



# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

---

### Date and Time

Monday August 29, 2022 at 6:30 PM EDT

### Location

Via zoom link at <https://us02web.zoom.us/j/82354088638>; trustees 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
<b>• Start recording</b>			
<b>• Welcome guests, members of School</b>			
<b>• Open meeting law and public comment policy</b>			
<b>• Public comments</b>			
<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 July 25, 2022			
<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. Trustee membership/ recruitment</b>	FYI	Adam Jimenez-Schulman	3 m
<ul style="list-style-type: none"> <li>• Status update</li> </ul>			
<b>B. Governance Goals</b>	FYI	Nancy Olisma	5 m
<ul style="list-style-type: none"> <li>• Preview and next steps</li> </ul>			
<b>III. Finance</b>			<b>6:48 PM</b>
<b>A. Review Financial Dashboard</b>	Discuss	Juned	10 m
<ul style="list-style-type: none"> <li>• Key financial indicators</li> <li>• Budget vs. Actuals</li> </ul>			
<b>B. Year-end Financials and Auditor Compliance</b>	FYI	Juned Haque	15 m
<ul style="list-style-type: none"> <li>• Unaudited year-end</li> <li>• Status of outstanding items for auditors</li> </ul>			
<b>C. Finance Transition Plan</b>	FYI	Nataki Williams	10 m
<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• Back-office</li> </ul>			
<b>D. Lease Letter Challenge</b>	Discuss	Juned Haque	10 m
<ul style="list-style-type: none"> <li>• Update/ discussion</li> </ul>			
<b>IV. Academic Achievement</b>			<b>7:33 PM</b>
<b>A. Review Dashboard and HOS Report</b>	Discuss	Maimouna Kane	10 m
<ul style="list-style-type: none"> <li>• Preview of dashboard updates and cadence of assessment data reporting</li> </ul>			
<b>B. Enrollment</b>	Discuss	Annedrea Coleman	15 m
<ul style="list-style-type: none"> <li>• Status update</li> <li>• Current activities/ traction</li> </ul>			

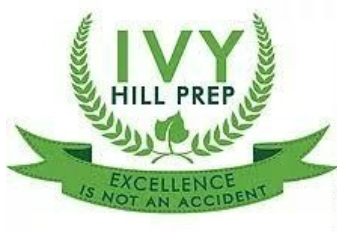
	Purpose	Presenter	Time
• What's next?			
<b>V. CEO Support And Eval</b>			<b>7:58 PM</b>
A. HOS Goals and Support	Discuss	Adam Jimenez-Schulman	10 m
<ul style="list-style-type: none"> <li>• <a href="#">Draft goals</a></li> <li>• <a href="#">Cadence for Committee support and evaluation</a></li> </ul>			
<b>VI. Other Business</b>			<b>8:08 PM</b>
A. Executive session (as needed)	Vote	Adam Jimenez-Schulman	1 m
<b>VII. Closing Items</b>			<b>8:09 PM</b>
A. Adjourn Meeting	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 July 25, 2022

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

---

##### Date and Time

Monday July 25, 2022 at 6:30 PM

##### Location

Via zoom link at <https://us02web.zoom.us/j/82354088638>; trustees must have their video capacity enabled for meeting/voting purposes.

---

##### Directors Present

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

##### Directors Absent

A. Laniyan, N. Williams

##### Guests Present

A. Coleman (remote), N. Olisma (remote), W. Nevins-Warden (remote)

---

#### 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 Jul 25, 2022 at 6:33 PM.

##### B. Record Attendance

##### C. Approve Minutes

A. Jimenez-Schulman made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 06-27-22.

T. James seconded the motion.

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

**Roll Call**

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

**D. Approve agenda**

A. Jimenez-Schulman made a motion to approve agenda.  
D. Lewis seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. Governance**

**A. Resolutions for Officers and Committees, 2022-23**

A. Jimenez-Schulman made a motion to Resolution for Officers and Committees.  
T. James seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**B. Trustee membership/ recruitment**

**C. Annual Board Retreat**

**D. NYSED Annual Report**

**III. Finance**

**A. Review Financial Dashboard**

**B. Year-end Financials and Auditor Compliance**

**C. Cleaning service contract**

The cleaning vendor contract was approved. The change is because the initial contract was not sufficient. Insufficient support was present during the last school

year. The number of cleaning support staff will increase to three. Question asked about comps from cleaning vendors. Three bids must still occur because of the change. Floor treatments and deep cleaning during big breaks will be some of the major additions to the new contract. An increase in the cost is predicted to be sustainable including year five. A discussion was held about the number of students enrolled and if it will have a negative impact on the sustainability of the budget. Question asked if the proposed changes if the number of students increases. It will not, it only is impacted by the scope of the work.

A. Jimenez-Schulman made a motion to approve updated contract.

D. Lewis seconded the motion.

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

**Roll Call**

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

**D. Finance Transition Plan**

**IV. Academic Achievement**

**A. Review Dashboard and HOS Report**

HOS shared academic goals and community goals for the upcoming school year. These goals are rooted in quantitative and qualitative data collected. HOS shared a tentative calendar highlighting staff professional developments, staff community building events, and various other important dates. Board members and HOS discussed initiatives for staff and board to build community at the start of the new year and throughout the school year.

A discussion was held about identifying new members of the community in order to increase the success of student recruitment. Suggestions were given to look into local summer programs to share enrollment information. HOS plans to build relationships with the local precinct.

A discussion was held about the contract for the cleaning service.

**B. School Calendar**

HOS shared the new school year calendar 2022-2023. Highlighting the staff's professional developments, school events, community events, and the number of instructional days. HOS also shared information about the summer professional developments that will be held and requested board members attend to build relationships and community with staff. Board members also shared other ideas of ways in which the board and staff can build connections.

**C. Enrollment**

**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. Jimenez-Schulman