



# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

### Date and Time

Monday February 28, 2022 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://us02web.zoom.us/j/82354088638>, 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> </ul>			
<b>B. Record Attendance</b>		Maimouna Kane	1 m
<b>C. Approve Minutes</b>	Approve Minutes	Adam Jimenez-Schulman	3 m
<b>D. Approve agenda</b>	Vote	Adam Jimenez-Schulman	1 m
<b>II. Governance</b>			<b>6:40 PM</b>

	Purpose	Presenter	Time
<b>A. General and Committee Updates</b>	FYI	Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <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> <li>• Family voice                             <ul style="list-style-type: none"> <li>◦ PTA update</li> </ul> </li> </ul>			
<b>B. Ed Board Partners</b>	FYI	Adam Jimenez-Schulman	7 m
<ul style="list-style-type: none"> <li>• Picking up work from the Fall</li> <li>• Next steps</li> <li>• Feedback/ input</li> </ul>			
<b>III. Finance</b>			<b>6:52 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>7:02 PM</b>
<b>A. Review Dashboard and HOS Report</b>	Discuss	Diana Williams	10 m
<b>B. Updated COVID Protocol</b>	Vote	Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <li>• Formally approve policy updates</li> </ul>			
<b>V. CEO Support And Eval</b>			<b>7:17 PM</b>
<b>A. Coaching contract</b>	Vote	Adam Jimenez-Schulman	5 m
<b>VI. Other Business</b>			<b>7:22 PM</b>
<b>A. Executive session (as needed)</b>	Vote	Adam Jimenez-Schulman	1 m
<b>VII. Closing Items</b>			<b>7:23 PM</b>

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>A. Adjourn Meeting</b>	<b>Vote</b>		

# Coversheet

## Review Financial Dashboard

**Section:** III. Finance  
**Item:** A. Review Financial Dashboard  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Ivy Hill Monthly Financials - January 2022.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 - January 2022.xlsx

# Coversheet

## Updated COVID Protocol

**Section:** IV. Academic Achievement  
**Item:** B. Updated COVID Protocol  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** (February)COVID Protocol for Staff and Students.pdf



## COVID Protocol for Staff and Students

February 2022

### Scenario #1: Vaccinated Person EXPOSED to COVID-19 AT SCHOOL

1. School Leader sends an e-mail to persons in close contact to alert them of a confirmed case.
2. School Leader does not notify the larger school community.
3. School Leader provides persons with home kits to individuals of a positive case within the classroom.
4. If a person is **asymptomatic** (no symptoms) and did not share a classroom with the positive individual:
  - No actions.
5. If a person is **asymptomatic** (no symptoms) and shared a classroom with the positive individual:
  - The person must begin the “Test to Stay (TTS) Protocol.”
    - Test on Days 0 and 5 before the start of the school day.
    - DOO will contact the person/family daily to maintain a record.
    - If TTS results are:
      - **Negative: Staff member or student continues duties as usual.**
      - **Positive: Follow “Vaccinated Person Tests COVID Positive”**
6. If a person **has symptoms and shares a classroom with the positive individual**:
  - The person must begin the “Test to Stay (TTS) Protocol.”
    - Test on Days 0 and 5 before the start of the school day.
    - DOO will contact the person/family daily to maintain a record.
    - If TTS results are:
      - **Negative: Staff member or student continues duties as usual.**
      - **Positive: Follow “Vaccinated Person Tests COVID Positive”**

### Scenario #2: Unvaccinated Person EXPOSED to COVID-19 AT SCHOOL

1. School Leader sends an e-mail to persons in close contact to alert them of a confirmed case.
2. School Leader does not notify the larger school community.
3. School Leader provides persons with home kits to individuals of a positive case within the classroom.
4. If person **asymptomatic** (no symptoms):
  - The person must begin the “Test to Stay (TTS) Protocol.”
    - Test on Days 0 and 5 before the start of the school day.
    - DOO will contact the person/family daily to maintain a record.
    - If TTS results are:
      - **Negative: Staff member or student continues duties as usual.**
      - **Positive: Follow “Unvaccinated Person Tests COVID Positive”**
5. If a person **has symptoms**:
  - A person must begin the “Test to Stay (TTS) Protocol.”
    - Test on Days 0 and 5 before the start of the school day.
    - DOO will contact the person/family daily to maintain a record.
    - If TTS results are:
      - **Negative: Staff member or student continues duties as usual.**
      - **Positive: Follow “Unvaccinated Person Tests COVID Positive”**

### Scenario #3: Vaccinated Person TESTS POSITIVE for COVID

1. The staff member or student alerts HOS of positive results and provides a positive PCR test.
2. School Leader sends an e-mail to persons in close contact to alert them of a confirmed case.

3. HOS sends the communication to the IHP community to alert them of a positive case.
4. By Close of Business, DOO reports confirmed the COVID case to DOHMH hotlines at (866)692-3641.
5. **The staff member or student must isolate for 5 calendar days, regardless of symptoms.**
  - a. HOS sends the communication to relevant families (within the classroom) re: student exposure to an individual tested positive.
    - i. **Transition to Remote Instruction:** Full classroom transitions to remote instruction for *at least* 5 instructional days. Asymptomatic teacher/students are responsible for leading/participating in remote instruction. The decision to extend in-person instruction will be rendered by HOS based on symptoms and COVID-status of teacher and students.
    - ii. **Return to School:** Teachers and students return to school after 5 calendar days isolation, providing they have no symptoms/other symptoms are improving, **and** 24 hours with no fever without fever reduction medication.
      1. **If symptoms persist, an individual must isolate for an additional 5 calendar days.**
      2. **All students/staff in the classroom must wear a KN95 mask for 5 calendar days.**
      3. **No negative test is required to return to school.**

#### Scenario #4: Unvaccinated Person TESTS POSITIVE FOR COVID

1. The staff member or student alerts HOS of positive results and provides a positive PCR test.
2. School Leader sends an e-mail to persons in close contact to alert them of a confirmed case.
3. HOS sends the communication to the IHP community to alert them of a positive case.
4. By Close of Business, DOO reports confirmed the COVID case to DOHMH hotlines at (866)692-3641.
5. **The staff member or student must isolate for 5 calendar days, regardless of symptoms.**
  - a. **Return to School:** Teachers and students return to school after 5 calendar days isolation, providing they have no symptoms/other symptoms are improving, **and** 24 hours with no fever without fever reduction medication.
    - i. **If symptoms persist, the individual must isolate for an additional 5 calendar days.**
    - ii. All students/staff in the classroom must wear KN95 masks for 5 calendar days.
    - iii. No negative test is required to return to school.

#### Scenario #5: Person Experiencing Sickness

1. The staff member or student alerts HOS of sickness and symptoms.
2. The person should get COVID tested
  - a. (2) at-home tests should be administered 24 hours apart, or (1) rapid test, or (1) PCR test.
  - b. **Return to School:**
    - i. (2) at-home tests are negative **and** symptom-free/improved with no fever, or
    - ii. Negative PCR or Rapid test, **and** symptom-free/improved with no fever
    - iii. **If positive, Follow "Unvaccinated Person Tests COVID Positive."**

#### Additional Notes

- If an individual has recovered from COVID-19 within the past 90 days, they are not required to test **unless** they are symptomatic
- Test kits cannot be used/administered within the building



# Coversheet

## Coaching contract

**Section:** V. CEO Support And Eval  
**Item:** A. Coaching contract  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Promise and Opportunity GSA Consulting Proposal.pdf

# Promise and Opportunity

Ivy Hill Prep & GSA Consulting Engagement Proposal

# GSA Consulting: An Introduction

Guerschmide Saint-Ange brings nearly 14 years of education experience as a classroom teacher, student recruitment leader, charter school authorizer, and charter school Executive Director.

An expert academic program evaluator and turnaround leader, Guerschmide is currently the founder and CEO of GSA Consulting— a company created for the purpose of facilitating processes that allow school leaders, school boards, authorizers and other stakeholders to achieve transformational academic and operational success for the schools they lead and serve.



# Qualifications

GSA Consulting has deep expertise and skills in areas of need for Ivy Hill Prep

## Experience

## Skills



# Key Objectives

The purpose of Ivy Hill's engagement with GSA Consulting is to meet the following objectives:



To advise the new Head of School and Board in facilitating a successful leader transition through coaching and consultations.



To coach the new Head of School as they create and implement a family engagement vision and plan that aligns with IHP's mission.

# Scope of Work

GSA Consulting is proposing the following scope of work between February 1, 2022, through June 30, 2022



**Head of  
School  
Coaching**



**Family  
Engagement  
Planning**



**Board of  
Trustee  
Advisor**

# Scope of Work

GSA Consulting is proposing the following scope of work between February 1, 2022, through June 30, 2022

## Head of School Coaching

Through coaching steeped in ICF best practices, the new Head of School (HOS) will receive bi-weekly coaching sessions to facilitate a successful transition into the role.

## Family Engagement Program

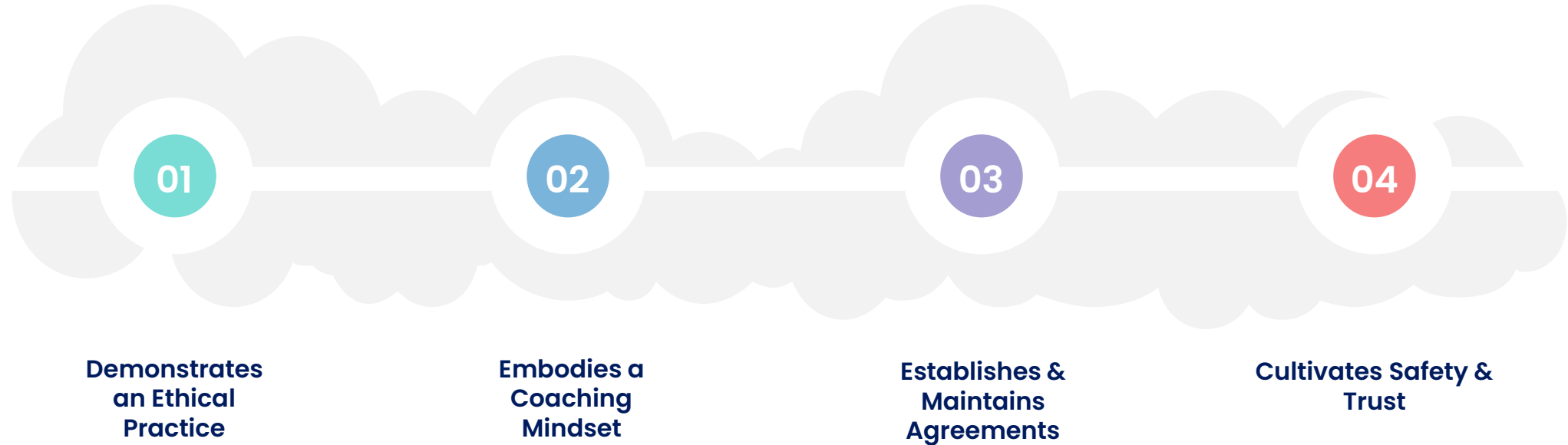
This program is intended to be one of the deliverables from the coaching sessions with the new HOS.

## Board of Trustees Advisor

Board or Board Chair will have 1 hour per month for advising on board-level challenges.

# Foundations of Coaching

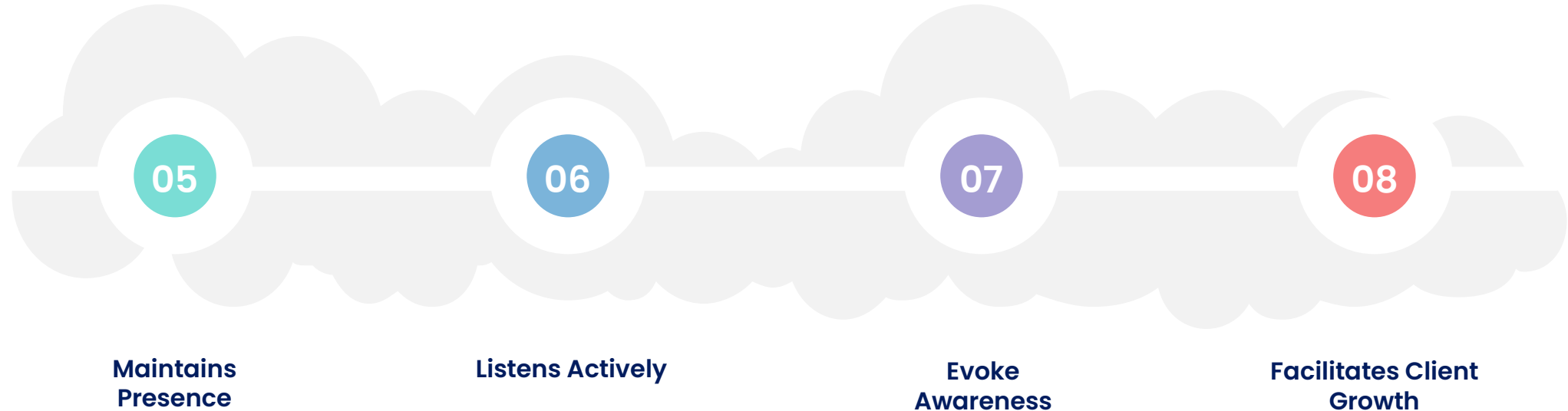
International Coaching Federation Core Competencies®



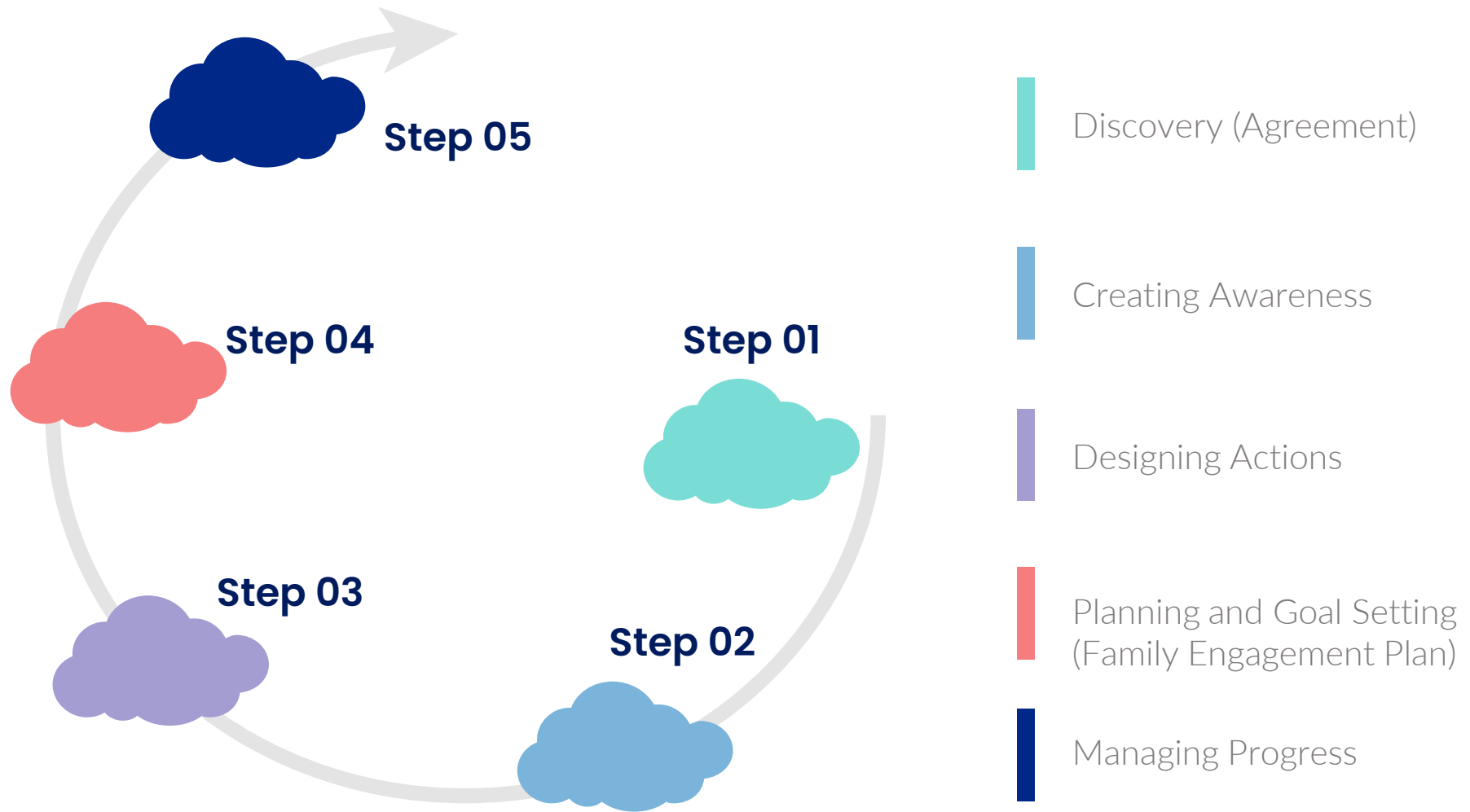


# Foundations of Coaching

International Coaching Federation Core Competencies® continued



# Coaching Process



# Consulting Fee



The total cost of engagement from February 1, 2022 through June 30, 2022 is \$10,000 paid as a monthly retainer of \$2,000 due on the 1<sup>st</sup> (first) of the month. Consultant will provide monthly invoices.



Additional support is available at a rate of \$750 per hour and is contingent upon consultant availability. Consultant agrees to include additional charges to invoice of monthly retainer fee.