

# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

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### Date and Time

Monday March 28, 2022 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://us02web.zoom.us/j/82354088638>, from a public location and must have their video capacity enabled for meeting/voting purposes.

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### Agenda

#### I. Opening Items

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

- Start recording

- Welcome guests
- Open meeting law and public comment policy
- Public comments

##### B. Record Attendance

**C. Approve Minutes**

Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on February 28, 2022

**D. Approve agenda**

**II. Governance**

**A. General and Committee Updates**

- Open Meeting Law and State of Emergency extension through 4/15
  - In-person meetings resuming after
- Board terms and recruitment
  - 1-on-1 check-ins with each Board member and Chair
  - Going to be sharing updated guidance on process
  - Will open up window to accept interest from prospective members
- School events and Board participation
  - Previews from HOS and calendar invites in advance

**III. Finance**

**A. Review Financial Dashboard**

- Key financial indicators
- Budget vs. Actuals

**B. Proposed adjustments for 2022-23**

- Salary bands
- Org chart

**IV. Academic Achievement**

**A. Review Dashboard and HOS Report**

**V. CEO Support And Eval**

**A. First 90 days**

- Review goal sheet
  - HOS/ Board actions

**VI. Other Business**

- A.** Executive session (as needed)

**VII. Closing Items**

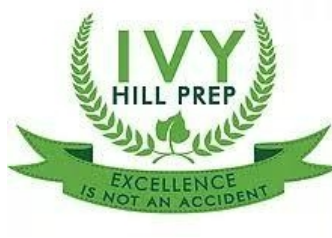
- A.** Adjourn Meeting

# 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 February 28, 2022

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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##### Date and Time

Monday February 28, 2022 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://us02web.zoom.us/j/82354088638>, from a public location and must have their video capacity enabled for meeting/voting purposes.

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##### Trustees Present

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

##### Trustees 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 trustees of Ivy Hill Prep Charter School to order on Monday Feb 28, 2022 at 6:43 PM.

##### B. Record Attendance

##### C. Approve Minutes

A. Jimenez-Schulman made a motion to approve the minutes from January Meeting Board of Trustees Meeting - Ivy Hill Prep on 01-24-22.

N. Williams seconded the motion.

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

#### **Roll Call**

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

### **D. Approve agenda**

A. Jimenez-Schulman made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 07-26-21.

T. James seconded the motion.

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

#### **Roll Call**

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

## **II. Governance**

### **A. General and Committee Updates**

Education Board Partners to continue with the development of board training and recruiting for additional board members.

### **B. Ed Board Partners**

Education Board Partners to continue with the development of board training and recruiting for additional board members.

## **III. Finance**

### **A. Review Financial Dashboard**

A discussion was held about the special events budget line and the possibility of there being an overage in that line. A review of the 2020 school tax return was reviewed, and a vote is needed in order to sign off and approve the

N. Williams made a motion to approve the minutes from 1099 Tax Academic Achievement Committee Meeting on 02-09-22.

D. Lewis seconded the motion.

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

#### Roll Call

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

## IV. Academic Achievement

### A. Review Dashboard and HOS Report

Issues with sidewalk, pooling of water at the driveway, and snow shoveling at the school. IA HOS wants to receive clarity as to who is responsible for making these repairs. The security cameras, boiler, and heat concerns need to be addressed as well. Management will communicate with Management and the board will follow up with the board of Nazareth. A discussion was held about the resources sent home and knowing whether parents find it to be effective or not. IA HOS plans to use parent-teacher night and parent surveys to receive feedback from families. A discussion was held about the school dropping of the mask mandates as the city is moving to remove the mandate. A parent survey was given and parents do not feel comfortable with the removal of masks. Discussion was held about the removal of desk shields as they are not sustainable, can cause possible injuries from falling over, and need constant repair. Further discussions will be held with the board to formalize the shift of the mask mandate.

### B. Updated COVID Protocol

A. Jimenez-Schulman made a motion to Approve the updated COVID protocol.

T. James seconded the motion.

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

#### Roll Call

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

## V. CEO Support And Eval

### A. Coaching contract

A. Jimenez-Schulman made a motion to Approve coaching contract for the remainder of the year.

N. Williams seconded the motion.

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

#### Roll Call

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

## VI. Other Business

### A. Executive session (as needed)

A. Jimenez-Schulman made a motion to Executive session.

D. Lewis seconded the motion.

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

#### Roll Call

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

A. Jimenez-Schulman made a motion to Approve Hiring of new HOS.

T. James seconded the motion.

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

#### Roll Call

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





# Coversheet

## Review Financial Dashboard

<b>Section:</b>	III. Finance
<b>Item:</b>	A. Review Financial Dashboard
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	Ivy Hill Monthly Financials - February 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 - February 2022.xlsx

# Coversheet

## First 90 days

<b>Section:</b>	V. CEO Support And Eval
<b>Item:</b>	A. First 90 days
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	
<b>Related Material:</b>	HOS_First 90 Days Goals.pdf



## *Annedrea Coleman: First 90 Days Goals*

### **Purpose of this Document**

- Provide transparency and alignment regarding expectations and support needed
- Provide a structure for ongoing check-ins between Annedrea, Adam, and the Board
- Enable a positive and supportive relationship between Annedrea and the Board

### **What this Document is Not**

- A full scope of Annedrea's responsibilities (rather, it articulates the most important goals during Annedrea's first 90 days)
- A performance evaluation rubric (rather, it guides Annedrea's learning and support needed). A performance evaluation tool and process will be created at a later date.

### **Guidance for Making the Most of this Document**

- Creating goals:
  - After initial goals have been proposed, Annedrea's and Adam should revise and mutually agree on the goals. Goals should then be shared with HOS Committee and full board.
  - Goals should be as SMARTIE as possible
  - Adam, Annedrea, and the board should discuss WHY each goal is important
  - Share the document with the full board to ensure transparency
- Ongoing usage:
  - Using this document should not be a burden; rather, it is a tool to prompt discussion. Annedrea and Adam can write their thoughts in the document (and / or share) prior to check-ins, but this is not required
  - "Current Progress Toward Goals" is an opportunity to share feedback early and with consistency on how Annedrea is doing relative to the goals set at the start
  - "Other Feedback" is an opportunity to share feedback that may not be directly related to the attainment of goals, but can be used to shout out exceptional performance or give constructive feedback.
  - "Manager Questions" are meant as thought starters. Importantly, Annedrea's responses to the Manager Questions are a form of feedback, and the chair / full Board should take action based on this feedback.



## Annedrea Coleman: First 90 Days Goals

### DRAFT Goals (To Be Mutually Agreed Upon)

Goal	Measure of Success	Annedrea's Activities	Supports Annedrea Needs from Board and Others
Establish open and trusting relationships with staff, students, families	<ul style="list-style-type: none"> <li>1-1 listening tour with each staff member by [DATE]</li> <li>All parents / caregivers who wish to speak with Annedrea have done so (either 1-1 or in group) by [DATE]</li> <li>Visited each class by [DATE]</li> <li>[TBD—potential survey of staff, families, students]</li> </ul>	<ul style="list-style-type: none"> <li>1-1 conversations</li> <li>Coffee chats with parents</li> <li>Classroom visits</li> </ul>	<ul style="list-style-type: none"> <li>Visible, ideally in-person introductions by individual board members to families (i.e., not all Board members at the same time), potentially at pre-scheduled Chat and Chews.</li> <li>Coaching from Guerschmide</li> <li>Weekly meetings with Adam</li> <li>Monthly check ins with Support Committee</li> </ul>
Establish open, trusting, predictable, and effective relationship with Board	<ul style="list-style-type: none"> <li>1-1 conversation with each Board member by [DATE]</li> <li>Piloted and refined approach to HOS update at Board meetings (or other aspect of board management)</li> </ul>	<ul style="list-style-type: none"> <li>1-1 conversations</li> <li>Observe 2-3 effective charter board meetings at other schools</li> <li>With full Board, facilitate <a href="#">Designed Alliance session</a></li> </ul>	<ul style="list-style-type: none"> <li>Coaching from Guerschmide</li> <li>Weekly meetings with Adam</li> <li>Monthly check ins with Support Committee</li> <li>3 hours governance coaching from David</li> </ul>
Assess Ivy Hill's current state	<ul style="list-style-type: none"> <li>Shared high-level SWOT (or other assessment) with Board by [DATE]</li> <li>Identified and agreed upon 3-5 priorities for SY22-23 by [DATE]</li> </ul>	<ul style="list-style-type: none"> <li>Conversations with staff, families, students, board (see above)</li> <li>EOY survey</li> </ul>	<ul style="list-style-type: none"> <li>Thought partnership from Board to affirm assessment, priorities</li> <li>Leadership from Board to organize HOS / Board retreat</li> </ul>



### *Annedrea Coleman: First 90 Days Goals*

Understand Ivy Hill's operations (note: this category should include any <u>major</u> areas Annedrea should learn about during first 90 days. Potentially: how to work with important vendors, staff performance management system, etc.)	<ul style="list-style-type: none"> <li>• Vision and timeline for classroom build-out to ensure readiness for 4th grade (to be fine-tuned)</li> <li>• Reporting requirements (TBD)</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>
Execute on critical projects (note: should be for critical projects only; list should not be exhaustive of Annedrea's responsibilities): <ul style="list-style-type: none"> <li>• Create and approve next year's budget</li> <li>• Enrollment</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>	<ul style="list-style-type: none"> <li>• TBD</li> </ul>

### **Check In Discussion Template: *Annedrea and Adam***

1. Align on progress and needs (~15 min)
  - a. Annedrea: what's going well (relative to goals and other areas), areas of concern, what support she needs
  - b. Adam: what's going well (relative to goals and other areas), areas of concerns, supports available
2. Learning and problem-solving (~35 min)
3. Next steps (~5 min)
  - a. What takeaways (if any) need to be shared with rest of Board?
  - b. Identify topics for next check in
  - c. Identify small # of tasks before next meeting (for Annedrea and Adam)
4. Process check (~5 min)
  - a. How did today's session go: what worked, what might be needed next time?



*Annedrea Coleman: First 90 Days Goals*

**Check-In Discussion Template: *Evaluation and Support Committee***

April 14 Goals / Deliverables	Current Progress Toward Goals [Grows and Glows]	Other Feedback	Potential Manager Questions
			Do you feel that you have the tools, information and resources to effectively meet the expectations of your current role?
			Is the job what you expected it to be [in what ways is it not meeting your expectations?]
			Are you feeling challenged by the position [make note of whether the challenge is about development or obstacles]
			Do you feel welcomed by other team members?
			Are you experiencing any challenges in particular that I can assist you with?

May 14 Goals / Deliverables	Current Progress [Grows and Glows]	Other Feedback	Potential Manager Questions
			Where are you feeling the most successful in your role to date? Where do you currently need support?
			Do you feel you are able to be productive and effective in your position? Can you discuss why or why not?





*Annedrea Coleman: First 90 Days Goals*

			Do you feel that you know who to go to for what if you have questions or challenges?
			Are you experiencing any challenges in particular that I can assist you with?

June 14 Goals / Deliverables	Current Progress [Grows and Glows]	Other Feedback	Potential Manager Questions
			What areas/tasks/projects are you enjoying the most within your position? What are you not enjoying?
			What area of focus do you feel you need training on to be even more effective?
			What feedback do you have for me about your onboarding experience?
			Are you experiencing any challenges in particular that I can assist you with?