



# Ivy Hill Prep Charter School

## Governance Committee Meeting

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### Date and Time

Friday October 7, 2022 at 9:00 AM EDT

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### Agenda

#### I. Opening Items

- A. Record Attendance
- B. Call the Meeting to Order

#### II. Governance

##### A. Upcoming Charter School Public Hearing

- Thursday, October 13th @5:30p: Public hearing for org structure change

##### B. Compliance/Reporting

- Safety Plan
  - Move to Board vote at next monthly meeting
  - Next step: Current draft plan should have been submitted by 10/1. Board to officially vote at next monthly meeting. Plan to be sent to all board members in advance.
- Next steps for 2022-2023 Reporting Memo and Reporting Timeline
  - Staff Snapshot (Pre-requisite for CIA, SCEE, and Staff Assignment)

- Staff Assignment
- Day Calendar (Pre-requisite for Student Daily Attendance)
- Student Attendance Codes (Pre-requisite for Student Daily Attendance **only** if you use custom codes)
- Location Marking Period (Pre-requisite for CIA and SCEE)
- Course
- Student Daily Attendance (Submit monthly through the end of the year)
- Course Instructor Assignment (CIA)
- Student Class Entry/Exit (SCEE)
- Staff Attendance
- Program Facts for English Language Learners (Intensity and Service Codes)
- NYSED Visit Confirmation: Is the 11/16 date confirmed?

### C. IHP Employee Files

- TEACH: Is the fingerprinting process confirmed and roster updated-all prints pulled under IHP for current staff?

### D. Committee Goal Work/Action Plan

- High Level Plan from David:
  - <https://docs.google.com/spreadsheets/d/1VQ6AFyR4as0co91EgjKcUyulKe24WsFEe94eru2105A/edit#gid=0>
  - October
    - Finalize all committee goals and committee JDs:
      - <https://docs.google.com/document/d/1gdPQ8ldvdl7abluV48FsPatu0JM6FdTg4HhdG8SUyFA/edit?usp=sharing>
      - Monthly checklist for Board Compliance:
        - [https://docs.google.com/document/d/1IYgnAEebZGEyFlazxQHqml\\_6TsT7yPLRjMT-8DJn5fM/edit#heading=h.tvkkmcbx4uin](https://docs.google.com/document/d/1IYgnAEebZGEyFlazxQHqml_6TsT7yPLRjMT-8DJn5fM/edit#heading=h.tvkkmcbx4uin)
    - Board recruitment
      - Website updates
  - November: Strategic plan

## III. Other Business

## IV. Closing Items

### A. Adjourn Meeting