

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday August 30, 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.

Agenda

I. Opening Items

A. Call the Meeting to Order

- Welcome guests
- Public comments

B. Record Attendance

C. Approve Minutes

Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on July 26, 2021

D. Approve agenda

II. Governance

A. Approve Executive Members

- Approve updated and complete list of Executive Members for this fiscal year

B. General and Committee Updates

- Reminder: in-person meetings going forward; RSVP in Board on Track required to ensure quorum
 - Revisiting recurring meeting day
- Committee actions
 - Confirm each Committee chair
 - Agendas and Minutes required, with a focus on capturing Decisions and Action Items (with owners and deadlines)
 - Goal setting by Committee, building on tonight's session
 - Updated requirements around Committee dashboards/ reports generated by HOS

III. Finance

A. Review Financial Dashboard

- Key financial indicators
- Budget vs. Actuals
 - Update on outstanding invoices

IV. Director of Finance Hiring Taskforce

A. DoF Hired

- Welcome, Brian Andre
- Transitioning Task Force back into Finance Committee
- Onboarding

V. Development

- A. Upcoming Initiatives

VI. Academic Achievement

- A. Review Dashboard and HOS Report
- B. Approve Updated COVID-19 Protocols
 - School closure protocol
 - Staff health/ safety protocol

VII. CEO Support And Eval

- A. EOY Closeout (Y2)
- B. HOS Coaching Support (Y3)
 - Review and approve latest proposal

VIII. Other Business

IX. Board Development w/ Ed Board Partners

- A. Goal Setting

X. Closing Items

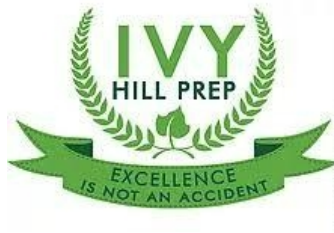
- A. Adjourn Meeting

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 July 26, 2021

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday July 26, 2021 at 6:30 PM

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

Trustees Present

A. Jimenez-Schulman, J. Small, M. Kane, M. Michael, N. Williams

Trustees Absent

A. Laniyan, D. Lewis, T. James

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday Jul 26, 2021 at 6:37 PM.

B. Record Attendance and Guests

C. Approve June 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 06-28-21.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to To approve agenda.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

II. Governance

A. Approve Annual Report

M. Michael made a motion to approve annual report.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

J. Small	Aye
T. James	Absent

Roll Call

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

B. Annual Meeting Calendar

Discussion held around returning back to in-person meetings beginning August.

C. Approve Executive Members

M. Michael made a motion to Approve Executive Members.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Discussion held around term limits for the Treasurer and Secretary positions. Discussion held around seeking backup treasure as executive members prepare end their term.

D. Committee Update

Each committee should speak amongst themselves to identify a committee chair, identify the best meeting times, and set goals for the new year. A discussion was held around the rationale for changing committee meeting times.

E. Prospective Board Members

Discussion held around term limits for the Treasurer and Secretary positions. Discussion held around seeking a

III. Finance Committee

A. Review Financial Dashboard

Discussion held around summer pay accrued and retirement contribution. Discussion held around the anticipation of revenue and materialized revenue and how it informs future budgeting practices. Discussion held around staff member promoted to DOO, and

the time of approval for transition. Discussion held around the planned overage for copy machines in the upcoming year.

B. Miscellaneous Financial Issues

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

Discussion held around who the DOF will report to once hired. Discussion held around the schools that have effectively hired a DOF that reports with both the Board and the HOS. Discussion continued around the DOF's dual dynamic role that is critical to the success of the position. Discussion held around having a clear understanding of the DOF's daily schedule to support onboarding and HOS ability to support to the DOF. DOF Committee suggested that the HOS send any questions to the committee to support her understanding of the DOF role. HOS will share questions to the committee by end of the day Thursday. Discussion held around scheduling of interviews.

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

Discussion held around grade level educator vacancies. Discussion held around the survey and if there was an option for parents to provide comments. HOS will incorporate that in the surveys to come. Discussion held around questions reflective of the charter are incorporated in the survey. Question asked about the possible events to be held around COVID measures for families.

B. Review Teaching and Learning

C. Discuss Culture and Climate

VI. Development

A. Update on Development

Discussion held around providing school supplies for students for the school year.

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

HOS provided updates around continued coaching and rates. A suggestion was made on the use of grant funds to support the continued use of coaching. A suggestion was also made to check in with the finance committee to make sure this will not cause a conflict.

VIII. Executive Session

A. Vote for Executive Session (If Needed)

A. Jimenez-Schulman made a motion to move into executive session with HOS.

M. Michael seconded the motion.

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

Roll Call

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

A. Jimenez-Schulman Aye

M. Michael made a motion to Unanimous vote to improve HOS salary increase of 3%.

J. Small seconded the motion.

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

Roll Call

D. Lewis	Absent
M. Michael	Aye
N. Williams	Aye
A. Jimenez-Schulman	Aye
A. Laniyan	Absent
M. Kane	Aye
J. Small	Aye
T. James	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 8:30 PM.

Respectfully Submitted,
M. Michael

Coversheet

Approve Executive Members

Section: II. Governance
Item: A. Approve Executive Members
Purpose: Vote
Submitted by:
Related Material: Amended Reolution Approving Board Officers.docx



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*
Nataki Williams, *Treasurer*

Head of School

Ambrosia Johnson

AMENDED 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 – Tanisha James
3. Treasurer - Nataki Williams
4. Secretary – Maimouna Kane

Adopted by Ivy Hill Prep’s Board of Trustees on August 30, 2021 (By a Unanimous Vote of The Majority of the Board).

Coversheet

Review Financial Dashboard

Section: III. Finance
Item: A. Review Financial Dashboard
Purpose: Discuss
Submitted by:
Related Material: Ivy Hill Monthly Financials - July 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 - July 2021.xlsx

Coversheet

Review Dashboard and HOS Report

Section: VI. Academic Achievement
Item: A. Review Dashboard and HOS Report
Purpose: Discuss
Submitted by:
Related Material: HOS Report 2019-2021.xlsx
Head of School Report_August 2021_v2.pdf

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](#):

HOS Report 2019-2021.xlsx



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

August Board Meeting

Submitted by: Ambrosia Johnson

Data as of 8/4/2021

I. Enrollment Report - Upcoming School Year

2021 – 2022

Enrollment and Recruitment

	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade
Target	60	60	88	32
Enrollment	63	63	84	32
Waitlist	3	11	0	1
Total Enrollment			242	
Authorized Enrollment			240	
Budgeted Enrollment			216	
<i>Per Pupil Funding Student Count</i>			<i>N/A</i>	

2021 – 2022

Recruitment Initiatives


Recruitment Initiative	Mandatory/Optional	Date	Percentage of Prospective Families Marked as Complete
Summer Life’s Work Pick-Up	Mandatory	06/2021	100%
Accepted Students Night	Mandatory	07/2021	93%
Back to School BBQ	Optional	08/2021	TBD

II. Hiring Report SY 2021-22 – Upcoming School Year

Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
DCI	Hired				
Operations Manager	Hired				
Director of Operations	1	0	1	ASAP	On Pause
Office Coordinator	1	1	1	07/15/21	In Progress
Special Education Teacher	2	2	0	8/1/21	Complete
Teaching Fellow	3	2	1	ASAP	In Progress
Elective Teacher	2	1	1	ASAP	In Progress
Martial Arts Instructor	1	1	0	8/1/21	Complete
Teacher	15	15	0	8/1/21	Complete

III. Summer Institute: Professional Development 2021

Excerpt from Week 1 Schedule of Summer Institute | Start Date: 8/2/2021



KEY

Culture	Operations	Taxonomy	Classroom	Content	Work Time
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Week 1: Culture, Taxonomy, & Systems

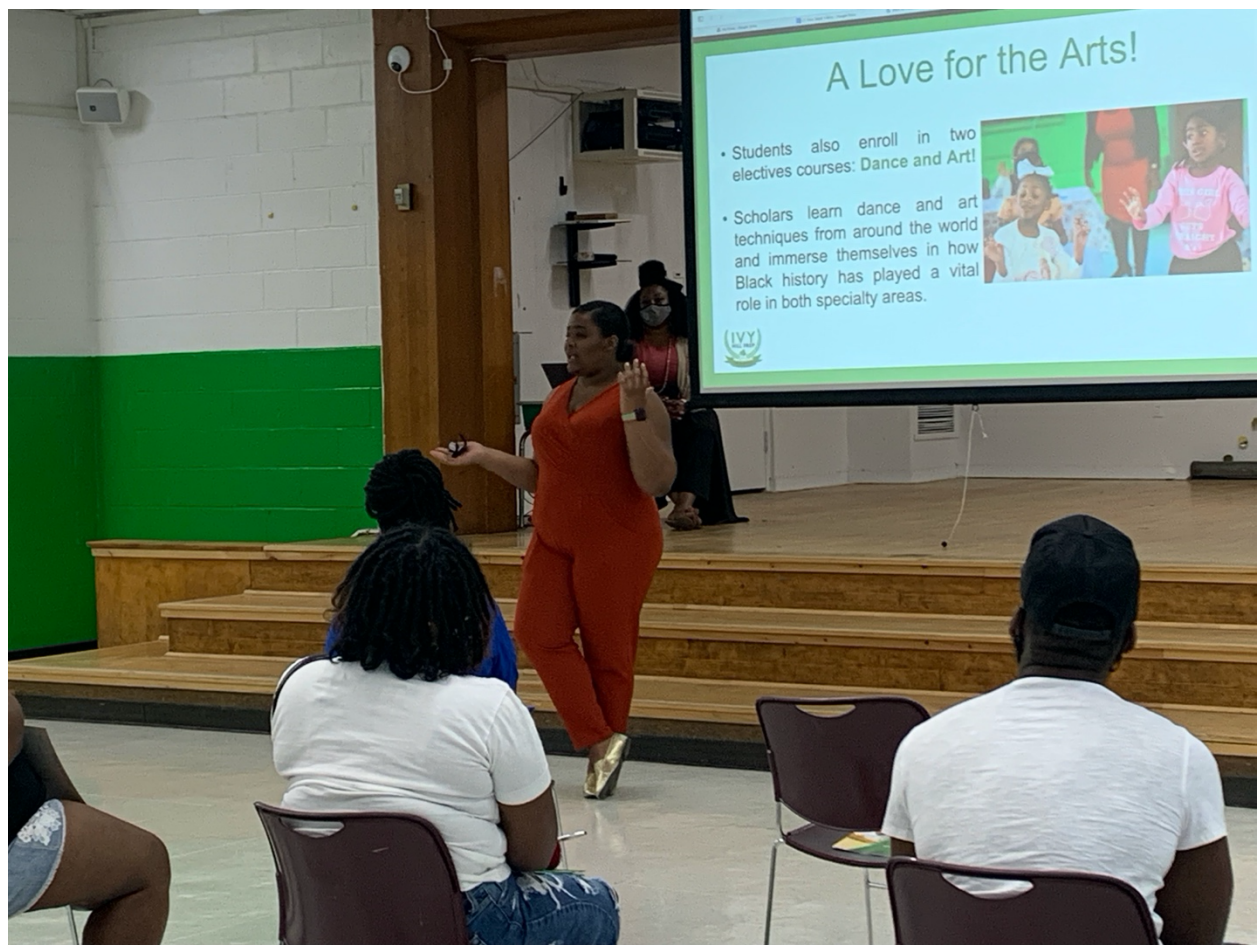
Wednesday, August 4 Management, Culture, Logistics					
Session	Time	Topic	Location (Room)	Leader	Participants
Opening	8:30 – 9:00	Team Builder	Cafeteria	Williams	All Staff
Session 1	9:00 – 9:30	Retirement Plan: 403B	Cafeteria	Rochelle: Equitable Advisors	
Session 2	9:30 – 11:00	The Classrooms We Want "Increasing Your Radar"	Cafeteria	Jackson	Instructional Staff
Session 3	11:00-12:30	Classroom Behavior Management Behavior Management: Logical Consequences	Cafeteria	Williams Jackson	Instructional Staff
Lunch	12:30 – 1:30	Lunch			
Session 4	1:30-2:30	Classroom Culture	Cafeteria	Johnson	Instructional Staff
Session 5	2:30 – 3:30	TriNet Benefits Session	Cafeteria	TriNet Sarro	All Staff
Closing	3:30 – 4:00	Team Builder	Cafeteria	Hector Lewis	All Staff
Accepted Students Night	5:30 – 7:30	Accepted Students Night for New to Ivy Hill Prep Families <i>Dinner will be provided.</i>	Cafeteria	Johnson	All Staff
Pre-Work	Read Chapters 1 and 2 of <i>We Want to Do More Than Survive, Abolitionist Teaching and the Pursuit of Educational Freedom.</i> – Text will be provided on Day 1 of Summer Institute. Assignment: <ul style="list-style-type: none"> Lift the text of 4 different portions from the text that resonated with you. For each portion answer: Why did this portion resonate with you? How does it impact the work that lies ahead for the upcoming year? 				

Ivy Hill Preparatory Charter School
Summer Institute 2021

3

Past Events: Accepted Students Night









Upcoming Events

Back to School BBQ

YOU'RE INVITED!



.....

IVY HILL PREP'S BACK TO SCHOOL BBQ!

.....

We're having an "Old School BBQ"!

Food | Games | Fun & Friends

When: August 14, 2021 **Time:** 12-3 PM

Where: Ivy Hill Prep (Ave D Parking Lot)



Coversheet

Approve Updated COVID-19 Protocols

Section: VI. Academic Achievement
Item: B. Approve Updated COVID-19 Protocols
Purpose: Vote
Submitted by:
Related Material: IHP COVID Response Protocols 2021-22.pdf
2021-22 Mask & Testing Protocols.pdf



COVID Response Protocol for Staff

Scenario	Action
<p>Vaccinated Staff Member with Close Contact* to Someone Diagnosed with Covid</p>	<ol style="list-style-type: none"> 1. Staff member alerts HOS and DOO of exposure. 2. Staff member has no action to isolate. 3. After three days of initial exposure, staff member must take a PCR Test. If results are negative: <ul style="list-style-type: none"> ○ Staff member continues duties as usual. ○ School Leader does not notify school community. 4. Upon weekly testing, if results are positive, follow “Vaccinated Staff Member Tests COVID Positive.”
<p>Vaccinated Staff Member Tests COVID Positive</p>	<ol style="list-style-type: none"> 1. Staff member alerts HOS and DOO of positive results and provides evidence of positive PCR Test via e-mail. 2. School Leader sends an e-mail to all staff to alert them of a confirmed case. 3. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641. 4. If staff member is a classroom teacher, School Leader sends communication to relevant families re: student exposure to an individual who has tested positive. <ul style="list-style-type: none"> ▪ Transition to Remote Instruction: <ul style="list-style-type: none"> ○ Full classroom transitions to remote instruction. Vaccinated Teacher is responsible for leading Remote Instruction. ▪ Return to School <ul style="list-style-type: none"> ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms/other symptoms are improving, and 24 hours with no fever without the use of fever reduction medication. No negative test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
<p>Unvaccinated Staff Member with Close Contact* to Someone Diagnosed with COVID</p>	<ol style="list-style-type: none"> 1. Within 24 hours, staff member alerts HOS and DOO of exposure. 2. Staff member isolates for 10 calendar days. Staff member works from home. 3. After three days of initial exposure, staff member is mandated to take a PCR Test. Staff member isolates for 10 calendar days, regardless of results of PCR Test. <ul style="list-style-type: none"> ○ If results are negative, staff member continues 10 calendar day isolation. ○ If results are positive, follow “Unvaccinated Staff Member Tests COVID Positive.” 4. School does not notify school community for any out-of-school close contact. 5. School does notify school community for in-school close contact. 6. Staff member returns to work after 10 calendar day isolation. 7. If staff member is a classroom teacher, School Leader sends communication to relevant families re: teacher’s exposure to an individual who has tested positive, and switch to remote instruction to err on the side of caution.



	<ul style="list-style-type: none"> ▪ Transition to Remote Instruction: <ul style="list-style-type: none"> ○ Full classroom switches to remote instruction. Unvaccinated Teacher is responsible for leading Remote Instruction, unless otherwise instructed. ▪ Return to School: <ul style="list-style-type: none"> ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms. A negative PCR test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
<p style="text-align: center;">Unvaccinated Staff Member Tests COVID Positive</p>	<ol style="list-style-type: none"> 1. Staff member alerts HOS and DOO of positive results and provides evidence of positive PCR Test via e-mail. 2. School Leader sends an e-mail to all staff to alert them of a confirmed case. 3. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641. 4. If staff member is a classroom teacher, School Leader sends communication to relevant families re: student exposure to an individual who has tested positive. 5. Transition to Remote Instruction: <ul style="list-style-type: none"> ○ Full classroom switches to remote instruction. Unvaccinated Teacher is responsible for leading Remote Instruction, unless otherwise instructed. 6. Return to School <ul style="list-style-type: none"> ○ Teacher: Teacher returns to school after 10 calendar day isolation, providing they have no symptoms/other symptoms are improving, and 24 hours with no fever without the use of fever reduction medication. No negative test is required to return. ○ Students: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.

**The CDC defines "close contact" as contact within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.*



COVID Response Protocol for Scholars

Scenario	Action
<p>Vaccinated or Unvaccinated Scholar with Close Contact* to Someone Diagnosed with COVID</p>	<ol style="list-style-type: none"> 1. Within 24 hours, family (not the scholar), must inform the school’s Main Office of the scholar’s exposure to someone with a confirmed COVID case. 2. School sends communication to the family and scholar informing them of the scholar’s 10 calendar day isolation and expected return date. 3. Scholar isolates for 10 calendar days. If remote learning for the scholar’s grade is not available, scholar will receive 10 days of excused absences, providing all remote-work assigned is completed. If remote-learning is available for scholar’s specific grade, scholar is required to attend remote instruction. 4. After three days of initial exposure, student is mandated to take a PCR Test. Despite the results of the PCR Test, scholar is still required to quarantine for 10 calendar days. If scholar tests positive, family (not the scholar), must inform the school’s Main Office of the scholar’s positive COVID results. <ul style="list-style-type: none"> ○ If scholar tests negative, no action should be taken. ○ If scholar tests positive, at the School Leader’s discretion, School Leader will send communication to relevant families re: student’s exposure to an individual who has tested positive. At the school’s discretion, the classroom may or may not switch to remote instruction, due to the specifics in timing surrounding exposure. 5. School Leader does not notify school community for any out-of-school close contact. 6. School Leader does notify school community for in-school close contact. 7. Scholar returns to school after 10 calendar day isolation, providing they have no symptoms or fever within 72 hours. A negative PCR test is required to return.
<p>Vaccinated or Unvaccinated Scholar Tests COVID Positive</p>	<ol style="list-style-type: none"> 1. Within 24 hours, the family, (not the scholar), must submit evidence of their positive test to the school’s Main office. 2. Operations Manager submits the confirmed scholar case, scholar information, and evidence of their positive test in the school’s tracking system. 3. School sends communication to the family and scholar informing them of the scholar’s 10 calendar day isolation and expected return date. 4. By Close of Business, DOO reports confirmed COVID case to DOHMH hotlines at (866)692-3641. 5. Scholar isolates for 10 calendar days. 6. School Leader sends communication to relevant families re: student exposure to an individual who has tested positive. 7. Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return. 8. Transition to Remote Instruction: 9. Full classroom switches to remote instruction.



	<p>10. If scholar is a bus scholar, all scholars that ride the common bus will also isolate for 10 calendar days.</p> <ul style="list-style-type: none"> a. If Remote Instruction for the particular grade is available, students who are quarantined are required to attend Remote Learning Instruction. b. If Remote Instruction for the particular grade is not available, students who are quarantined will receive ten excused absences, providing all remote-work assigned is completed. <p>11. Return to School:</p> <ul style="list-style-type: none"> ○ Student Who Tested Positive: Student returns to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return. ○ Students Exposed to Student Who Tested Positive: Students return to school after 10 calendar day isolation, providing they have no symptoms. No negative test is required to return.
<p>Questions for Board of Trustees</p>	<p>1. If Martial Arts, Specials, and LT see and interact with all/almost all students daily, what suggestions do you have for what the protocol should be in the event that one of those individuals tests positive?</p>

**The CDC defines "close contact" as contact within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period.*



This policy is the most up to date version but is subject to change based on COVID-19 cases within the school building, school community, and within New York City. As guidelines from New York City, the CDC, and the Department of Health shift, the details of this plan may shift as well.



Ivy Hill Prep 2021 – 2022 COVID-19 Protocols

Updated August 12, 2021

Background & Goal

Ivy Hill Prep is returning to full in-person schooling this fall for students and staff. It is our goal to ensure every adult and child are as safe as possible from the transmission of COVID-19. Our team's individual choices and actions to mask or vaccinate are now more relevant to that safety than ever, not just for us as individuals, but for the entire Ivy Hill Prep school community.

Goal: Our goal is simple. As we successfully did in the 2020-2021 academic school year, **0 Transmission of COVID-19 within our school.**

Vaccination and Testing Policy

By August 9, 2021

If you are fully vaccinated:

- Submit to vaccine@ivyhillprep.org a copy of your completed vaccine card for one of the three vaccines approved for use in the United States (Pfizer, Moderna, or Johnson & Johnson), **AND**
- Begin submitting **weekly negative PCR Test results** for COVID-19 on or before Sunday at 11:59pm each week. Please refer to the School Calendar to confirm submission dates. **The first submission date is Sunday, August 8th at 11:59PM.**

If you are not fully vaccinated:

- Begin submitting **weekly negative PCR Test results** for COVID-19 on or before Sunday at 11:59pm each week. Weekly Testing Submission dates will be added to Ivy Hill Prep's school calendar. Please refer to the School Calendar to confirm submission dates. **The first submission date is Sunday, August 8th at 11:59PM.**

Things to Know Re: Testing & Submission of Test Results

- **The only acceptable test results are PCR Test Results. Rapid Test Results are not accepted.**
- Testing can be completed at any reputable clinic or medical facility that produces a printed or digital test result. Many testing facilities are [completely free](#), but some facilities will require submission of your health insurance information and may bill for some portion of their services provided. It is the responsibility of the employee to understand and cover these costs, if applicable. It is recommended that you find a free or low-cost option for regular testing.



- Testing must be completed outside of work hours.
- Tests should be taken 96 hours prior to the Sunday submission date.
- Testing results are due by e-mail to vaccine@ivyhillprep.org within 24 hours after you receive them, and on or before Sunday at 11:59pm. Please see above for the frequency in which your test results are required.
- If you receive a positive test result, please follow the protocols for self-isolation and immediately notify the Director of Operations **and** Head of School.
- Failure to submit your testing results for one week will result in a warning letter. Failure to submit your testing results for multiple consecutive weeks may result in disciplinary action, up to and including termination.

Masking Policy

Students

All of Ivy Hill Prep's students are not yet 12 years old and thus are not eligible for vaccination. Hence, students will be required to be masked for almost all portions of the day.

Adults

All adults, regardless of vaccination status, are required to wear two masks at all times. Reference the [CDC's website](#) to choose an acceptable mask that will ensure your ultimate protection. While eating or drinking, when it is impossible to be masked, remain at least three to six feet away from other teammates.

This policy is the most up to date version, but is subject to change based on New York City guidelines, the CDC, and the Department of Health.