

# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

### Date and Time

Monday July 26, 2021 at 6:30 PM EDT

### Location

Ivy Hill Prep Charter School, 475 E 57th Street, Brooklyn, NY 11203

Trustees may also attend via zoom link at <https://zoom.us/j/9699543901>, from a public location and must have their video capacity enabled for meeting/voting purposes.

IVY HILL PREP - BOARD OF TRUSTEES

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>		Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Welcome Guests</li> <li>• Public Comments</li> </ul>			
<b>B. Record Attendance and Guests</b>		Maimouna Kane	1 m
<b>C. Approve June 2021 Board Meeting Minutes</b>	Approve Minutes	Maimouna Kane	3 m
<b>D. Vote to Approve Agenda</b>	Vote	Marsha Michael	2 m

	Purpose	Presenter	Time
<b>II. Governance</b>			<b>6:41 PM</b>
<b>A. Approve Annual Report</b>	Vote	Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <li>• See Report Submission in google drive @ <a href="#">2020-21 Annual Report</a></li> </ul>			
<b>B. Annual Meeting Calendar</b>	Discuss	Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Meetings will transition to fully in person for August</li> <li>• RSVP to Meetings Important via Board on track (Quorum Purposes)</li> <li>• Discuss whether last Monday of Month continues to work for Board</li> <li>• Governance committee will look through the calendar and see if any standing dates conflict with holidays.</li> </ul>			
<b>C. Approve Executive Members</b>	Vote	Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Vote to Approve Resolution</li> </ul>			
<b>D. Committee Update</b>	Discuss	Marsha Michael	10 m
<ul style="list-style-type: none"> <li>• Committees should discuss roles and select Chair (Forward information to BC/Governance)</li> <li>• Committees should also revisit the meeting times and see if any changes need to be made</li> <li>• Committees should start thinking about goal setting.</li> </ul>			
<b>E. Prospective Board Members</b>	Vote	Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Vote on Resolution to Add new board members pending approval by NYSED (pending fingerprint review by Committee)</li> </ul>			
<b>III. Finance Committee</b>			<b>7:11 PM</b>
Finance			
<b>A. Review Financial Dashboard</b>	Discuss	Nataki Williams	10 m
<ul style="list-style-type: none"> <li>• Review Key Financial Indicators</li> <li>• Review Budget vs. Actuals</li> </ul>			
<b>B. Miscellaneous Financial Issues</b>	Discuss	Nataki Williams	5 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• Audit Testing Review</li> </ul>			
<b>IV. Director of Finance Hiring Taskforce</b>			<b>7:26 PM</b>
<b>A. Taskforce Update</b>	Discuss	Jennifer Small	5 m
<ul style="list-style-type: none"> <li>• Update on Hiring Process</li> </ul>			
<b>V. Academic Achievement</b>			<b>7:31 PM</b>
Academic Achievement			
<b>A. Review Academic Program - Academic Dashboard</b>	Discuss	Ambrosia Johnson	5 m
<ul style="list-style-type: none"> <li>• Review Dashboard indicators (Enrollment, Attendance etc)</li> </ul>			
<b>B. Review Teaching and Learning</b>	Discuss	Ambrosia Johnson	20 m
<ul style="list-style-type: none"> <li>• Review HOS Report</li> <li>• Discuss STEP Assessment Results</li> </ul>			
<b>C. Discuss Culture and Climate</b>	Discuss	Ambrosia Johnson	10 m
<ul style="list-style-type: none"> <li>• Discuss end of year wrap up.</li> </ul>			
<b>VI. Development</b>			<b>8:06 PM</b>
Development			
<b>A. Update on Development</b>	Discuss	Tanisha James/Adam Laniyan	10 m
<ul style="list-style-type: none"> <li>• Discuss results of recent initiatives</li> </ul>			
<b>VII. Head of School Evaluation &amp; Support Committee</b>			<b>8:16 PM</b>
<b>A. Discuss Committee Next Steps</b>	Discuss	Adam Jimenez-Schulman	5 m

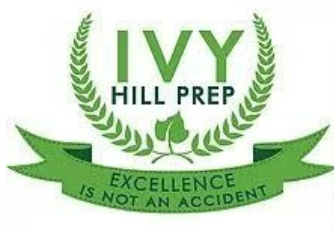
	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• Committee Update on goal setting</li> </ul>			
<b>VIII. Executive Session</b>			<b>8:21 PM</b>
<b>A. Vote for Executive Session (If Needed)</b>	Discuss	Full Board Discussion	30 m
<ul style="list-style-type: none"> <li>• Discuss HOS Evaluation</li> <li>• Discuss HOS Salary Increase</li> </ul>			
<b>IX. Closing Items</b>			<b>8:51 PM</b>
<b>A. Adjourn Meeting</b>	FYI	Marsha Michael	
<ul style="list-style-type: none"> <li>• Meeting Evaluation</li> </ul>			

# Coversheet

## Approve June 2021 Board Meeting Minutes

**Section:** I. Opening Items  
**Item:** C. Approve June 2021 Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Trustees Meeting - Ivy Hill Prep on June 28, 2021

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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#### Date and Time

Mon Jun 28, 2021 at 6:30 PM

#### Location

Ivy Hill Prep Charter School, 475 E 57th Street, Brooklyn, NY 11203

Members of the public may also listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>.

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

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IVY HILL PREP - BOARD OF TRUSTEES

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#### Directors Present

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

#### Directors Absent

A. Laniyan, D. Lewis, M. Kane

#### Guests Present

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

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#### I. Opening Items

**A. Call the Meeting to Order**

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Jun 28, 2021 at 6:40 PM.

**B. Record Attendance and Guests**

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

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 05-24-21.

T. James seconded the motion.

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

**Roll Call**

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

**D. Vote to Approve Agenda**

- HOS questions clarifying the resolutions on the table

M. Michael made a motion to Approve minutes.

T. James seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. Committee Update**

- Reminder about retreat on 7/24 and plug to complete Board assessment

- Plan to have the annual meeting to elect Board officers at the retreat
- Annual report upcoming
  - Board members need to submit financial disclosure forms by EOW (7/2)

M. Michael made a motion to Have annual meeting to elect Board officers at the retreat.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**B. Committee Recommendation on Resolutions**

M. Michael made a motion to Have Malika Butcher move forward with submitting application to become a Board member to NYSED.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

M. Michael made a motion to Approve resolution to update school's org chart.

N. Williams seconded the motion.

- Level of literacy/ math instruction promised in charter - level is decreased based on schedule changes, connected to shortened day and 1 teacher in each classroom
- HOS spoke with authorizer about the change; still in compliance with ed law; no required change to charter, partially in consideration of COVID-related schedule changes

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

**Roll Call**

T. James	Aye
D. Lewis	Absent



**Roll Call**

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

**III. Finance Committee**

**A. Review Financial Dashboard**

**B. 21-22 Budget Review**

N. Williams made a motion to Approve Y3 budget.

J. Small seconded the motion.

- Increased funding related to one-off grants connected to response to the pandemic
- Discussion around the sustainability of the budget year over year, outside the one-off increases in funds
- Revisiting push for 5-year budget plan; connection to DoF
- Lack of wiggle room in upcoming budget calls for even more diligence around adherence to fiscal policies and procedures, and using the recurring committee meetings to proactively surface any trends

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

**Roll Call**

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

**C. Approve Stipend Policy**

**D. Miscellaneous Financial Issues**

- Audit review timetable - setting schedule for Finance committee to meet with auditors
- HOS to double-check term of school insurance policy

**IV. Director of Finance Hiring Taskforce**

**A.**

### **Taskforce Update**

- Working with consultant to fill role
- 32 applicants thus far

### **B. Director of Finance**

M. Michael made a motion to Approve resolution for DoF addition.  
T. James seconded the motion.

- Clarifications around the reporting structure for DoF

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

#### **Roll Call**

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

### **V. Academic Achievement**

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

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

M. Michael made a motion to Approve summer school program.  
J. Small seconded the motion.

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

#### **Roll Call**

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

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

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

## VI. Development

### A. Update on Development

- Committee discussing annual event

## VII. Head of School Evaluation & Support Committee

### A. Discuss Committee Next Steps

- HOS EOY Eval is progressing well
- Working on scope of work for continuing coaching

## VIII. Executive Session

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

M. Michael made a motion to Move to Executive Session.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

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

## IX. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

A. Jimenez-Schulman

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

A. Jimenez-Schulman

### **Documents used during the meeting**

- FinancialDisclosure2020.docx
- New Format on Resolution Adding Board Member - MB.docx
- Resolution Approving Amendment to Organizational Chart.docx
- Finance -Ops Structure & Salary IHP Y3.xlsx
- Ivy Hill Monthly Financials - May 2021.xlsx
- Ivy Hill FY 2021-22 Budget Worksheet - FINAL DRAFT 6.9.21.xlsx
- 2nd Resolution Adding Director of Finance.docx
- Academic Dashboard for June Meeting 20-21.xlsx
- Head of School Report\_June 2021.pdf
- Resolution Approving Virtual Summer School Program.docx
- HOS Proposal on Salary Increase.pdf

# Coversheet

## Approve Executive Members

**Section:** II. Governance  
**Item:** C. Approve Executive Members  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Resolution Approving Board Officers 21.pdf



# IVY HILL PREPARATORY CHARTER SCHOOL

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## Board of Directors

Tanisha James

Maimouna Kane, *Secretary*

Adam Laniyan

Derrick Lewis

Marsha D. Michael

Adam Jimenez-Schulman, *Board Chair*

Jennifer Small

Nataki Williams, *Treasurer*

## Head of School

Ambrosia Johnson

## RESOLUTION APPROVING THE OFFICERS OF THE BOARD OF TRUSTEES

*The Ivy Hill Preparatory Charter School Board of Trustees approves the following officers of the Board of Trustees:*

1. Board Chair – Adam Jimenez-Schulman
2. Vice Chair – (Currently Vacant)
3. Treasurer - Nataki Williams
4. Secretary – Maimouna Kane

**Adopted by Ivy Hill Prep’s Board of Trustees on July 26, 2021**  
**(By a Unanimous Vote of The Majority of the Board).**

# Coversheet

## Committee Update

**Section:** II. Governance  
**Item:** D. Committee Update  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Resolution Approving Committee Members 2021.pdf



# IVY HILL PREPARATORY CHARTER SCHOOL

## Board of Directors

Tanisha James  
Maimouna Kane, *Secretary*  
Adam Laniyan  
Derrick Lewis  
Marsha D. Michael  
Adam Jimenez-Schulman, *Board Chair*  
Jennifer Small  
Nataki Williams, *Treasurer*

## Head of School

Ambrosia Johnson

## RESOLUTION APPROVING THE COMMITTEE MEMBERS OF THE BOARD OF TRUSTEES:

*The Ivy Hill Preparatory Charter School Board of Trustees approves the following Committee Members of the Board of Trustees:*

### **Academic Achievement Committee: Chair to be determined**

1. Maimouna Kane
2. Adam Jimenez-Schulman
3. Aquilla Soon-Leon (*Prospective Trustee*)
4. Melika Butcher (*Prospective Trustee*)

### **Development Committee:**

1. Adam Laniyan
2. Tanisha James, *Chair*
3. Adam Laniyan
4. Derrick Lewis
5. Jennifer Small

### **Finance Committee:**

1. Melika Butcher (*Prospective Trustee*)
2. Adam Laniyan
3. Derrick Lewis
4. Jennifer Small
5. Nataki Williams, *Chair*

### **Governance Committee**

1. Marsha D. Michael
2. Adam Jimenez-Schulman, *Chair*
3. Aquilla Soon-Leon (*Prospective Trustee*)

### **HOS Evaluation/Support Committee (Chair to be Determined):**

1. Marsha D. Michael
2. Adam Jimenez-Schulman, *Chair*
3. Nataki Williams
4. Tanisha James

**Adopted by Ivy Hill Prep's Board of Trustees on July 26, 2021  
(By a Unanimous Vote of The Majority of the Board).**



# Coversheet

## Review Financial Dashboard

**Section:** III. Finance Committee  
**Item:** A. Review Financial Dashboard  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Ivy Hill Monthly Financials - June 2021.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](#):

Ivy Hill Monthly Financials - June 2021.xlsx

# Coversheet

## Review Academic Program - Academic Dashboard

**Section:** V. Academic Achievement  
**Item:** A. Review Academic Program - Academic Dashboard  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Academic Dashboard 2019-2021- July Meeting.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](#):

Academic Dashboard 2019-2021- July Meeting.xlsx

# Coversheet

## Review Teaching and Learning

**Section:** V. Academic Achievement  
**Item:** B. Review Teaching and Learning  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Head of School Report\_July.pdf



# Ivy Hill Prep Board of Trustees

## Head of School REPORT

**IVY HILL PREPARATORY CHARTER SCHOOL**

**Head of School REPORT**

6-22-20

Submitted by: Ambrosia Johnson

*Data as of 6/7/20*

**I. Facility Update**

- Given by Director of Operations

**II. Enrollment Report**

**2019 – 2020 Enrollment**  
**(Current Year)**

	Kindergarten	1 <sup>st</sup> Grade
<b>Target</b>	88	32
<b>Current Accepted Offers</b>	<b>85 / 88</b>	<b>31 / 32</b>
<b>Gap</b>	<b>4</b>	<b>1</b>
<b>Total Enrollment</b>	<b>116</b>	
<b>Budgeted Enrollment</b>	<b>106</b>	

**2020 – 2021 Enrollment**  
**(Upcoming Year)**

	Kindergarten	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade
<b>Target</b>	60	10	2
<b>Current Accepted Offers</b>	<b>57 / 57</b>	<b>6 / 6</b>	<b>2 / 2</b>
<b>Gap</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>Waitlist</b>	<b>131</b>	<b>0</b>	<b>11</b>
<b>Total Enrollment</b>	<b>57</b>	<b>6</b>	<b>2</b>

**III. Hiring Report SY 2020-2021**

Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
Teacher	9	6	3	7-15-2020	In Progress
Special Education Teacher	1	0	1	7-15-2020	In Progress

Total Hires Needed:	10
Total Hired:	6

**IV. School Updates**

Summer Break