

**Roll Call**

A. Jimenez-Schulman Absent

**III. Finance Committee**

**A. Review Current Financial Dashboard**

Discussion held on escrow amount.

**B. Review Financial Goals**

Finalizing of finance goals were discussed.

Finalizing of finance goals were discussed.

**IV. Director of Finance Hiring Taskforce**

**A. Taskforce Update**

Discussion held on the time frame of posting.

**B. Vote to Approve Job Description**

J. Small made a motion to Approve director of finance job description.

T. James seconded the motion.

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

**Roll Call**

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

**V. Academic Achievement**

**A. Academic Dashboard**

**B. HOS Report**

Discussion held on the coding of departure code. Discussion held on hiring SPED teacher in house as opposed to an agency. Board again expressed interest in hiring internal SPED teacher over contracting out services. Discussion held on cost analysis of SPED teacher. Discussion held on the number of students who are part of the RTI and in turn have Ujima plans. HOS explained that response to intervention plans were created for two 1st graders and 2 kindergarten students and all students and stakeholders were 100% engaged. The 2 Kindergarten students are the students who were held back last year. HOS also provided feedback on parents who were happy with the re-opening and read some testimonials.

**C. Update on Re-Opening**

Discussion held on the rates of COVID currently and its impact on the re-opening plan. 15% of students were in person and phase two was pushed back with 85% of students remaining in remote learning. HOS also reported staff doing very well as part of the re-opening plan. Mental wellness for staff has been prioritized, weekly observation and feedback also going very well.



#### **D. Update on Re-Opening Phases**

Discussion held on the changes to the phase 2 re-opening plan. Discussion held on the number of in person students for phase 2. Discussion held on the number of classrooms prepared for increase of students.

### **VI. Development**

#### **A. Update on Development**

Discussion held on resolution on goals to set for the year.

### **VII. Executive Session**

#### **A. Vote for Executive Session**

M. Michael made a motion to go into executive session.

J. Small seconded the motion.

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

##### **Roll Call**

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

J. Small made a motion to remove policy prohibiting unpaid personal leave.

T. James seconded the motion.

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

##### **Roll Call**

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

M. Michael made a motion to approve Ivy Hill Preps' Paid Time Off policy.

J. Small seconded the motion.

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

##### **Roll Call**

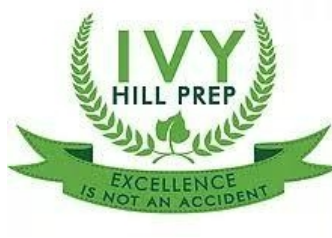
D. Lewis	Absent
M. Michael	Aye
T. James	Aye
M. Kane	Aye
N. Williams	Aye
A. Jimenez-Schulman	Absent
A. Laniyan	Absent
J. Small	Aye

### **VIII. 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 8:30 PM.

Respectfully Submitted,  
M. Michael



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

---

##### **Date and Time**

Monday October 26, 2020 at 6:30 PM

##### **Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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#### IVY HILL PREP - BOARD OF TRUSTEES

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##### **Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote)

##### **Directors Absent**

J. Small, T. James

##### **Guests Present**

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote)

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#### **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 Oct 26, 2020 at 6:34 PM.

**B. Record Attendance and Guests**

**C. Approve September 2020 Board Meeting Minutes**

M. Michael made a motion to approve the minutes from September 2020 Board of Trustees Meeting - Ivy Hill Prep on 09-28-20.

D. Lewis seconded the motion.

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

**Roll Call**

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

**D. Vote to Approve Agenda**

M. Michael made a motion to Approve the agenda.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. Discuss Governance Strategic Governance Issues**

Making sure the organizational chart is updated in case amendments need to be made by HOS. Creating a calendar to identify items that need to be approved in a particular time frame. HOS is creating a document that has a specific timeline.

Making updates to the job description for the Dean of Special Supports.

Discussion was held on the educational requirements for the Dean of Special Supports.

**B. Approve Updated Job Description for Dean of Special Supports**

M. Michael made a motion to Approve updated job description for Dean of Special Supports.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

### Roll Call

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

## III. Finance Committee

### A. Review Audit Report and Management Letter

Audit held with the finance committee. Auditors advised to increase the escrow account.

N. Williams made a motion to Approve Audit Report.

A. Laniyan seconded the motion.

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

### Roll Call

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

### B. Review Financial Dashboard

Discussion was held on COVID line item in the financials in case testing needs to be paid for. The cost of testing per week was discussed. Committee didn't recommend to adjust budget for development.

N. Williams made a motion to Approve...

M. Michael seconded the motion.

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

### Roll Call

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

N. Williams made a motion to Approve Finance Goals 2020-2021.

M. Kane seconded the motion.

Discussion held on the ability to item on finance goal more board to cover more areas. Discussion held on rewording an item on the financial goals to lessen restrictions. Providing rationale as to where line items are directly related to academic results. The board **VOTED** to approve the motion.

### Roll Call

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

### **C. Approve Finance Resolutions**

## **IV. Academic Achievement**

### **A. Review Academic Program - Academic Dashboard**

**Enrollment:** 172 students, **Attendance:** 88% **Attrition:** 6 students Waitlist: 0 for 1st grade. Early enrollment will begin to increase the waitlist. The average attendance is 1 under the budgeted amount.

**Hiring:** Two teachers need to be hired as well as a special education teacher. HOS is interviewing potential candidates. Discussion held on potential hire.

**School updates:** Third week of remote instruction. Zero percent COVID infection rate for staff and students. All related services are rendered virtually: Speech, OT, PT, and Hearing.

### **B. Review Teaching and Learning**

Discussion held on the prerecorded instructional videos. Every student is remote, receiving synchronous and asynchronous instruction. Students are in homogenous groups of no more than 15.

### **C. Discuss Culture and Climate**

Discussion held on teacher workload in creating videos. HOS provided video examples of remote instruction in math and guided reading. STEP assessments are concluding. Discussion held on step assessments being allowed virtually. Discussion held on initial assessment for kindergarten students. October 9th, 2020 last day of in-person instruction.

### **D. Discuss Updated Re-Opening Plan**

Discussion held on reopening of school. Discussion held on certification of COVID test administration. Suggested four-week interims to consider in-person or remain remote.

### **E. Review NYSED Survey**

HOS presented data from a NYS parent survey

## **V. Development**

### **A. Update on Development**

Date secured for Giving Tuesday. The fundraising goal for Giving Tuesday is \$10,000. Community Food Giveaway will be held November 21st, 2020.

## **VI. Head of School Evaluation & Support Committee**

### **A. Discuss Committee Next Steps**

In the process of finalizing evaluation for HOS.

## **VII. Executive Session**

### **A. Vote for Executive Session**

M. Michael made a motion to Move into executive session.

D. Lewis seconded the motion.

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

**Roll Call**

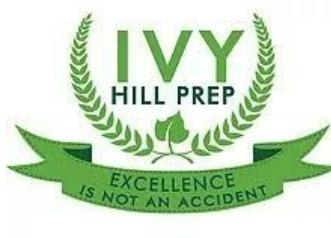
M. Michael	Aye
D. Lewis	Aye
A. Jimenez-Schulman	Aye
J. Small	Absent
A. Laniyan	Aye
N. Williams	Aye
T. James	Absent
M. Kane	Aye

**VIII. 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 8:30 PM.

Respectfully Submitted,  
M. Michael



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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##### **Date and Time**

Monday November 30, 2020 at 6:30 PM

##### **Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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#### IVY HILL PREP - BOARD OF TRUSTEES

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##### **Directors Present**

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

##### **Directors Absent**

A. Laniyan, J. Small, M. Kane

##### **Directors who arrived after the meeting opened**

D. Lewis

##### **Guests Present**

A. Johnson (remote)

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## 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 Nov 30, 2020 at 6:37 PM.

### B. Record Attendance and Guests

Quorum not present at the time meeting was called to order at 6:37pm. Quorum achieved at 7:10pm when Derrick Lewis arrived at the meeting.

### C. Approve October 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-26-20.

N. Williams seconded the motion.

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

#### Roll Call

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

### D. Vote to Approve Agenda

M. Michael made a motion to Approve Agenda.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

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

## II. Governance

### A. Discuss Governance Strategic Governance Issues

Committee Items on the radar:

- No recommendation to the organizational charts. Director of Finance would be
- Compliance calendar was provided by HOS and during the next round of review committee will plug in some considerations for board approval. Governance committee will add in deliverables from the full board perspective. Committee will also flesh out some of the deliverables.

### B. Committee Recommendation on Exit Interview Process

Exit interview process - there is a policy in our handbook but committee needs to fine tune the process so that it is neutral process to implement. By the next board meeting committee to provide an amended policy for approval.

### III. Finance Committee

#### A. Review Financial Dashboard

**Key financial indicators were met or above benchmark.**

- 1.9 million in assets including pre-paid expenses
- Grants receivable at about 23K and Management will submit for reimbursement
- 2.3 million total assets
- Total liabilities are at 1.8 million
- Total enrollment slightly lower than what was budgeted for (162 - budgeted for total enrollment is 160)
- Budgeted for 27 SPED students but currently only have 15 students and this is having a negative impact on revenue. (Management explained that budget next year will under estimate the roll over) The biggest impact on the budget is for the greater than 60 percentile were school budgeted for 15 students but we only have 5 students. Financial impact is around \$50K - 100K in terms of revenue.
- Title grant appears to be trending lower but in effect it is not trending lower because reimbursement did not start until later.

#### Expenses

- Internet budget line item was incorrectly listed so there will be an overage in that line item because we accounted for the revenue but did not account for all the expenses. (Management would like to discuss this with the back office provider for further clarity.)
- BES agreed to reduced fee of \$8K but management noted that services would be reduced.
- Board Chair also told management that auditors need to be paid based on a email sent to Vice-Chair. Management to look into the outstanding bill based on an email received today.

#### Financial Compliance Issues

- Nov 1, 2020 Auditor's financials and year 2 budget
- ESSA fiscal transfer was submitted on Nov 30, 2020
- Questions for 990 tax filings were completed by back office provider and given to auditors.

#### B. Recommendation on Approving TriNet

TriNet acquired Little Bird and joined the finance committee meeting to answer some questions. Committee did not vet the contract completely as management made the recommendation. Committee noted that insurance providers vet contracts for approvals. However, deadline was approaching for the automated integration process so that process would not have to be started all over.

M. Michael made a motion to Approve motion to approve TriNET contract.

T. James seconded the motion.

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

#### Roll Call

A. Jimenez-Schulman	Aye
T. James	Aye
N. Williams	Aye

#### **Roll Call**

D. Lewis	Aye
M. Michael	Aye
J. Small	Absent
A. Laniyan	Absent
M. Kane	Absent

### **IV. Director of Finance Hiring Taskforce**

#### **A. Taskforce Update**

Discussion tabled as quorum not achieved and chair of the committee was not present.

#### **B. Director of Finance in Organizational Chart**

Discussion tabled until the next meeting.

### **V. Academic Achievement**

#### **A. Review Academic Program - Academic Dashboard**

New charts shared with the board which were not provided to the committee or board prior to the meeting by HOS. Materials shared on screen with board. Discussion held about enrollment/attendance and dashboard benchmarks.

##### **Attendance**

- Charter goals for 90% attendance and in house school goal is at 85%

##### **Attrition**

- Discussion held on decrease of attrition over time.

##### **Application for 2021-22 school year**

- 5 for K received so far when applications went live on Nov 1, 2020
- 60 K available seats for next year. 2 seats available for 1st grade. 2nd grade has the largest gap of 7 available seats and HOS to inquire with NYSED about thoughts on filling this gap. 3rd grade has one available seat.
- Aim to get 3x as many applications for the available seats.

##### **Initiatives for Increasing Applications**

- Virtual open houses, recordings done and mailer completed for this year.
- HOS described initiative as more "boots on the ground."
- Direct mailer through Vanguard also produced a lot of good results last year.

#### **B. Review Teaching and Learning**

Assessments discussion held and video shown.

Math Assessment (IA) was conducted but needs to be tweaked because the results have not reflected actual knowledge. Fidelity of the assessment in question. Video shown and HOS discussed ideas for going forward.

Literacy Data provided:

- Kindergarten - 2% on grade level, 45% below grade, 54% above grade level- (Last year Kindergarten - 71% were below grade level - 17% on grade level, 12% were above grade level)
- 1st Grade - 17% below grade level, 30% on grade level, 53% above grade level (Last year all students were below grade level)
- 2nd Grade - 13% on grade level, 20% above grade level, 67% below grade level. (in this group all readers are placed in groups with scholars on the same grade level)

Head of School Report on hiring:

2 teachers hired.

SPED teacher hired and she starts after the new year

1 more teacher needs to be hired.

### **C. Discuss Culture and Climate**

- Report card conferences happening on December 14 and 16t.
- Storybook character day took place.
- Teachers receiving accolades from parents
- Discussed needs for families.
- Virtual pods created for students to mix and mingle.
- FaceTime check ins with some scholars
- Asynchronous science lesson to start after the break.
- Staff survey data shared with the board.

### **D. Discuss Updated Re-Opening Plan**

- Re-opening plan to be discussed with Academic Achievement Committee and will be shared with the full board after issues are vetted by the committee.

D. Lewis arrived.

## **VI. Development**

### **A. Update on Development**

- Update on Giving Tuesday discussed.
- Google docs folder shared for marketing materials for Giving Tuesday Initiative.
- Note-A-Thon scheduled for December 3, 2020 and will be virtual.

## **VII. Head of School Evaluation & Support Committee**

### **A. Discuss Committee Next Steps**

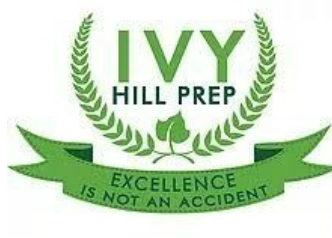
Discussion on contract, goal setting and other issues.

## **VIII. 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 7:58 PM.

Respectfully Submitted,  
M. Michael



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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**Date and Time**

Monday January 25, 2021 at 6:30 PM

**Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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**IVY HILL PREP - BOARD OF TRUSTEES**

---

**Directors Present**

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

**Directors Absent**

M. Kane

**Directors who arrived after the meeting opened**

A. Laniyan, J. Small

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**Guests Present**

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), D. Williams, E. Rivera (remote), P. Carras (remote)

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## **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 Jan 25, 2021 at 6:30 PM.

### **B. Record Attendance and Guests**

### **C. A quorum of the board was deemed present.**

### **D. Approve November 2020 Board Meeting Minutes**

M. Michael made a motion to Approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 11-30-20.

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

#### **Roll Call**

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

### **E. Vote to Approve Agenda**

M. Michael made a motion to Approve Meeting Agenda.

D. Lewis seconded the motion.

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

#### **Roll Call**

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

## **II. Governance**

### **A. Discuss Governance Strategic Governance Issues**

- Discussion held on strategic plan by using benchmarks for renewal.
- Plan is to use document at the annual meeting to do a deep dive and thereafter develop goals for the next year.

### **B. Committee Recommendation on Exit Interview Process**

M. Michael made a motion to Approve IHP Exit Interview Process and Policy.

T. James seconded the motion.

- Process streamlined to be more comprehensive.

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

**Roll Call**

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

**C. Committee Process**

- Discussion on committee process
- Committee chairs to submit committee report within 3 days of the committee meeting.

**III. Finance Committee**

**A. Review Financial Dashboard**

**B. Vote to Approve 990 Form**

J. Small arrived at 6:50 PM.

N. Williams made a motion to Approve 990 Submission.

T. James seconded the motion.

- Back Office Provider went over filing
- Auditors also reviewed 990 financials.

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

**Roll Call**

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

**C. Budget Process**

- There are some working versions of the budget
- Committee holding off on presenting budget to see what will happen with the NY State budget, namely the issue around planned pre-pupil funding.
- Committee to review budget around March/April.

**IV. Director of Finance Hiring Taskforce**

**A. Taskforce Update**



- Committee reposted the position and looking to fill position as soon as possible.
- Committee continuing to work on filling position.
- Concern raised about whether to bring in new person at the end of the budget process but committee not concerned about this given that the person will start at the beginning of the audit process.

**B. Director of Finance in Organizational Chart**

Discussion tabled to look into previous vote on this issue.

**V. Academic Achievement**

**A. Review Academic Program - Academic Dashboard**

- Enrollment discussion
- Daily attendance at 82%
- Recruitment and enrollement going well in terms of applications.
- Virtual Open Houses being conducted.
- STEP Assessment concluded in January.
- No MATH Assessment to be used and school will move to quiz version to formally collect math data.

**B. Review Teaching and Learning**

Hiring report

- Teacher resigned. (HOS to close the loop on the exit interview of this resigning staff member)
- Special Education teacher started in January
- We are 2 teachers short of the planned teacher roster.
- Teacher demo day to occur this Friday.

**C. Discuss Culture and Climate**

- Discussion Culture Events
- Yoga kickoff as wellness initiative.
- Black History curriculum kicked off on January 15th.
- Asynchronous science lessons also kicked off.

**D. Discuss Updated Re-Opening Plan**

- Re-opening pushed back and further discussion is to be held before March 15, 2021. Constituents to receive notification on March 1, 2021.

**E. Committee Report**

- No further report from the committee.

A. Laniyan arrived at 7:00 PM.

**VI. Development**

**A. Update on Development**

- Giving Tuesday results were over \$7K - Thank you notes were sent out.

- Maintain contact with network by doing a newsletter. (Timeframe 1 per quarter)
- Note-a-thon still waiting to see what comes of that opportunity and board encouraged to continue reaching out to the contacts.
- Also re-working development initiatives for this year.
- Screening idea presented by Trustee Jen Small. (Charity through Keeks)
- Board also encouraged to continue fulfilling its obligation toward being a giving board.

## **VII. Head of School Evaluation & Support Committee**

### **A. Discuss Committee Next Steps**

- Discussion held on aligning on a coaching entity.

### **B. Vote on Leadership Coaching Contract**

Vote tabled.

## **VIII. Executive Session**

### **A. Vote for Executive Session**

M. Michael made a motion to Discuss staff concern and warning letter.

J. Small seconded the motion.

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

#### **Roll Call**

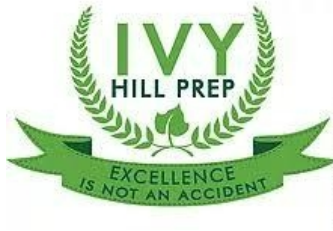
A. Jimenez-Schulman	Aye
D. Lewis	Aye
M. Kane	Absent
J. Small	Aye
A. Laniyan	Aye
T. James	Aye
M. Michael	Aye
N. Williams	Aye

## **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 8:30 PM.

Respectfully Submitted,  
M. Michael



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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**Date and Time**

Monday February 22, 2021 at 6:30 PM

**Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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**IVY HILL PREP - BOARD OF TRUSTEES**

---

**Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote)

**Directors Absent**

T. James

**Guests Present**

A. Johnson (remote), B. Parker (remote), D. Williams (remote), P. Carras (remote)

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**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 Feb 22, 2021 at 6:35 PM.

**B. Record Attendance and Guests**

**C. Approve January 2021 Board Meeting Minutes**

M. Michael made a motion to approve the minutes from January 2021 Board of Trustees Meeting - Ivy Hill Prep on 01-25-21.

J. Small seconded the motion.

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

**Roll Call**

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

**D. Vote to Approve Agenda**

M. Michael made a motion to Approve agenda.

J. Small seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. Approve 21-22 Job Descriptions**

Job description for dean of curriculum and instruction, adding this individual will manage and coach teachers.

M. Michael made a motion to To modify job description for dean of curriculum and instruction.

J. Small seconded the motion.

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

**Roll Call**

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

## B. Discuss Board Expansion

### III. Finance Committee

#### A. Review Financial Dashboard

The finance committee gave an overview of the balance sheet. Discussion held on payroll issues across employees. Discussion held around ending contract with service provider. Per-pupil funding has not been established as of yet from NYS. Discussion held on hiring of the dance teacher to full-time instructor academically to offer support students. Discussion held around the salary of dance teacher with change to full time. Discussion held around framework of elective salary bands per year. Clarification was provided around salary bands for instructional staff and elective staff.

M. Michael made a motion to change salary tab for the dance instructor.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

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

#### B. Miscellaneous Finance Issues

### IV. Director of Finance Hiring Taskforce

#### A. Taskforce Update

Discussion held on interview process for candidates. Discussion held around timeline of meeting with candidates.

### V. Academic Achievement

#### A. Review Academic Program - Academic Dashboard

**Enrollment:** On track to meet enrollment expectations. **Hiring:** One teacher down but does not impact instruction. HOS is in the process of hiring for the next school year. **Academic data:** **Glows:** 78% Kindergarten above grade level, 65% of 1st graders on or above grade level. 79% 2nd graders showed growth. **Grows:** Dean of students shared rationale for students not meeting standards. Ujimma plans are created to provide targeted support to increase foundational reading support. Question was asked on the large number of students needing support in the 2nd grade. DOS states the additional full-time teacher will be able to provide support. Discussion was held on a specific number of the 79% to grade level. Discussion was held around the possibility of retention. Discussion held on what the plan is for students on Step 3 and Step 4. Discussion was held on the RTI Ujimma plan, explanation was given on the structure and facilitation of Ujimma plans. Discussion was held on the Step expectation at the end of the year for 2nd grade. Discussion held on adjustment on goals for students based on factors.

Calendar invite sent for school events

**B. Review Teaching and Learning**

**C. Discuss Culture and Climate**

**D. Discuss Updated Re-Opening Plan**

**E. Committee Report**

**VI. Development**

**A. Update on Development**

Fundraising initiatives were discussed. Discussion held onboard members sending out info for fundraising events. Discussion held on roll-out of fundraising event.

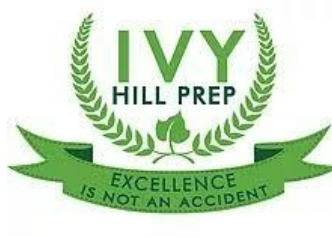
Question asked around developing a wish list of things needed and wanted for the school. Development will come together to make that list.

**VII. 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 8:30 PM.

Respectfully Submitted,  
M. Michael



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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##### **Date and Time**

Monday March 29, 2021 at 6:30 PM

##### **Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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IVY HILL PREP - BOARD OF TRUSTEES

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##### **Directors Present**

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

##### **Directors Absent**

M. Michael

##### **Guests Present**

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), D. Williams (remote), Melika Butcher, P. Carras (remote)

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##### **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 Mar 29, 2021 at 6:34 PM.

**B. Record Attendance and Guests**

**C. Approve February 2021 Board Meeting Minutes**

A. Laniyan made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-22-21.

J. Small seconded the motion.

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

**Roll Call**

A. Jimenez-Schulman	Aye
T. James	Aye
N. Williams	Aye
M. Kane	Aye
M. Michael	No
D. Lewis	Aye
J. Small	Aye
A. Laniyan	Aye

**D. Vote to Approve Agenda**

**II. Governance**

**A. Committee Update**

Discussion around members for governance committee that are present for the meeting.

**III. Finance Committee**

**A. Review Financial Dashboard**

Discussion held on the budget timeline and if it will be for a approval or a draft. The finance committee confirmed that they will; have a draft for April 2021.

Discussion held around the timeline for the audit process. The audit process will begin in April, then June and end around October 15th. Discussion held around concerns around back office providing documentation to audit providers.

**B. Miscellaneous Finance Issues**

**IV. Director of Finance Hiring Taskforce**

**A. Taskforce Update**

Discussion was held around the Director of Finance position. Question presented around the excel test used to vet candidates and whether this is a standard practice. Clarification was given that is a standard. Discussion held around screening process where resume is first and excel test is secondary. Should we pause the hiring process as we move into the auditing and closing of the school year and start in the summer. Suggestion given to pause and allow for more candidates to apply. Looking to resume the process at the end of May in hopes there will be new candidates.

**V. Academic Achievement**



**A. Review Academic Program - Academic Dashboard**

Enrollment increased by 1 student. 93% attendance for the prior month students are signing in online more.

Discussion held around what the team has done to increase attendance. HOS explained the method by which the teachers make contact with students/families of students that are absent from the class. HOS makes additional phone calls and formal letters are sent for students with 5 or more absences.

Discussion held around the ineffectiveness of Vanguard and whether they will be able to provide a discount. Vanguard was only able to provide 10 applications. Discussion held around looking forward in alternative around recruitment. Question asked around what specifically is bringing about the low number of applications through Vanguard.

**B. Review Teaching and Learning**

Suggestion provided around providing a graph around grade average as opposed to class average. Suggestion also provided around providing data around students will IEP's. Suggestion around the second-grade cohort to provide data that shows the specific growth that is being made. HOS agreed to work with the Dean of Students to work on compiling data.

**C. Discuss Culture and Climate**

Question asked around how frequent the chat and chews happen with parents. HOS confirmed that parent chat and chews occur monthly. Wax Museum event was a huge success as well as the career day event. Question asked around parent involvement and how and if suggestions are given to parents on how to engage and coach students for performances.

**D. Discuss Updated Re-Opening Plan**

Discussion held around teachers getting vaccines, students returning to the building, and parent interest. HOS suggested to not reopen and keeping the schedule and program the same as the end of the school year is nearing and ending soon. Suggestion given to think about parents that may want to send students back to the building and may potentially pull students if that option is not provided. Question asked around the process in which parents are informed about ideas around opening of next school year.

**E. Committee Report/Governance Issues**

Discussion held around the years of experience suggested for the role and if it is appropriate. Instructional leaders will be provide observations and feedback for instructors.

T. James made a motion to Approve job description for Teacher Leader.

A. Laniyan seconded the motion.

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

**Roll Call**

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

**Roll Call**

T. James                      Aye

**VI. Development**

**A. Update on Development**

Discussion held around having further discussions on how to reallocate funds to support student programs (i.e. Coding program). Suggestion given to possible apply for grants for programs to be funded. Suggestion provided around having a development professional attend meetings to provide support or hiring a grant writer.

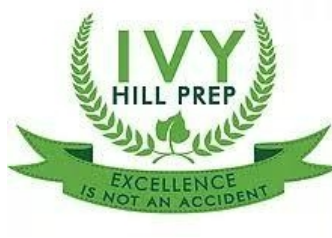
Discussion held around a second push for donations.

**VII. 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 8:13 PM.

Respectfully Submitted,  
A. Jimenez-Schulman



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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##### **Date and Time**

Monday April 26, 2021 at 6:30 PM

##### **Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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#### IVY HILL PREP - BOARD OF TRUSTEES

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##### **Directors Present**

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

##### **Directors Absent**

D. Lewis, J. Small, M. Kane

##### **Guests Present**

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

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#### **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 Apr 26, 2021 at 6:33 PM.

**B. Record Attendance and Guests**

Quorum present

**C. Approve March 2021 Board Meeting Minutes**

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-29-21.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**D. Vote to Approve Agenda**

M. Michael made a motion to Approve agenda.

T. James seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. Committee Update**

- Plan to flush out Board PD and and Retreat
- Committee reviewing bylaws for any updates, and plan is to have lawyers well versed in the subject matter review as well
- Finalizing plan for 2021-22 Board (returning members, new members)

**III. Finance Committee**

**A. Review Financial Dashboard**

- Expenses should come in lower than expected

**B. 21-22 Budget Review**

- FY21-22 budget preview; goal is for approved budget by May Board meeting
- Question: assumptions for FTEs of students with IEPs (SpEd); Discussion: accounting for numbers shifting based on student progression and from sense of the number of new students who come in with IEPs; suggestion for reviewing district trends for figures for students with IEPs and for considering impact of COVID-19 on learning and how that factors into future recommendations for evaluation
- Question: stipend rate; Discussion: will reflect number of teachers each individual will be coaching
- Question: COVID-19-related line-item for planning; Discussion: good idea to incorporate
- Revisiting of Y0-Y5 budget that was part of initial charter application; no material variations and adjustments made after Y0 are showing to be effective; operating income is a point of focus as an indicator
- Question: drop in contracted services; Discussion: changing vendors from CSBM, which was going to have drastically increasing fees (in relation to per pupil funding)
- Question: non-instructional personnel line item; Discussion: accounting for Nurse, but that is paid for by DOE
- Stipends, salaries will be main items to be revisited/ tweaked ahead of May board meeting

### C. Miscellaneous Financial Issues

- Supporting management in handling bids for new contracts in a timely manner before EOY; Management named anticipated PEO vendor change, which will go to Finance committee in May and requires approval at May Board meeting
- Discussion: timing of May 31st Board Meeting (on a holiday), to be moved to May 24th (vote below)
- Audit timeline: materials due 5/3-5/10 for interim audit; reviewing invoices (standard practice and audit prep)
- Discussion: fiscal policy expectations and review; continued in Finance committee

M. Michael made a motion to Change date of May Board meeting to 5/24.

N. Williams seconded the motion.

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

#### Roll Call

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

## IV. Director of Finance Hiring Taskforce

### A. Taskforce Update

- To be picked up in next Board meeting due to pause in timeline

## **V. Academic Achievement**

### **A. Review Academic Program - Academic Dashboard**

- Expecting updated numbers on new families from the lottery who completed full enrollment by May meeting
- Question: plan for filling remaining 2nd grade seats (low waitlist); Discussion: continuing to post openings on social media and message to families for referrals; still part of common app for ongoing apps
- Question: attendance came down 1% point - any trend; Discussion: haven't noticed anything
- Question: conversations with staff members about next year; Discussion: push to follow up with staff about where they stand for next year (if anything has changed since prior conversations)

### **B. Review Teaching and Learning**

- 3rd round of literacy STEP assessment results
- Discussion: mapping performance against charter benchmarks, accounting for reduction in instruction due to COVID-19, but still keeping benchmarks in same charts; maintaining benchmarks was named by authorizer in prior conversation as well; these adjustments to be finalized in Academics Committee
- Math quiz data results
- Discussion: retention practices during COVID-19

### **C. Discuss Culture and Climate**

- Elective discussion for next year - adding additional elective in the form of art; continuing to build out martial arts program, as part of co-curriculum; considering building out both programs upon first returning from hybrid learning
- Discussion: further building out of martial arts principles in all aspects of school

### **D. 21-22 Re-Opening Plan**

### **E. Committee Report/Governance Issues**

## **VI. Development**

### **A. Update on Development**

- Movie Night on 4/29 - Board members to share with networks
- Giving Board reminder

## **VII. Closing Items**

### **A. Adjourn Meeting**

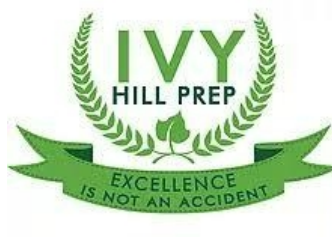
M. Michael made a motion to Adjourn Board Meeting.

N. Williams seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:56 PM.

Respectfully Submitted,  
M. Michael



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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##### **Date and Time**

Monday May 24, 2021 at 6:30 PM

##### **Location**

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

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#### IVY HILL PREP - BOARD OF TRUSTEES

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##### **Directors Present**

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

##### **Directors Absent**

A. Laniyan, D. Lewis

##### **Guests Present**

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

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#### **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 May 24, 2021 at 6:35 PM.

**B. Record Attendance and Guests**

Noted that we have quorum present.

**C. Approve April 2021 Board Meeting Minutes**

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 04-26-21.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**D. Vote to Approve Agenda**

Discussion around finance committee needs will not be discussed during the board meeting and will continue in the in committee meetings.

M. Michael made a motion to Approve agenda.

N. Williams seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. Committee Update**

**B. Committee Recommendation on Prospective Board Members**

M. Michael made a motion to Invite Aquila Leon-Soon to submit application to become a board member.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**Roll Call**

A. Jimenez-Schulman Aye  
M. Kane Aye

**III. Finance Committee**

**A. Review Financial Dashboard**

**B. 21-22 Budget Review**

**C. Approve Stipend Policy**

Discussion held around having the conversation during the budget meeting.  
Discussion held around the timeline of approval of the stipend policy to secure position for next school year. Discussion held around the potential max amount for the policy. Discussion held around moving the finance committee meeting to accommodate the end of the academic school year.

**D. Miscellaneous Financial Issues**

**IV. Academic Achievement**

**A. Review Academic Program - Academic Dashboard**

Discussion held around the remaining seats for enrollment and the process.  
Discussion held around the DOO position being filled. Discussion held around other positions that need to be filled and if it can be filled by the summer.

**B. Review Teaching and Learning**

**C. Discuss Culture and Climate**

**D. Committee Report/Governance Issues**

**V. Development**

**A. Update on Development**

Discussion held around subscription process for donors past and present.  
Discussion held around populating donors affiliations for future initiatives.  
Discussion held around a script being crafted used engage potential donors.

**VI. Executive Session**

**A. Vote for Executive Session (If Needed)**

M. Michael made a motion to Executive session to approve next steps for leadership coaching.  
T. James seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**Roll Call**

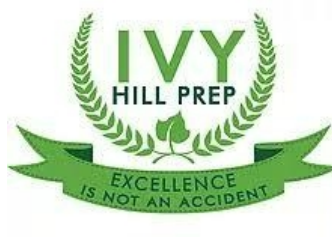
M. Michael	Aye
A. Laniyan	Absent

**VII. 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 8:30 PM.

Respectfully Submitted,  
M. Michael



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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##### **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

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#### IVY HILL PREP - BOARD OF TRUSTEES

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##### **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)

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#### **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

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

### 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

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

## 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

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

## **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**

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

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**

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

M. Michael	Aye
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**Roll Call**

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

**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**

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

D. Lewis	Absent
M. Michael	Aye
A. Laniyan	Absent
M. Kane	Absent
A. Jimenez-Schulman	Aye

**Roll Call**

T. James	Aye
N. Williams	Aye
J. Small	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**

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

**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



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### **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