



Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday August 26, 2019 at 6:30 PM EDT

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY

Agenda

I. Opening Items

Opening Items

A. Call the Meeting to Order

Welcome/ Call Meeting to Order

B. Record Attendance and Guests

Secretary Takes Roll Call

C. Approve Minutes

Vote to Approve Meeting Minutes from July 29, 2019 Board Meeting.

D. Approval of Meeting Agenda

Vote to Approve Meeting Agenda

II. Governance

Governance

A. Update on Sales Tax Exemption

Sales Tax Exemption was Approved

B. Update on Board Member Resignation

Trustee Rebecca May Resigned. Resignation Letter is Attached.

C. Annual Retreat Reminder

Reminder Annual Retreat is on **September 8, 2019**. Trustees should complete Board Assessment **by September 1, 2019** through the Board on Track platform.

III. Finance

Finance

A. Update on Transitioning New Back Office Provider

New Back Office Provider currently amending Year 1 Budget. Amended Year 1 budget should be ready for board approval by September 30th board meeting.

IV. Academic Achievement

Academic Achievement

A. Update on Academic Dashboard

Committee should have an academic dashboard ready for approval at September 30, 2019 board meeting

V. Development

Development

A. Ribbon Cutting Overview

Update on money was raised and approximate number of people in attendance. Board Chair plans to mail thank you cards with one of the pictures from the event as a keep sake.

VI. HOS Update

CEO Support And Eval

A. Final Preparations for Opening

Hiring

1. One additional teacher terminated employment since last meeting - Interview for replacement on 8/22/19
2. Martial Arts Instructor Hired on part-time basis (7:30 am - 1:30pm)
3. Dance Teacher also hired as part-time employee

Enrollment

1. Kindergarten - 85 enrolled as of 8/22/19 - Plan to get to 88 to be discussed.
2. First Grade - 31 enrolled as of 8/22/19 - Plan to get to 32 to be discussed

B. NYSED Compliance

NYSED visit to school on 8/7/19 was productive

VII. Closing Items

A. Adjourn Meeting

Roll Call on Vote to Adjourn Meeting

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: July Board Meeting Minutes Final.pdf



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

- I. **Call to Order-** The meeting was called to order at **6:33pm** by Board Chair Marsha Michael.
 - a. **Roll Call by Secretary, Nataki Williams.**

Board of Trustee Present:

Member
Adam Schulman
Marsha Michael
Nataki Williams
Derrick Lewis
Kimberly W Henderson
Rebecca May (not present at the meeting)

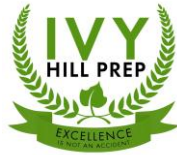
It was determined that a quorum was present by Board Chair, Marsha Michael. Also present was Head of School, Ambrosia Johnson and board candidate Maimouna Kane, Jennifer Small, Adam Laniyan and Tanisha James.

- b. **Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Board Meeting held, on June 24, 2019, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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

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



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c. Approval of Agenda

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

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

II. Governance Committee

a. Update on 50(c) 3

- i. Ivy Hill Prep has attained 501(c)3 status. The application for sales tax exemption was submitted three weeks ago and is still being processed. There is a potential for retroactive reimbursement or sales tax that has already been paid.

b. Vote to Finalize Annual Retreat Meeting Date

- i. The Board discussed the date and location of the annual retreat meeting. The annual retreat meeting is an opportunity to conduct a board assessment of current board members, discuss the roles of newer board members, and the plan for the growth of the board. The Board will also discuss using Board on Track and meet with a representative from the company.

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- ii. A motion to set the date for the annual retreat meeting for Sunday, September 8, 2019 at 1:00PM was made by, Marsha Michael, Board Chair. The motion to approve the meeting agenda was seconded by Nataki Williams, Trustee.
- iii. The secretary took the roll call of the vote to set Sunday, September 8, 2019 1-3pm as the date for the board annual retreat meeting, subject to availability of a representative from Board on Track. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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

III. Finance Committee

a. Review / Vote to Approve New Back Office Provider

- i. The current Back Officer Provider of Ivy Hill Prep has shown a history of inadequate service, including not completing tasks in a timely manner, providing poor financial advisement and most recently making glaring errors that have strained the budget. The Finance Committee requested and received bids from several other Backoffice providers and the Board reviewed and discussed all of the Bids.
- ii. A motion to change BackOffice Provider was made by Marsha Michael, Trustee. The motion to approve change the back-office provider as was seconded by Kimberly Henderson, Trustee.

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- iii. The secretary took the roll call of the vote to change back office providers. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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

- iv. After reviewing bids from a number of back office providers, the Finance Committee invited a representative from Accounting Solutions to the Board Meeting. Accounting Solutions is a New York based company with strong consistent recommendations. Board treasurer, Nataki Williams spoke to two board treasurers and two DOOs that have worked with Accounting Solutions. All reported similar impressions of Accounting Solutions. They cited the company’s great responsiveness, strong attention to detail, and wealth of knowledge about charter schools and human resources as well as strong negotiation skills.
- v. Accounting Solutions president Digant Bahl, CPA spoke to the Board. Mr. Bahl explained his personal background and the history of his company. The company currently has 18 full time employees and 70-75 clients, including approximately 11 New York charter schools. For new schools such as Ivy Hill Prep, he usually appoints one accountant to come to campus one day per week. Mr. Bahl or his vice president would participate in finance committee meetings and would also attend important board meetings.
- vi. A motion to retain Accounting Solutions as a back-office provider was made by **Nataki Williams, Trustee**. The motion to retain Accounting Solutions as the back-office provider as was seconded by **Derrick Lewis, Trustee**.

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- vii. The secretary took the roll call of the vote to retain Accounting Solutions as back office providers. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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

c. Review Current Financial Status

- i. Treasurer, Nataki Williams reported on Key Findings from Year 0. The revenue expectations were met and the current financial indicators were generally unremarkable and below threshold. There was a savings in compensation primary due to hiring a Direction of Operations later than expected.
- ii. The Profit and Loss statement shows some discrepancies that have been discussed at previous board meetings, such as shifting of costs due to the late hiring of a Director of Operations. There is also significant savings in Board expenses due to donations by Board Chair Marsha Michael. Unfortunately, this savings cannot be shifted to Year 1.
- iii. The Board discussed moving some line items to a more appropriate place. For example Staff Meals is currently 34% of the staff recruitment and would be more appropriately placed under travel and expenses. Further, the staff recruitment budget may be reduced in Year.
- iv. The finance committee meeting will be moved to the third Monday on the month at 6:30pm.

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IV. Academic Achievement Update

a. Safety Plan

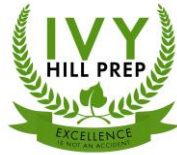
- i. The Board reviewed the Safety Plan and discussed some potentially conflicting language. After further discussion, the Board determined that the language can remain as is.
- ii. A motion to approve District Safety Plan was made by **Adam Schulman.** The motion was seconded by **Nataki Williams, Trustee.**
- iii. The secretary took the roll call of the vote to approve Safety Plan. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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

a. Ivy Hill Prep Wellness Policy

- i. A motion to approve District Safety Plan was made by **Adam Schulman.** The motion was seconded by **Nataki Williams, Trustee.**
- ii. The secretary took the roll call of the vote to approve Safety Plan. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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

a. Vote to Approve Compliance HOS Letter re Americans with Disabilities Act Compliance

- i. A motion to approve District Safety Plan was made by Marsha Michael. The motion was seconded by Derrick Lewis, Trustee.
- ii. The secretary took the roll call of the vote to approve Compliance HOS Letter re the Americans with Disabilities Act. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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

b. Staff Certification

- i. The Board reviewed the Ivy Hill Prep staff certifications and staff fingerprint report. The Academic Committee reviewed the staff’s current certification and discussed the staff certification requirements under New York State Education Law § 2854. The Board determined that the current composition of teachers meets the New York State requirements.

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IV. Development Committee

a. Ribbon Cutting Ceremony

- i. The Ivy Hill prep Ribbon-Cutting Ceremony is planned for August 17, 2019. There was a discussion on whether the event should be postponed to allow for additional planning and preparation of the school. The Board determined that the ribbon cutting ceremony will remain at the same time. The Board also agreed to each invite ten friends and family members.
- ii. The Development Committee meeting will be held on Wednesday, July 31 at 7:30pm.

V. Update by Head of School

a. Enrollment

- i. There are currently 86 kindergarteners and 33 first graders enrolled. 62 students are on the kindergarten waitlist and there are 0 students on the first grade waitlist. The goal is to continue recruitment efforts and build up a first grade waitlist.
- ii. 232 Students came to accepted students night on July 18, 2019. There will be a Back to School BBQ In parking lot on August 10, 2019.

b. Hiring

- i. The Head of School reported that two hired teachers will not be joining Ivy Hill Prep this fall. A demo day is planned. The Dance teacher position has been filled and approval for hiring a nurse through an agency has been attained.
- ii. The Authorizer is scheduled for a tour on August 7, 2019.

VI. Motion to adjourn the meeting

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- i. A motion to adjourn the meeting was made by **Marsha Michael, Board Chair at 9:17pm.** The motion to adjourn the meeting was seconded by **Kimberly Henderson, Trustee.**
- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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

CERTIFICATE OF THE SECRETARY

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

Secretary: *Nataki Williams*

Date: August 26, 2019

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Coversheet

Update on Sales Tax Exemption

Section: II. Governance
Item: A. Update on Sales Tax Exemption
Purpose: FYI
Submitted by:
Related Material: Sales Tax Exemption Ltr.pdf



Department of Taxation and Finance

August 22, 2019

Ivy Hill Preparatory Charter School
475 East 57th St
Brooklyn NY 11203

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, Ivy Hill Preparatory Charter School, from the payment of New York State and local sales and use taxes on their purchases. To make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities. If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, from you, the Ivy Hill Preparatory Charter School may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that Ivy Hill Preparatory Charter School is the purchaser, and this letter are the only documentation the vendor needs to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at www.tax.ny.gov.

New York State Department of Taxation and Finance
OTPA-Taxpayer Guidance Division
Sales Tax Exempt Organizations Unit

Coversheet

Update on Board Member Resignation

Section: II. Governance
Item: B. Update on Board Member Resignation
Purpose: FYI
Submitted by:
Related Material: Trustee Resignation Letter - Rebecca May.pdf

Dear Marsha,

It is with a heavy heart that I submit my resignation from the Ivy Hill Prep Board of Trustees. Given recent changes to my work schedule and responsibilities, I will no longer be able to attend board meetings in person. I hold the Board, Ivy Hill Prep, and our mission in the highest regard, and believe that my inability to attend monthly meetings in person would significantly impact my ability to serve. Therefore, I have come to the difficult decision that I should resign and allow the Board to move forward as a more cohesive team.

The experience I have had working with each individual on the board, and our School Leader Ambrosia, have been unforgettable and absolutely crucial to my personal and professional development. Words cannot express the gratitude I have to this group of people for their character, professionalism, and dedication. I have no doubt that Ivy Hill Prep and its Board will go on to do great things.

I offer myself up to contribute to Board and school-related initiatives as a volunteer on an as-needed basis. Should the Board or School Leader desire my input or participation, I would be happy to provide it pending mutual availability. I look forward to following the evolution of Ivy Hill Prep closely and hope to stay in touch with all of you.

My warmest wishes for a bright future,

X *Rebecca May*

Rebecca May
August 6th, 2019