



Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Amended on October 23, 2019 at 2:15 PM EDT

Date and Time

Monday October 28, 2019 at 6:30 PM EDT

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES OCTOBER 2019 BOARD MEETING

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order Welcome Guests		Marsha Michael	
B. Record Attendance and Guests		Kimberly Wedderburn-Henderson	1 m
C. Approve Minutes Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on September 30, 2019	Approve Minutes	Kimberly Wedderburn-Henderson	1 m
II. Head of School Evaluation & Support Committee			6:32 PM
A. Discuss and Vote to Approve HOS Evaluation for Planning Year Summary and Evaluation to be presented to board.	Vote	Adam Jimenez-Schulman	10 m
B. Discuss Plan for Year 1 Evaluation Process & Timeline	Discuss	Adam Jimenez-Schulman	5 m
C. HOS Goals for Year 1	Discuss	Adam Jimenez-Schulman	5 m
III. Finance Committee			6:52 PM
A. Review Financial Dashboard for September YTD September Dashboard is a separate tab within the Year 1 Amended Budget excel document.	Discuss	Nataki Williams	10 m
B. Vote to Approve Amended Year 1 Budget	Vote	Nataki Williams	20 m
IV. Governance			7:22 PM

A. Vote to Approve Board Vetting & Recruitmnt Policy	Vote	Marsha Michael	5 m
B. Vote to Approve On-Boarding Policy	Vote	Marsha Michael	5 m
C. Discuss Board Development & Webinar Schedule	Discuss	Marsha Michael	5 m
D. Confirm Attendance for Board Mixer November 10, 2019	Discuss	Marsha Michael	2 m

V. Development 7:39 PM

A. Discuss Development Committee Action Plan	Discuss	Marsha Michael	10 m
<ul style="list-style-type: none"> • Discuss Plan for Fundraising for Year 1 • Discuss full board participation • Discuss Possible Holiday Event coupled with toy drive 			

VI. Academic Achievement 7:49 PM

A. Review Academic Dashboard	Discuss	Marsha Michael	15 m
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VII. Head of School Update 8:04 PM

A. HOS Report	Discuss	Ambrosia Johnson	20 m
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VIII. Closing Items 8:24 PM

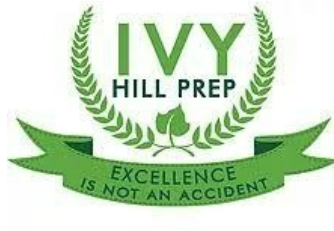
A. Meeting Evaluation	Discuss	Maimouna Kane	5 m
B. Adjourn Meeting	Vote	Marsha Michael	

Coversheet

Approve Minutes

Section: I. Opening Items
Item: C. Approve Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on September 30, 2019

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday September 30, 2019 at 6:30 PM

Location

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

PLEASE REVIEW THE ATTACHED MEETING DOCUMENTS PRIOR TO THE MEETING

Directors Present

D. Lewis, K. Wedderburn-Henderson, M. Michael, N. Williams

Directors Absent

A. Jimenez-Schulman

Guests Present

A. Johnson, Angela Blackshear, T. James

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 30, 2019 at 6:34 PM.

B. Record Attendance and Guests**C.**

Approve Minutes

M. Michael made a motion to approve minutes from the Board of Trustees Meeting - Ivy Hill Prep on 08-26-19 Board of Trustees Meeting - Ivy Hill Prep on 08-26-19.

N. Williams seconded the motion.

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

D. Approval of Meeting Agenda

N. Williams made a motion to Approve Minutes.

K. Wedderburn-Henderson seconded the motion.

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

II. Governance

A. Vote to Approve Board of Trustees Officers

B. Vote to Approve Adding Jennifer Small as a Board of Trustee Member

M. Michael made a motion to Approve Adding Jennifer Small as a Board of Trustee Member.

N. Williams seconded the motion.

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

C. Planning Ahead

There will be tutorial on Open Meeting Law at the next board meeting. The Board continued discussion on increasing board engagement. Board member will be required to RSVP to meetings at least one week in advance. Each committee will develop committee goals and action plans. The action items will be on the Board on Track dashboard. It is important for board member to use the dashboard to manage their assigned tasks.

T. James arrived.

D. Update Policies

The Board discussed amending the employee handbook to include an exit plan for employees that resign or are terminated. The goal is to make a smoother transition that includes official policy for handing over passwords, equipment, and information needed for Ivy Hill Prep to continue running successfully with minimal disruption. The new policy will be vetted through the Governance Committee and then the board will vote on the amended employee handbook.

E. Governance Update - Political landscape

The New York State Legislature is becoming more progressive and may move away from funding charter schools. The Board would like to be proactive in building relationships with local elected officials. The Board discussed visiting the local offices of elected officials and then planning visits during the school day.

III. HOS Evaluation & Support Committee

A. Approve HOS Evaluation Process Timeline

M. Michael made a motion to Approve HOS Evaluation Process Timeline.
D. Lewis seconded the motion.
The motion unanimously did not carry.

B. Approve HOS Planning Year Evaluation

The Board reviewed the Head of School Evaluation Rubric for the planning year. The rubric for Year 1 will be reviewed at the next meeting.

C. Approve HOS Year 1 Goals

The Year 1 HOS Goals were discussed at the meeting. The Board will vote on the goals at a later date.

IV. Finance

A. Review Financial Dashboard for July & August

Once Ivy Hill Prep fully transitions to the new Back Office provider, Accounting Solutions of New York, there will be changes in the format of the financial report. The current financial report shows satisfactory ratios for the financial indicators. There are still some issues with the finances from the previous back office provider that are still being fixed. Previously, payroll taxes were not properly budgeted for, causing a \$10,000 variance. Accounting Solutions will fix this.

B. Update on Amended Budget Process

Accounting Solutions is still adjusting the Year 1 budget.

V. Academic Achievement

A. Update on Academic Dashboard

The Board reviewed and discussed the Academic Dashboard. It was recommended that performance data and student retention data for important sub-groups such as students

with IEPs, English Language Learners (ELLs), and also high-achieving students should be included.

VI. Development

A. Ribbon Cutting Overview

The Donor list was reviewed at the meeting. All of the donors will receive thank you notes for their contributions. Any changes to the donor list should be sent to Head of School, Ambrosia Johnson.

VII. HOS Update

A. Executive Session

M. Michael made a motion to go into Executive Session due to sensitivity of the topics to be discussed.

K. Wedderburn-Henderson seconded the motion.

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

VIII. Closing Items

A. Meeting Evaluation

B. Adjourn Meeting

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

The motion unanimously did not carry.

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

The board **VOTED** unanimously 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 8:52 PM.

Respectfully Submitted,

M. Michael

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

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

Coversheet

Discuss Plan for Year 1 Evaluation Process & Timeline

Section: II. Head of School Evaluation & Support Committee
Item: B. Discuss Plan for Year 1 Evaluation Process & Timeline
Purpose: Discuss
Submitted by:
Related Material: 12 Month Work Plan for Evaluation Process.pdf



HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
July	Finish HOS Evaluation <ul style="list-style-type: none"> Committee Chair shares evaluation survey with Board Committee Chair drafts summary of evaluation process Committee Chair shares summary and evaluation details with Board. Committee Chair and HOS review memo and collaborate to refine HOS goals and introduce HOS personal development goals for upcoming year. 	
August	<ul style="list-style-type: none"> Committee collaborates with HOS to define goals against which to measure HOS performance in Year 1. HOS and committee create HOS development plan. Board approves the goals that HOS and Committee developed. 	
September	<ul style="list-style-type: none"> HOS report on progress toward goals to Committee Committee Chair works with HOS to set dates for December and March check-ins and June end of year evaluation 	
October	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee 	

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HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
November	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee HOS completes self-reflection on goals. Committee Chair plans December check-in meeting Committee works with HOS to have staff satisfaction survey 	
December	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee Committee conducts structured check-in with HOS before winter break and what is working /not working with BOARD/HOS partnership 	
January	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee Committee Chair reports t board regarding December check-in 	
February	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee HOS completes self reflection Committee Chair plans March check-in conversation Committee Chair works with HOS to have parent satisfaction survey completed. 	
March	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee Committee conducts structured check-in with HOS before winter break and what is working /not working with BOARD/HOS partnership 	

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HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
April	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee Committee Chair reports t board regarding March check-in Committee Chair plans end of year CEO evaluation 	
May	<ul style="list-style-type: none"> HOS reports on progress towards goals to Committee 	
June	<p>Committee Conduct end of year HOS evaluation</p> <ul style="list-style-type: none"> HOS completes evaluation Direct reports (DOO) completes evaluation Committee completes evaluation 	

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Coversheet

Vote to Approve Amended Year 1 Budget

Section: III. Finance Committee
Item: B. Vote to Approve Amended Year 1 Budget
Purpose: Vote
Submitted by:
Related Material: Copy of Ivy Hill Year 1 Modified Budget for vote 10.21.19.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Copy of Ivy Hill Year 1 Modified Budget for vote 10.21.19.xlsx

Coversheet

Vote to Approve Board Vetting & Recruitmnt Policy

Section: IV. Governance
Item: A. Vote to Approve Board Vetting & Recruitmnt Policy
Purpose: Vote
Submitted by:
Related Material: Ivy Hill Prep - Board Recruitment & Vetting Process vF.pdf



Board Recruitment and Vetting Process

1. The Board of Trustees identifies potential board candidates based on the following criteria:
 - Expertise and skills aligned with the school's needs such as: development, strategic planning, senior management/leadership, accounting/finance, fundraising, law, marketing/PR, governance, facilities/real estate, education, community representation, human resources, etc.
 - Belief in charter schools and, more specifically, in the school's mission, vision, and approach.
 - Passion for and commitment to youth and education.
 - Availability and time to participate fully in governance and board activities.
 - Access to personal networks capable of assisting the school.
 - Ability to work well in groups and to put group goals before personal agenda.
 - Previous experience serving on a Board of Trustees.
 - Familiarity with or interest in the community served.
 - Addition of diversity to the board as defined by age, race, socioeconomic background. or gender.
2. Individual board of trustee members may recommend prospective board candidates, who meet the above criteria, to the Governance Committee Chair (typically the Board Chair). However, board of trustee members should speak with potential candidates, discuss the school with them and assess their suitability and interest in serving on the board before suggesting the candidate to the Governance Committee.
3. Individual board members should forward strong candidates' names, resumes, and contact information to the Governance Committee for review and consideration. A member of the Governance Committee will contact the candidate, facilitate the vetting process, and serve as contact person for the candidate.
4. Candidates who appear to meet the above criteria will be asked to meet with two board of trustee members (the Board Chair and/or a member of the Governance Committee) and the Head of School, typically for breakfast/coffee/tea, to further assess their potential to contribute to the Board of Trustees.

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Board Recruitment and Vetting Process

5. If a potential board of trustee member continues to be interested in joining the board, he/she will be invited to tour the school with a member of the Governance Committee and/or the Head of School. It is **strongly recommended** that the tour occur during school hours, so the potential trustee candidate can see the Ivy Hill Prep approach to academics. However, understanding that work schedules may not permit a tour during the school hours the candidate may in the alternative attend an Ivy Hill Prep event or tour the facility at a mutually convenient time.
6. If the candidate continues to be interested in joining the board, he/she will be invited to observe a board meeting. When the potential board of trustee member attends the board meeting, he/she will be given a copy of the following documents:
 - Charter application summary
 - Board member job description/agreement
 - Board of Trustees committee job descriptions
 - Board of Trustees meeting minutes from the past a past meeting.
 - State charter school legislation
 - Any other literature the Governance Committee believes will assist in understanding the role of charter school governance.
7. The vetting process timeframe could take anywhere between two (2) to three (3) months where the prospective board member participates in board/committee meetings and/or school events. If after thoroughly vetting a prospective trustee through this process, the Governance Committee finds that the candidate is aligned with the school's mission and possesses critical capacity for the board, the Governance Committee will formally recommend to the full Board of Trustees that he/she be approved to submit to a background check and prepare a new board member application for the authorizer.
8. The candidate will submit to a background check and provide the results to the board before the board can formally adopt a resolution approving the candidate as a trustee. The candidate will then submit all necessary disclosures, documents and board resolution to the authorizer for approval.
9. Once a new board of trustee member is approved, the Governance Committee will provide the new member with, the school's bylaws and a schedule of board meetings.

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Board Recruitment and Vetting Process

10. The Governance Committee will schedule an orientation session for new board of trustee members to ensure they have the information needed to understand their role and responsibilities and can quickly become effective board members. The Board's practice is to bring on a cohort of new board members (two to three individuals) at the same time so that they may participate in one orientation together.
11. The Governance Committee, along with the Board Chair, should also facilitate Committee assignments for new board members.

Orientation for New Board Members

The Governance Committee will conduct a new board member orientation process, to include:

1. **Orientation session for all new board of trustee members:** Go over background material about the school and bring new members up to date on issues facing the board. Describe the school's mission, vision, and values, who the school serves, and the school design. Review meeting attendance requirements (for both full board and Committees) and Committee assignments.
2. **Introductions to Other members:** Introduce new board of trustee members to the Board Chair and other officers, and Committee and Task Force members.
3. **Governance training:** Provide training on governance versus management, board manual, school bylaws, minutes of previous board meetings, annual report, annual audits, financial reports, strategic plan, and other key documents.
4. **Assign a board of trustee mentor:** The board of trustee mentor will check in with the new board member and answer any questions the new board member might have.
5. **Board professional development:** Provide an overview of the board's professional development activities and identify how the Governance Committee will bring new board members up to date on professional development topics.

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Coversheet

Vote to Approve On-Boarding Policy

Section: IV. Governance
Item: B. Vote to Approve On-Boarding Policy
Purpose: Vote
Submitted by:
Related Material: New Board Member Orientation Agenda.pdf



NEW BOARD OF TRUSTEE MEMBER ORIENTATION ACTION STEPS & AGENDA

1. Sign Board Member Agreement
2. Provide Board Member Contact Information
3. Complete Bio
4. Complete Resume
5. Review Bylaws and Conflict of Interest Policy
6. Sign Conflict of Interest Form
7. Review Charter Agreement Summaries

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NEW BOARD OF TRUSTEE MEMBER ORIENTATION ACTION STEPS & AGENDA

NEW BOARD OF TRUSTEE MEMBER ORIENTATION

DATE | TIME

- 1. Welcome & Introduction – Name Cards**
 - a. Review founding board member bios and length of service
 - b. Highlight personal motivation for joining board (interest in education, professional interest)

- 2. Overview of Mission**
 - a. Provide Mission Statement

- 3. Overview on Vision**
 - a. HOS discuss founding – Academic Philosophy
 - b. HOS discuss special programs, school design.
 - c. HOS discuss core values of school
 - d. HOS discuss current student enrollment, families and any key stake holders

- 4. Review Charter Application & Agreement**
 - a. BC discusses summaries of each section.

- 5. Board Member Responsibility**
 - a. Review Board Attendance Policy, (i.e video conference permitted but strongly discouraged.
 - b. Review Committee Assignments
 - c. Review Board Meeting & Committee Meeting Calendar
 - d. Discuss financial/fundraising aspect of Board membership (i.e give/get policy by end of fiscal year June 30)
 - e. Discuss logistics for Board Meetings (attire, whether food is provided, Robert Rules for meeting)
 - f. Discuss Expectations on Board Member responsiveness to emails

- 6. Board Composition**
 - a. Governance Training - Governance vs. Management, adhering to bylaws, responsibility to have minutes of meetings prepared.
 - b. Financial Oversight – Discuss review of financial statement, budget audit, fiscal policies and key responsibilities on financial oversight.

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NEW BOARD OF TRUSTEE MEMBER ORIENTATION ACTION STEPS & AGENDA

- c. Committees – Discuss Committees and responsibilities of each committee to overall work of the board
- d. Discuss Academic Oversight – Review current metrics and academic dashboard.
- e. Discuss Long-term goals, organization priorities and strategic plans. Include background on key recent board decisions and those on the horizon.
- f. Professional Development Plan – Discuss plan to bring new board members up to speed on key topics and continued development as a board member
- g. Assign Board member mentor- Assign Board Member who can answer questions of new board member and help navigate any issues which may come up.

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Coversheet

Discuss Board Development & Webinar Schedule

Section: IV. Governance
Item: C. Discuss Board Development & Webinar Schedule
Purpose: Discuss
Submitted by:
Related Material: Board Assessment Results & Board Development Plan.pdf
Open Meeting Law Requirements.pdf
Finances Who Does What.pdf



Governance Committee
September 2019 Board Assessment Results
Areas of Improvements – Proposed Resources

	TOPIC AREA	LEVEL	NEXT STEPS & RESOURCES
1.	Board Meetings Board Meeting Evaluation	LEVEL 1 Basic	Continue using Board Meeting Evaluation
2.	Board Meetings Open Meeting Law Compliance	LEVEL 1 Basic	See Attached Cheat Sheet Webinars – Training Session
3.	Board Composition Board Size	LEVEL 1 Basic	Create a 12-month Board Recruitment Plan
4.	Board Composition Previous Governance Experience	LEVEL 1 Basic	Board Expansion Needs List
5.	Board Recruitment Recruitment Plan	LEVEL 1 Basic	Create a 12-month Board Recruitment Plan
6.	Board Recruitment Board Recruitment Pipeline	LEVEL 1 Basic	Continue working on Board Member Vetting Policy
7.	Board Recruitment Orientation	LEVEL 1 Basic	Conduct an orientation for all non-founding Board Members.
8.	Board Goals & Accountability	LEVEL 1 Basic	Committee Action Plans
9.	Finance Financial Controls	LEVEL 1 Basic	See Attached Sheet on “Who Does What?”

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Governance Committee
September 2019 Board Assessment Results
Areas of Improvements – Proposed Resources

	TOPIC AREA	LEVEL	NEXT STEPS & RESOURCES
10.	Development Strategic Fund Development Plan	LEVEL 1 Basic	Set Up Development Plan
11.	Development Accountability	LEVEL 1 Basic	Continue using BOT to set deadlines and assign tasks.
12.	Development Board Training	LEVEL 1 Basic	Board on Track Webinar
13.	Academic Oversight Charter Obligations	LEVEL 1 Basic	Charter Promises Document
14.	Academic Oversight Standardized Testing	LEVEL 1 Basic	Review interim assessments. Standardized Testing begins in third grade.
15.	Academic Oversight Comparative Data	LEVEL 1 Basic	Not relevant at this time
16.	Academic Oversight Board Education	LEVEL 1 Basic	Board on Track Webinar
17.	School Leader Support & Evaluation School Leader Evaluation	LEVEL 1 Basic	School Leader Evaluation Rubric Parent Survey
18.	School Leader Support & Evaluation School Leader Support	LEVEL 1 Basic	School Leader Evaluation Rubric
19.	BoardSavvy School Leader Succession Planning	LEVEL 1 Basic	Not relevant at this time

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Governance Committee
September 2019 Board Assessment Results
Areas of Improvements – Proposed Resources

	TOPIC AREA	LEVEL	NEXT STEPS & RESOURCES
20.	Board Structure Job Descriptions	LEVEL 2 Emerging	Review Job Descriptions for Board Officer positions and for Committee Chairs.
21.	Finance Developing Realistic Budgets	LEVEL 2 Emerging	Continue working with Accounting Solutions on Year 1 Budget
22.	Finance Financial Compliance	LEVEL 2 Emerging	Board-Staff "Contract" for Financial Accountability
23.	Finance Support of the School Leader	LEVEL 2 Emerging	Plan Training Session
24.	Academic Oversight Roadmap	LEVEL 2 Emerging	Make a 5-year Plan for Ivy Hill Prep
25.	BoardSavvy School Leader Board Education	LEVEL 2 Emerging	2-Part Board on Track Webinar on Board CEO Partnership

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OPEN MEETING REGULATIONS

Open Meeting Law Requirement Cheat Sheet

What does the open meeting law mean for Ivy Hill Prep?

- As a public entity we **MUST**:
 1. Publicize all meetings of the board of trustees/committees (where the committee consists solely of trustee members or where a majority of the committee consists of trustee members.
 2. Provide notice of all meetings within 72 hours prior to the meeting.
 3. Ensure that we disseminate what will be discussed at the meeting prior to the meeting taking place.
 4. Have all Board of trustee/ committee meetings open to the public.
 5. Make all decisions made by the board must be available to the public.
 6. Provide a record of the action taken at any meeting.
 7. Make minutes of any meeting available upon request with two (2) weeks of the meeting. *(See # 33 & #34 below)*

What pushes do we need to do to ensure we are compliant?

- Meeting Updates for Ivy Hill Prep?
 1. Standing committee meetings/conference dial in numbers must be made available and posted on our website
 2. Get an email list of news media and send out meeting notifications as a regular practice.
 3. Post resolutions to our website.
 4. Make sure accurate minutes are taken and posted to our website by 3 days after our meetings. *(As a best practice policy)*

What are the potential consequences for failing to comply with the open meeting law?

- A court action could commence against the board by any member of the public or by the authorizer and the board could have to pay attorney's fees for that action and action taken by the board could be invalidated if the board is found to have run afoul of the open meeting law.

Review Detailed Open Meeting Law Hand out attached herein.

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OPEN MEETING REGULATIONS

Open Meetings Law and Charter Schools

The information contained in this guide is provided by the New York City Charter School Center for education and informational purposes only and should not be construed as legal advice or an offer to perform legal services.

All charter schools are subject to the Open Meetings Law (“OML”), which was created on a presumption of access that the public deserves the right to know in advance about meetings of public bodies and then to observe the meetings and deliberations. For charter schools, this means ensuring that all board of trustee meetings are open to the public, with limited exceptions, and providing access to decisions made at these meetings.

OML applies explicitly to charter schools under the Charter Schools Act of 1998 (the “Act”) and it is critically important that charter schools abide by these rules. Education Law §2854(1)(e). Indeed, requiring this transparency for charter schools is consistent with charter school’s status as “independent and autonomous public schools.”

This guide provides an overview of OML and the steps charter schools should take to be in compliance along with some frequently asked questions and answers. The text of the law can be accessed on the website of the Committee on Open Government (the entity charged with overseeing implementation of the OML) as well as advisory opinions interpreting OML at <http://www.dos.nv.gov/coog/otext/o4823.html>.

Overview of Key Requirements

1. Publicize when/where meetings of the board of trustees of a charter school (and its committees and subcommittees) will take place;
 2. Provide information about what will be discussed before the meetings take place;
 3. Hold meetings in public accessible space; and
 4. Make available a record of the decisions made at each meeting.
-
1. Publicly announce meetings:
 - > Meetings should be scheduled at least a week in advance and notice must be given no fewer than 72 hours prior to such meeting.
 - > Notice must provide date, time and location of meeting.

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OPEN MEETING REGULATIONS

- > Notice must be given to the news media;
 - > Notice must be conspicuously posted in one or more designated public locations; and
 - > Notice is required to be conspicuously posted on the school's website (if it maintains one and is practicable and able to do so).
 - > If a meeting is scheduled less than a week in advance, notice must be given "to the extent practicable" at a "reasonable time prior" to the meeting. OML §104
 - > If board meetings are held in the same place and at the same time on a consistent basis, it is acceptable to post a yearly schedule at the beginning of the year without having to provide notice again every time an individual meeting time approaches. However, if the schedule changes, a new notification should be provided.
- 2. Provide material prior to meetings or at meetings:**
- > Schools should provide "to the extent practicable" any proposed resolution or policy of the school that is scheduled to be a subject of discussion at the board meeting. This means that if schools have a website, these materials should be posted on website prior to the meeting.
 - > Only those documents, resolutions or policies that are subject to the Freedom of Information Law (FOIL) must be made available.
 - > Schools are allowed to charge the same fees for making paper copies available (either before or at the meeting) as permitted in fulfilling any FOIL request.
- 3. Holding meetings in an accessible space:**
- > Meetings must be held in an accessible place, meaning that if not in public facilities, the owner/operator of the private office or residence must be willing to invite in members of the public.
 - > Schools must make all reasonable efforts to ensure that meetings are held in a space where the members of the general public who wish to attend can adequately be accommodated.
 - > Schools must also make reasonable efforts to permit persons with disabilities to have barrier-free access to their meetings at existing facilities.
- 4. Meeting minutes:**
- > Schools must make a record of summary or all motions, proposals, resolutions, actions taken, and the votes of the members of the board.

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- > These minutes must be made available upon request within two weeks of the meeting.

FREQUENTLY ASKED QUESTIONS

WHO IS COVERED

1. To whom or to what does the OML apply in a charter school?

It applies only to the “public body” of the charter school, that is, its *board of trustees*. The OML defines a public body as an entity consisting of two or more members that carries out some sort of governmental function and conducts public business as a body. The OML does not apply to a school’s leadership team and its meetings and deliberations.

2. Are a board’s committees and subcommittees also covered by the OML?

Yes. A committee or subcommittee made up entirely of board members falls within the definition of “public body” under the OML and has the same responsibility to comply as the board itself.

This is true even if the committee has no authority to take action on its own. Nor does it matter whether a committee is a standing committee or simply ad hoc. Any committee that has a majority of the full board as part of its membership would also trigger the OML because any meeting of the committee would also be a meeting of a quorum of the board. A committee or working group that contains no board members, on the other hand, would not be considered a public body under the law and thus would not be subject to its requirements.

3. Are informal working groups or advisory committees that contain no or only a few board members along with a majority of staff members or members of the public subject to OML?

There is no bright line to such mixed committees. For a committee or working group that has only a few board members along with any number of members of the public or other non-board members, the issue appears to turn on whether the board members make up a “core membership” of the committee. OML-AO-4158. If the focus of the committee is on the board members, it is likely that the group would be considered a board committee and thus be subject to OML requirements. If the focus is on the non-members, however, the group is more likely to not be considered a public body under the law. If there is a committee or working group that falls into this grey area schools should seek guidance from the Committee on Open Government and/or discuss with counsel.

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OPEN MEETING REGULATIONS

4. When do OML requirements begin for new charter schools?

The OML applies as soon as a school's charter has been approved. As such, the first meeting of the board should be noticed and open to the public.

MEETINGS, EXECUTIVE SESSIONS AND EXCEPTIONS

5. Does the OML apply to all business of the school?

No. The OML only applies to "meetings" of the school's board of trustees and its committees and subcommittees. As such, the leadership team of a school is not subject to the OML. Neither are discussions between and among the leadership team and board members so long as there is not a quorum of the board or a committee at such a discussion. *However, it is critical to remember equally that a "meeting" is the only way in which the board may discuss and act. In other words, and unlike a not-for-profit board, resolutions cannot be passed by circulating a unanimous consent form or other ways of getting trustees to record their votes in writing.*

6. What is considered a "meeting" under the OML?

A "meeting" is defined as "the official convening of a public body (here the board of trustees and its committees) for the purpose of conducting public business"; this further requires that a quorum of that public body must be present in order for public business to be conducted. OML §102. A meeting can happen even if there is no intent to take action at that particular gathering. It does not matter what the gathering is called, but it must be for the purpose of conducting business collectively as a body. Thus, an event that a majority of the board happens to attend as private citizens would not be subject to OML requirements.

7. What constitutes a quorum?

A quorum is defined as a majority of the total membership of the board, regardless of whether there are vacancies or absences. For instance, five will always be the quorum for a nine-person board even if there are only seven or eight active members at a particular time. General Construction Law §41. This means that a board that does not have at least a quorum of members, cannot meet as a board and cannot take action as a board. These same quorum requirements apply to committees and subcommittees.

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OPEN MEETING REGULATIONS

8. Why are quorum requirements important?

A board of trustees cannot take a vote without a quorum being present and no action of the board of trustees is valid without such quorum.

9. Are Board retreats “meetings” that are covered by the OML?

A board retreat that does not have the purpose of conducting business, such as one for the board members to get to know each other, would not be covered by OML. A retreat to discuss long-term policies and goals, on the other hand, would be considered a meeting to conduct public business despite the fact that it may be called a retreat rather than a meeting. Boards should be very careful, then, in managing the purposes of their retreats; any discussion of public business as a group would most likely fall under the OML, and for retreats held at a remote location or in other unusual circumstances it would be very difficult to satisfy the relevant OML requirements. It is important to monitor discussions to ensure that non-OML retreats don't end up bringing up topics like staff performance that would trigger OML requirements.

10. What about a training to learn about the OML?

While a majority of the total membership might attend such a training, if the members do not discuss school business, it would not be deemed a meeting.

11. Is a social event hosted for the members of the board a meeting? What about something like a fundraiser for the school at which the board members discuss the school with potential donors?

It is not the purpose of either of these events for the board to be meeting and conducting charter school business collectively, so they would typically not be considered meetings under the OML. However, it is important to keep in mind that if a quorum of the board members end up sitting at a table together and discussing official business like the budget, the issue would be much closer, and it would be best to postpone that discussion until a board meeting can be called and properly carried out in compliance with the OML.

12. Are all parts of a meeting open to a public?

No. The board or a committee may go into “executive session” during which the public may be excluded. All board meetings, except executive sessions, must be open to the public.

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13. What is an executive session?

Under the OML, an executive session is a portion of a meeting from which the general public can be excluded. OML § 105. Under the law there are eight categories that justify moving into an executive session and they are as follows:

- a) matters which will imperil the public safety if disclosed;
- b) any matter which may disclose the identity of a law enforcement agent or informer;
- c) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- d) discussions regarding proposed, pending, or current litigation;
- e) collective negotiations pursuant to article fourteen of the civil services law;
- f) the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- g) the preparation, grading, or administration of a corporation; or
- h) the proposed acquisition, sale, or lease of real property or proposed acquisition of securities or sale or exchange of securities held by such a public body, but only when publicity would substantially affect the value thereof.

14. What must a board do to enter into executive session?

Executive session can only be entered into after the board meeting has officially started with the public. Then someone on the board must make a motion in public to enter into executive session. This motion to move into executive session must indicate that one of these eight categories is the issue to be discussed, and the best practice is to base the language of the motion on the relevant category's language. The motion must be carried by a majority of the whole board, i.e., if the total board is nine members but there are two vacancies and only five members present, the vote would have to be unanimous (five is a majority of nine).

15. Who can attend an executive session?

Board members are the only people who have the right to attend the executive session, but the board can also authorize any non-board member to attend the executive session if it is necessary for the topic to be discussed. Opening the executive session to certain non-board members does not stop the board from closing it to others.

16. Can the board and its committees vote during an executive session?

Yes, except they cannot vote to appropriate public monies. OML-AO-3474. However, if the Board takes an action during an executive session, minutes reflective of the action, the date

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and the vote must generally be recorded in minutes. OML § 106(2). Minutes of executive sessions do not need to include information that may be withheld under FOIL.

17. What happens if while in executive session, the board begins to discuss other topics that do not meet the executive session criteria?

Boards can only discuss topics that meet executive session criteria and as soon as other topics are raised, the Board must move back into open meeting or cease discussion of the topic.

18. If all the topics to be discussed or voted on are to be covered during an executive session, does the board need to notice the meeting (like all other meetings—see below)?

Yes. It is important to remember that an executive session is just that—a “session” or part of a larger, public meeting. An executive session cannot happen without noticing the meeting at which the session is scheduled to take place. It doesn’t matter if all the board does at the part of the meeting that is public is to gavel in and then move to executive session pursuant to a majority vote of the board (and after the executive session is ended, gavel the meeting to an end). All executive sessions are part of the public meeting and trigger all the OML notice requirements.

19. If a board allows for public comment and a member of the public raises something that is appropriately handled in executive session, e.g., a complaint about a specific employee, how should this be handled?

If the board wants to take up the matter and the matter actually requires an executive session, the board can make a motion to move into executive session. The proper construction of a motion for an executive session to discuss personnel issues pursuant to § 105(f) is, “I move to enter into an executive session to discuss the employment history of a particular person.” OML-AO-4067. The person whose employment history is being discussed need not be identified in the motion. *Id.* A board can invite anyone into executive session and in so doing, does not make the session open to all.

20. Are there any times that the board or its committees can come together and deal with school business but it is not a “meeting” and does not need to be public?

Yes, the OML specifically exempts the board of trustees from having to meet publicly in certain situations. The two that are most likely to come up in the charter school context is when the board is acting in a quasi-judicial capacity, i.e., hearing a student discipline issue that is before the board, such as a hearing on whether to expel a student for misbehavior.

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Other instances might be where discussions involve student records which are made confidential by federal law (though these discussions could also be held in executive session, which is generally much more likely to happen). In both these instances, because there is no public meeting, no notification need be given and, of course, the public has no right to attend. Similarly, board members could take part via telephone and even vote despite not being present for OML purposes.

PARTICIPATION

21. Under what conditions, if any, can a board member participate remotely in board meetings as a voting member?

The OML requires that board members be present when the board is convened; alternately the OML allows them to participate by video-conference technology (including Skype). If a member is present through video-conferencing, both sides must be able to see each other and the remote location must be subject to the same notice procedures and access requirements as the main meeting site. The reasons that video-conference is allowed is that all voting members of the board and their surroundings need to be visible to the members of the public who wish to observe the deliberative process. Board members *cannot* teleconference in and take part of a board meeting whether it is for the purpose of achieving a quorum or to act as a voting member.

22. Are proxy votes allowed?

No. A board member must be present or participating through video-conference to be present and to cast a vote. Another member cannot vote on behalf of a member who is not present. Equally, a board member cannot act by signing a resolution beforehand or otherwise orally or in writing agreeing to something (sometimes known as getting unanimous consent). All action must take place at the meeting by the directors themselves casting their votes publicly (or in executive session when applicable).

23. Can a board member who is not present participate in the discussion of an issue at a board meeting, e.g., when she is on the phone?

Yes. There is no requirement in the OML that board members be present in order to discuss school business when the board is meeting. However, as above, such board member cannot vote or be counted as present for purposes of reaching a quorum. However, it is perfectly

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legitimate for a board to query such board member as to her opinion and how she would vote if present. Equally a board member could submit a letter stating her views that the board could discuss and read aloud if it chooses to.

24. Is it a violation of the OML for board members to discuss school business (whether over the phone or in person) if there is not a quorum and therefore no public meeting? If not a violation, is it unethical?

No. It is certainly not a violation of the OML or other law—and in our opinion neither is it generally wrong. It is routine for a board chair to poll members of a board individually or in small groups before a public vote in order to understand where board members stand and determine whether a particular item should be brought to a vote as well as to shape the item prior to the public meeting. We recommend that boards think thoughtfully about balancing the need for board members to informally discuss items and allowing the public to understand what the board is doing but the reasoning and thought behind its actions.

NOTIFICATION, MEETING MATERIALS DISCLOSURE, AND TAKING OF MNUTES

25. How do schools notify the news media and must every single newspaper, TV station, etc. be notified?

No. Reasonableness the standard for notice and most schools meet this requirement by maintaining an email list of the major TV and newspaper outlets as well as local community papers in their area. This makes notification a few seconds of work. Some schools also include on-line sites such as Gotham Schools, and Inside Schools.

26. What happens if board members will be participating by video-conference? Does the notice have to specify this?

Yes, it does. The notice should specify each location from which board members will be participating and should indicate that the public can attend the meeting at that location. If a location changes after the regular notice has come out, the school should post and send to the media a new notice providing the new information on the added or changed location to the extent practicable.

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27. Are the board of trustees and its committees required to provide the public with copies of resolutions and other documents it will be discussing?

Any document as well as any proposed resolution or policy of the school that is scheduled to be a subject of discussion of the school's board, or a committee thereof, should be made available if someone requests it either before the meeting or at the meeting during which such records will be discussed "to the extent practicable as determined" by the charter school. Importantly, only those documents, resolutions or policies that are subject to the Freedom of Information Law (FOIL), are covered. In keeping with that, schools are allowed to charge the same fees for making paper copies available (either before or at the meeting) as permitted in fulfilling any FOIL request.

In addition, if the charter school maintains a regularly and routinely updated website and utilizes a high-speed internet connection, such records that are scheduled to be discussed should be posted on the website prior to the meeting "to the extent practicable as determined" by the charter school. In fulfilling this new requirement, a charter school may, but is not required to expend additional resources. The Committee on Open Government has created a lengthy Q&A on this topic, which is available at <http://www.dos.state.ny.us/coog/QA-2-12.html>

28. How does a board of trustees determine what is "practicable" under the statute with respect to providing the public with copies of resolutions?

Schools should use their best judgment when determining what is practicable in terms of providing the records at issue. For instance, if you are approving your charter renewal application of 1,000 pages, it may well not be practicable to have paper copies available at the meeting (or readily available beforehand). Still the clear intent of this provision is to allow the public to more meaningfully follow what is happening at a public meeting of the school's board by having in front of them the same key documents that are before the board members - and it may well cut down on FOIL requests seeking board materials.

29. Are schools allowed to discuss items that are not listed on an agenda posted prior to the meeting?

Yes. Boards are able to discuss or vote on issues that were not part of the meeting agenda and that come up shortly before or during the meeting. Of course, any resolution or policy that is discussed (and the records pertaining to which are FOILable) are subject to FOIL after

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the meeting. And good practice (though not the law) would generally suggest that such records then be added to the school's website after the meeting if the school maintains a website.

30. What are the requirements for taking minutes at an open meeting?

Minutes for an open meeting must consist of a record or summary of all the motions, proposals, resolutions, actions taken, and the votes of the members of the board. They can, of course, contain more detail than that, but they are not required to under the OML. There is no specification of who must take these minutes, so the board may designate whatever minute-taker is most convenient. These minutes must then be prepared and made available upon request within two weeks. It is important to note that nothing in the OML requires the board to approve the minutes prior to them being made available to the public; a board can still choose to approve the minutes at the following board meeting, but they must still be made available within the 2-week time frame. If it so chooses, a board can have the minutes stamped with something like "unapproved" or "draft" when they are requested prior to their board approval.

31. What are the requirements for taking and promulgating minutes for an executive session?

Minutes of executive session need only record the actions taken by formal vote and shall consist of a record or summary of the final determination of such action and the date and vote thereon. This raises obvious questions of how one provides a summary of an action that is private in nature in minutes that are to be made public. The answer is that the board is not required to make public any portion of the minutes from executive session where the minutes themselves would not be subject to disclosure under FOIL, which provides its own series of exemptions for matters dealing with student privacy as well as personal matters. For instance, a vote to take disciplinary action against a student (if such vote were made at a meeting) would need to be recorded as such in the board's minutes; such however there would be no requirement to make that portion of the minutes public or otherwise disclose them to the general public. Of course, your authorizer could require their production pursuant to their general powers to inspect your files.

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32. Are boards required to record or transmit their meetings through electronic means?

No. There is no such requirement that meetings be recorded or transmitted, other than the requirement that minutes be taken. Of course, the board of trustees may choose to record their meetings to ensure the accuracy of the minutes or for any other reason. The board may also choose to allow a call-in for media and others, though again, there is no requirement that they do so.

33. Are boards required to post minutes of meetings on their website?

No. Minutes of open meetings need not be posted, but must be taken, and need to be made available to the public in accordance with the freedom of information law. OML §106(1). Minutes of an executive session need to be prepared *only when action is taken* during the executive session. OML §106(2); see *also* OML-AO-4028.

34. How are minutes to be made available to the public?

For minutes from an open meeting to be “available” they must be “made accessible to public for inspection and copying within 2 weeks of meeting to which minutes pertain.” OML §106(3). Minutes from an executive session meeting must be made available within 1 week of the executive session.

PUBLIC ACCESS/RIGHT TO RECORD/NO RIGHT TO SPEAK

35. What is required to give the public access to the meeting space?

A meeting must take place in a space that is publicly accessible. In addition, the school is required to make all reasonable efforts to ensure that meetings are held in a space where the members of the general public who wish to attend can adequately be accommodated. The key here is reasonableness. If for some reason, hundreds of people want to attend a school’s board meeting, and the school only has access to a small auditorium in its school building that would accommodate many fewer, then it would likely be viewed as unreasonable for the board to have to move the meeting and/or pay for a larger space. On the other hand, if the board deliberately chooses a small conference room when a larger space is readily available in the building it is meeting in, the board would not have made reasonable efforts.

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36. Must meetings take place at the school?

It depends. The OML does not specify where meetings take place and certainly does not require meetings of charter school boards at the charter school. However, among the amendments to the Charter Schools Act in 2009, is a requirement that clearly applies to charter schools which received their charter after May 24, 2010. This provision requires the charter school to specify in its application for charter approval a “procedure for conducting and publicizing monthly board of trustee meetings *at each charter school*” Education Law §2851(2)(c) (emphasis supplied). As such, those procedures bind the charter school once it is operating. It is our view that this law does not apply to charter schools which received their charter prior to May 2010 (though some believe that it may apply to charter schools that are subsequently renewed). Of course to the extent this rule applies, it is important to note that a meeting takes place wherever there is at least one board member participating by video-conference; as such, not all board members are required to be at the school at every meeting. That said, it is a wise board that ensures that it has contact with the school community, that gives parents ample access and that does not create an impression through its actions that it is divorced from the day-to-day reality in which students, parents, teachers and the leadership team live.

37. Do meeting locations have to be in a public facility or just accessible to the public? Could a member of the board or all members hold a meeting in a private home?

No, meetings do not need to be in public facilities—just in facilities that are accessible to the general public. As such meetings can take place in private offices or even residences. However, the owner/operator must be willing to invite in members of the public. Thus, for instance, a meeting that takes place in a midtown office building would be fine so long as arrangements have been made with security to ensure that members of the public are admitted to the facility. While it would be reasonable to require an individual to show security to enter (obviously this happens in most public buildings), it would not be reasonable to require people to pre-register (though one could ask people to do so to expedite their way through security). If someone shows up, they would need to be admitted. A board will need to ensure that it acts in a way consistent with its public nature and mission.

38. Are there requirements around translation of meetings or making them accessible to persons with disabilities that schools must comply with? What are some effective practices even when there may be no relevant requirements?

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Public bodies must make or cause to be made “reasonable efforts” to permit persons with disabilities to have barrier-free access to their meetings at existing facilities. While this may mean that there are cases where an inaccessible location is still the most reasonable place to hold a board meeting, the best practice would be to find a location that allows access easily. There are also accessibility requirements that must be met when constructing new facilities, but those are found under other sections of the law. There is no requirement under OML that boards must provide translation services for their public meetings. Boards should, however, as part of their community engagement, make reasonable efforts to make meetings accessible to non-English speakers. Moreover, in certain instances, not providing a translation could well run the school afoul of federal civil rights laws’ protection against discrimination based on country of origin.

39. Can a board member or a member of the public record a meeting?

Yes. Members of the public have the right to record, broadcast or otherwise electronically transmit the public meeting. In general, the use of recording/broadcasting devices by members of the public can only be prohibited or limited if the presence of the recording device is disruptive or obtrusive to the deliberative process; the fact that the board may find it distasteful is not enough to support removing it from the meeting. Typically small voice or video recorders would be permissible as would larger cameras and lighting equipment (again if it is not disruptive). A school’s board of trustees may promulgate reasonable restrictions on the recording and broadcast of meetings. Such restrictions must be consistent with those created by the Committee on Open Government, which has promulgated a set of model rules available [here](#).

40. Does the public have the right to speak at any open meeting?

No. The OML deals with the public’s ability to know about, attend, listen, and observe open meetings; it does not create a right for members of the public to speak and contribute. If your board does choose to allow public comment, it should adopt reasonable rules that apply evenly and fairly to all members of the public. Case law has also held that if the door is open to positive comments, negative comments from the public must be allowed in the same manner. An example of language that might be included in an agenda to outline proper public participation is as follows: “While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public

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comment each, unless the Board asks for additional feedback. Total time for public participation is limited to 30 minutes and places are allotted on a first come, first served basis. All trustees and members of the public must abide by [insert name] charter school norms concerning professionalism and civility in their comments, which can be found in our handbook.”

ENFORCEMENT/COMMON VIOLATIONS

41. How is the OML enforced?

In two ways: through court actions brought by private individuals and, specifically in the case of charter schools, by the charter school’s authorizer. The OML permits anyone to bring an action against a board that he or she believes is in violation of the OML in state court, using what is known as an Article 78 proceeding. If the court finds that a deliberate violation occurred, it can award the winning party attorneys’ fees and, in some egregious cases, court costs as well. A court may also invalidate the action taken if the court finds it was not done pursuant to the OML, though it is not required to do so. Actions taken to approve bonds and the like (even when having been done in violation of the OML) cannot be invalidated. Finally, the court may order the school to undergo training that would be provided by the COOG.

Perhaps even more consequentially, your charter school authorizer (together with the Board of Regents) has explicit responsibility to see that your school is in compliance with applicable laws, including the OML. Thus, a school that is in repeated and egregious violations of its charter, could be placed on probation, have its charter revoked or be denied renewal. It is unlikely that small and infrequent violations would result in such actions. As always good faith and reasonableness are important touchstones.

42. What should a board member do if his board is violating the OML?

The first step should be to make sure the board members are educated about the OML and the duties it places upon them as a board; in many cases the problem is merely that not all board members are familiar enough with the law to ensure it is being followed. As above, there are a number of potential consequences if violations continue or are to such a degree that someone outside the school complains.

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43. What are the most common violations you see of the OML and what advice would you give entities on avoiding common issues?

Situation 1: A board goes into an executive session to discuss topic X, but during the course of the session discussion drifts over to include topic Y.

Answer: In this case, it is up to the members of the board to pay attention to the focus of the discussion and to end the executive session when topic X has been fully discussed. It would be improper to discuss topic Y in that executive session if it were not included in the relevant motion.

Situation 2: A board uses the threat of potential litigation to go into executive session when such a move is not warranted.

Answer: Boards can go into executive session to discuss “proposed, pending, or current litigation,” and the courts have ruled that the intent of that provision is to enable a board to discuss its litigation strategy in private, so as to avoid disclosing that strategy to its adversary. However, the mere threat of potential litigation is not enough to justify closing the public out of a discussion, and so boards must avoid voting for an executive session when it is not warranted. The motion for the board to go into executive session under this litigation provision must be specific; it cannot merely regurgitate the section of the law listing “proposed, pending, or current litigation” as acceptable grounds, but rather it must identify the specific litigation in question.

Situation 3: A board observes the OML but does not believe that ad hoc committees of the board need to do so.

FURTHER QUESTIONS

44. What do I do if I don't know what to do in a particular situation?

If you are facing an immediate question (such as during a meeting), it is wise to consult with the school's counsel, who should be able to guide you to the correct action. Even if counsel turns out to be incorrect, asking counsel insulates the school, providing the board with a good faith basis for the action it has taken (thereby better insulating the board from an adverse court decision or authorizer action). If you have more time, you can also seek a formal advisory opinion from the [COOG](#) or research the question through their searchable database of previously issued opinions, which are available [here](#). You can also more

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OPEN MEETING REGULATIONS

informally pose questions to the staff at COOG. You should be aware that the purpose of the COOG (and its philosophy) is to give maximum reach to the OML and the FOIL. As such they tend to be both liberal and broad in their interpretation of the law though their opinions are given great weight by the courts and are almost always well-reasoned and thoughtful.

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Board, Committee and Staff Roles in Financial Oversight¹

Board's Role	Finance Committee's Role	Charter School Management's Role
<ul style="list-style-type: none"> Approves a budget that reflects the charter school's goals and board policies 	<ul style="list-style-type: none"> Revises budget as needed Makes recommendations. 	<ul style="list-style-type: none"> Prepares the budget and presents it to the Finance Committee or full board with backup information.
<ul style="list-style-type: none"> Approves the format and frequency of financial and programmatic reports. 	<ul style="list-style-type: none"> Recommends format for financial and programmatic summary reports for board approval. 	<ul style="list-style-type: none"> Makes recommendations for financial and programmatic reports to the board. Assures reports include information required by charter contract.
<ul style="list-style-type: none"> Reviews monthly or quarterly financial statements. 	<ul style="list-style-type: none"> Reviews monthly financial statements with charter school administrator, school business manager, and/or CPA. 	<ul style="list-style-type: none"> Monitors income and expenses on a daily basis. Prepares financial and educational program reports that can be compared to the charter school contract, budget and projected activities.
<ul style="list-style-type: none"> Ensures adequate financial controls are in place and that financial reports are in accordance with accounting practices and applicable provisions of the charter contract. 	<ul style="list-style-type: none"> Reviews accounting and control policies. Makes recommendations for changes and improvements. 	<ul style="list-style-type: none"> Raises policy issues and provides information for standard accounting policy decisions. Carries out policies established by the charter school board.
<ul style="list-style-type: none"> Reviews the audited financial statements, management letter, and senior staff's response. 	<ul style="list-style-type: none"> Reviews the audited financial statements, management letter, and senior staff's response with administrator and auditor. 	<ul style="list-style-type: none"> Provides information and offers recommendations to Finance Committee. If necessary, responds to the audit firm's management letter.
<ul style="list-style-type: none"> Approves charter school's investment policies and reviews them annually. 	<ul style="list-style-type: none"> Regularly reviews and makes recommendations about investment policies. 	<ul style="list-style-type: none"> Provides additional information and financial analysis if needed.
<ul style="list-style-type: none"> Is well informed about the charter school's finances. 	<ul style="list-style-type: none"> Coordinates board training on financial matters. Acts as liaison between full board and charter school administrator on financial matters. 	<ul style="list-style-type: none"> Provides training and information as requested.

¹ Creating an Effective Charter School Governing Board Guidebook www.uscharterschools.org/gb/governance/contents.htm
p. 174

Coversheet

Discuss Development Committee Action Plan

Section: V. Development
Item: A. Discuss Development Committee Action Plan
Purpose: Discuss
Submitted by:
Related Material: Development Committee Action Planning.docx



Board of Trustees Development Committee Action Planning 2019

Ivy Hill Prep Committee Action Plan

Development Committee

Committee Members: Adam, Derrick, Jen, Nataki, Tanisha (Marsha)

Strategic Plan – 3Yr:

Raise the profile of Ivy Hill Prep such that our capacity to fundraise is strong and we have a diverse pool from which to seek fundraising.

Board Annual Development Goals by 2020

1. Raise the profile of Ivy Hill Prep for marketing purposes
2. Provide Scholars with back packs and supplies for the school year beginning Fall 2020
3. Create Amazon Smile Account to generate donations in the amount of \$1000.
4. Raise \$10K
5. Toy Drive Christmas Event for Scholars (mm idea)

Head of School Goals by 2020

AMBROSIA THIS IS WHERE YOU SHOULD LIST YOUR DEVELOPMENT GOALS FOR THE SCHOOL. FOR EXAMPLE IS THERE A PLAN TO APPLY FOR ADDITIONAL GRANT MONEY (IE GRANTS MENTIONED BY VICKIE WHEN SED DID THE WALK THROUGH, AND SPECIFY HOW MUCH YOU WOULD TO RAISE FROM GRANTS SO THERE IS A TARGET PLAN. Decide what is not part of the budget but would be a goal of a specific amount money you would need to accomplish an actionable item for the scholars/IHP. Please fill this in BY 9/16/19

	Goal/Task	Responsible	Due Date	Notes
Goal 1	Raise the Profile of Ivy Hill Prep	Committee		
1.1	Identify media outlets	Nataki & MM	11/11/19	
1.2	Decide on how many outlets to do outreach to	Nataki & MM	11/11/19	
1.3	Decide package (video, social media post) to be sent to outlets			
1.4	Determine who on committee will do outreach to which entity.			
Goal 2	Secure 250 backpacks for scholars			
2.1	Identify potential sponsors	Marsha & Jen	11/11/19	
2.2	Determine which committee member will do outreach to sponsors			
2.3	Do outreach to sponsors			
2.4	Set Deadline to Get Supplies			
2.5	Set Date to distribute to scholars			



Board of Trustees Development Committee Action Planning 2019

Ivy Hill Prep Committee Action Plan				
Development Committee				
Goal 3	Secure Supplies for 250 Scholars			
3.1	Create list of supplies	Ambrosia	Done	
3.2	Determine which committee member will do outreach to sponsors	Marsha & Jen	11/11/19	
3.3	Set Deadline to Get Supplies			
3.4	Set Date to distribute to scholars			
Goal 4	Create Amazon Smile Account			
4.1	Create Account - Ambrosia & Nataki to set a time to do verification call	Nataki & HOS	10/18/19	
4.2	Set target goal for donations	Committee	Done (\$1K)	
4.3	Share plan with full board for full board engagement	Committee Chair	10/28/19	
Goal 5	Raise 10K - Committee Deciding if this amount is feasible/should it be an event or giving Tuesday	Committee	10/18/19	
5.1	Decide what money will be used for			
5.2	Get quotes to make sure goal is adequate			
5.3	Decide how money will be raised, whether from events, individual donations or corporate sponsors or a combination, if combination specify how much from which sources			
5.4	Determine how full board will participate			
Goal 6	Toy Drive Christmas Event for Scholars			
6.1	Decide on whether to get sponsors or individual donations (Decided to go with Company affiliated w/Jen)	Jen	Done	Can we get all the toys from one company.
6.2	HOS to get student Santa letters to Jen	Jen & HOS	12/3/19	
6.3	Committee to decide board event to share toys			



Board of Trustees Development Committee Action Planning 2019



Board of Trustees Annual Retreat Committee Action Planning



Board of Trustees Annual Retreat Committee Action Planning



Board of Trustees Annual Retreat Committee Action Planning

Coversheet

Review Academic Dashboard

Section: VI. Academic Achievement
Item: A. Review Academic Dashboard
Purpose: Discuss
Submitted by:
Related Material: October Academic Dashboard.xlsx

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

October Academic Dashboard.xlsx

Coversheet

HOS Report

Section: VII. Head of School Update
Item: A. HOS Report
Purpose: Discuss
Submitted by:
Related Material: Head of School Report_October.docx



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

10-28-19

Submitted by: Ambrosia Johnson

I. Facility Update

All completed

II. Enrollment Report

Accepted Offers / Seats Available

	Kindergarten	1 st Grade
Target	88	32
Current Accepted Offers	80 / 88	30 / 32
Gap	8	2
Waitlist	0	0

III. Hiring Report

Position	Total Needed	Total Hired	Goal of Hire	Current Status
Head of School	1	1	N/A	Completed.
Office Coordinator	1	1	N/A	Completed.
Director of Operations	1	1	ASAP	Completed.
Teacher	8	7	ASAP	In Progress
Dean of Special Supports	1	1	N/A	Completed.
Martial Arts Instructor	1	1	N/A	Completed.
Dance Instructor	1	1	N/A	Completed.

School Social Worker	1	1	N/A	Completed.
Nurse	-	-	N/A	Completed.
Teaching Fellow	1	0	ASAP	Completed.
		Total Hires Needed:	16	
		Total Hired:	14	

Updates:

1. Director of Operations hired!
2. 3 In-Person demos scheduled for Lead Teacher position.

IV. School Updates**1. Application for SY 2020-2021**

- Launch Date 10/1
- Recruitment Plan
 - a. Open Houses
 - b. Re-engaging pre-schools from past year
 - c. See attached calendar for all Open Tour & Private Tour Dates.
 - d. We've already received 9 applications without any active recruiting.
 - e. We've reached out to our old pre-schools and are on the calendar for 11/27.
 - f. We've begun asking parents for testimonials from past pre-schools.

2. School Academics

- a. Mid-Step Round: Week of October 21st
 - i. HOS will share data with the Board
- b. Math IA: November 4th and 5th
 - i. Looking forward to sharing updates from data during the November Board Meeting

3. School Culture and Events

- a. Coffee & Donuts with the Principal: October 29th
- b. First Dress Up Day: October 31st
- c. Report Card Conferences Round 1: November 18th and 19th
- d. Picture Day: November 25th
- e. Looking Ahead:
 - i. December 19th: Holiday Event!
 1. Writing samples with gift wish list → Board of Trustees to collect gifts for students.
 2. Pairing with community organization for holiday event on December 20th

Coversheet

Meeting Evaluation

Section: VIII. Closing Items
Item: A. Meeting Evaluation
Purpose: Discuss
Submitted by:
Related Material: Board Meeting Evaluation.pdf



Board Meeting Evaluation

I invite you to critically review the work we are doing as a board. At the end of each meeting one trustee member will volunteer to provide feedback below.

1. What did we do tonight to further our mission?

2. How much time was spent reporting on the past vs planning for the future

3. Did we stick to the agenda?

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Board Meeting Evaluation

4. Was there equal participation by board members?

5. Was the meeting effective? Why or why not?

6. What could have been done to improve the board meeting?

Name: _____ **Position:** _____

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