



# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

### Date and Time

Monday December 27, 2021 at 6:30 PM EST

### 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

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A. Call the Meeting to Order</b>		Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <li>• Start recording</li> <li>• Welcome guests</li> <li>• Open meeting law and public comment policy</li> <li>• Public comments</li> <li>• Reminder re: board email and committee meeting questions</li> </ul>			
<b>B. Record Attendance</b>		Maimouna Kane	1 m
<b>C. Approve Minutes</b>	Approve Minutes	Adam Jimenez-Schulman	3 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on November 22, 2021			
<b>D. Approve agenda</b>	Vote	Adam Jimenez-Schulman	1 m

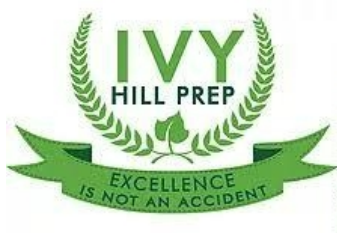
	Purpose	Presenter	Time
<b>II. Governance</b>			<b>6:40 PM</b>
<b>A. General and Committee Updates</b>	FYI	Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <li>• Reminder: RSVP in Board on Track required to ensure quorum</li> <li>• Committee actions <ul style="list-style-type: none"> <li>◦ Agendas and Minutes required, with a focus on capturing Decisions and Action Items (with owners and deadlines)</li> </ul> </li> </ul>			
<b>III. Finance</b>			<b>6:45 PM</b>
<b>A. Review Financial Dashboard</b>	Discuss	Nataki Williams	10 m
<ul style="list-style-type: none"> <li>• Key financial indicators</li> <li>• Budget vs. Actuals</li> </ul>			
<b>IV. Academic Achievement</b>			<b>6:55 PM</b>
<b>A. Review Dashboard and HOS Report</b>	Discuss	Diana Williams	10 m
<b>V. CEO Support And Eval</b>			
<b>VI. Other Business</b>			<b>7:05 PM</b>
<b>A. Executive session (as needed)</b>	Vote	Adam Jimenez-Schulman	1 m
<b>VII. Closing Items</b>			<b>7:06 PM</b>
<b>A. Adjourn Meeting</b>	Vote		

# 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 November 22, 2021

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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##### **Date and Time**

Mon Nov 22, 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.

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##### **Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), M. Kane, N. Williams (remote), T. James (remote)

##### **Directors Absent**

M. Michael

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#### **I. Opening Items**

##### **A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Nov 22, 2021 at 6:37 PM.

##### **B. Record Attendance**

##### **C. Approve Minutes**

T. James made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-25-21.

N. Williams seconded the motion.

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

**Roll Call**

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

**Public comments:** Parents shared concerns about the transition of the HOS. Parents wanted clarity about the interim process and the involvement of parents in that process. Board members assured families that a plan is in place and a succession plan is in place to support students, families, and the overall school. Families were provided clarity about the role of the Board of Trustees versus the role of management. Parents suggested a town hall meeting as well as scheduling additional meetings to problem solve. Comment made by CEO of BES in in response to the transition of HOS.

**D. Approve agenda**

**II. Governance**

**A. Staff schedule/ hours**

**B. General and Committee Updates**

Discussion between Board and staff member Ms. Lubin about the school hours. Ms. Lubin asked about hours affecting salary potentially. Responses was given by Board that it would not.

**C. Policy review and approval**

T. James made a motion to Adopt District Safety Plan.

A. Laniyan seconded the motion.

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

**Roll Call**

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

A. Jimenez-Schulman made a motion to Adopt the additional safety policy for HERO Act.  
T. James seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**III. Finance**

**A. Review Financial Dashboard**

N. Williams made a motion to Approve the addition to the stipend budget.  
T. James seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

Discussion held about possible indication of unexpected expenses. Finance committee assures there is no indication of over spending to anticipate due to pending grants.

**B. Forecasting/ Planning**

**IV. Academic Achievement**

**A. Interim Planning - Day-to-Day**

**B. Review Dashboard and HOS Report**

Questions asked about the IVY closet donation process and if is an ongoing process. Ms. Williams confirmed that it is an ongoing process and donations will be accepted and sanitized thoroughly.

**V. 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,  
A. Laniyan

# Coversheet

## Review Financial Dashboard

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