

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday June 24, 2024 at 6:30 PM EDT

Location

475 E 57th St, Brooklyn, NY 11203

trustees must be in-person for meeting/voting purposes.

Via zoom link at <https://us02web.zoom.us/j/82354088638>

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Record Attendance		Nancy Olisma	2 m
B. Call the Meeting to Order		Nancy Olisma	1 m
C. Approve Minutes	Approve Minutes	Nancy Olisma	2 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on May 20, 2024			
II. Governance			6:35 PM
A. Governance Committee Updates	Discuss	Nancy Olisma	10 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • General Updates • June 27th Board Retreat Date Reminder • Renewal Results & Next Steps • HOS Eval Reminder 			
III. Finance			6:45 PM
A. Review of Financial Dashboard	Discuss	Juned Haque	10 m
<ul style="list-style-type: none"> • May Financials Overview 			
B. Finance Committee Updates	Discuss	Winsome Nevins-Warden	15 m
<ul style="list-style-type: none"> • HOLD for committee items, if applicable 			
C. FY24-25 Budget	Vote	Winsome Nevins-Warden	5 m
<ul style="list-style-type: none"> • Review of updates <ul style="list-style-type: none"> ◦ Addition of HR Manager to Staffing Plan 			
IV. Academic Achievement			7:15 PM
A. Enrollment Update	Discuss	Brandon Parker	10 m
<ul style="list-style-type: none"> • Dashboard Review • Update on SY24-25 enrollment 			
B. HOS Report	Discuss	Annedrea Coleman	10 m
<ul style="list-style-type: none"> • Hold for HOS updates 			
V. Exec Session (Trustees Only)			7:35 PM
A. Personnel	Discuss	Nancy Olisma	15 m

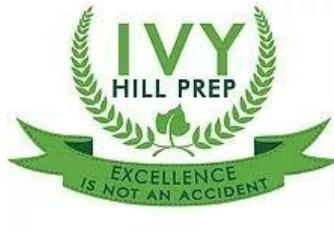
	Purpose	Presenter	Time	
	<ul style="list-style-type: none"> • Confidential discussion on school personnel and next steps • AY24-25 LT Renewals 			
B.	New FTE- HR Manager	Vote	Nancy Olisma	5 m
VI.	Closing Items			7:55 PM
A.	Adjourn Meeting	Vote	Nancy Olisma	1 m

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 May 20, 2024

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday May 20, 2024 at 6:30 PM

Location

475 E 57th St, Brooklyn, NY 11203

trustees must be in-person for meeting/voting purposes.

Via zoom link at <https://us02web.zoom.us/j/82354088638>

Directors Present

A. Laniyan, M. Kane, N. Olisma, W. Nevins-Warden

Directors Absent

C. Day-Lewis

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

N. Olisma called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday May 20, 2024 at 6:34 PM.

C.

Approve Minutes

N. Olisma made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-25-24.

A. Laniyan seconded the motion.

To approve Dawn and Jennifer Perkins as official board members

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

Roll Call

C. Day-Lewis Absent

W. Nevins-Warden Aye

N. Olisma Aye

A. Laniyan Aye

M. Kane Aye

II. Governance

A. Recruitment Trustee Update

B. New Trustee Votes

N. Olisma made a motion to Approve Amber Cartwright.

A. Laniyan seconded the motion.

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

Roll Call

C. Day-Lewis Absent

M. Kane Aye

A. Laniyan Aye

W. Nevins-Warden Aye

N. Olisma Aye

N. Olisma made a motion to Approve Edrick Johnson.

A. Laniyan seconded the motion.

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

Roll Call

C. Day-Lewis Absent

A. Laniyan Aye

M. Kane Aye

W. Nevins-Warden Aye

N. Olisma Aye

C. April Board Meeting Make-up

April board meeting will be made up on June 27th 2024.

III. Finance

A.

Review of Financial Dashboard

Monthly financials: Monthly financials were reviewed. Final deposit was submitted by the DOE. No discussion was held. Total Revenue and Support report was reviewed for the year to date. Cash flow projection dashboard was reviewed. No discussion was held. The audit for student file testing has begun and year end audit will begin in August. Budget for 24-25 school year has been approved. A review of the revenue line items was provided. A discussion was held about the pupil funding. A discussion was held about development and fundraising.

W. Nevins-Warden made a motion to Approve the budget.

N. Olisma seconded the motion.

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

Roll Call

M. Kane	Aye
C. Day-Lewis	Absent
A. Laniyan	Aye
W. Nevins-Warden	Aye
N. Olisma	Aye

B. Finance Committee Updates

C. FY 24-25 Budget

IV. Academic Achievement

A. Enrollment Update

Enrollment: Current enrollment number is 222. The enrollment goal for the 24-25Y is 260. Enrollment goal met for first grade, 3rd grade and 4th grade. Discussion held about anticipated number of families that drop off at the end of the year. Management team has created a plan to address the anticipated loss of families. A discussion held about the numbers that have been met and the strategies used to recruit and maintain families. Attrition for IHP is on average around 10%. Does management have a plan to lean on to account for attrition and maintaining a healthy waitlist. Management provided a plan that accounts for attrition and increasing enrollment.

A discussion was held about IHP specific needs in order to reach enrollment goals.

N. Olisma made a motion to Add a Literacy Specialist.

W. Nevins-Warden seconded the motion.

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

Roll Call

A. Laniyan	Aye
C. Day-Lewis	Absent
N. Olisma	Aye

Roll Call

M. Kane Aye

W. Nevins-Warden Aye

N. Olisma made a motion to To approve planning for Year 6.

A. Laniyan seconded the motion.

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

Roll Call

N. Olisma Aye

M. Kane Aye

A. Laniyan Aye

C. Day-Lewis Absent

W. Nevins-Warden Aye

B. HOS Report

C. Academic Committee Updates

Renewal: IHP has met 7/10 benchmarks for the school renewal report. Managements goals align with the report. Management is currently developing an action plan to address and meet the benchmarks that are were not met. A discussion was held about action plans for benchmarks 9 and 10. A question was asked on how attendance data would be gathered. A more thorough dashboard of that narrates enrollment... A discussion was held about benchmark 10. Jennifer Perkins lifted a concern that the action plan may not fully address the concerns stated in the report and should be reviewed and adjusted. Jennifer shared that the strategy needs to be more specific and nuanced and not general. The policy of fingerprinting needs to be developed that will be addressed in the strategy. Capture the changes that have occurred since the change in management. A suggested was stated to be specific and concrete with the time frames to "weekly", "monthly", "the 15th of every month" etc. End of day tomorrow to provide comment feedback for the action plan. Benchmark 1: A question was asked about families opting out of the state exams. Management shared the new policy and systems in place to track and encourage families to have their students take the state exams. Management is currently working on curriculum development and professional developments for educators.

IHP Strategic Plan: A review of a skeletal strategic plan was provided of the next to years. The plan will be connected to the benchmarks in preparation for the next renewal visit. HOS shared the feedback given by board member on what should be present in the strategic plan. Questions were presented to HOS to consider when developing strategic planning: What operational things need to change in order to meet your goals? How do I know its going well? What are the ways you are going to measure the growth and identify when you will course correct and how? A suggestion was given to invite families, team members and community members to help build the strategic plan.

Literacy specialist: HOS shared that there is a great need for students to increase their reading. The recommendation is to hire a literacy specialist that will be apart of the

leadership team. A discussion was held about the problem areas for literacy for IHP students.

Planning for Y6: HOS shared headlines and overview for year 6. A discussion was held about half days week of 10/28.

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,
N. Olisma