



# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

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### Date and Time

Monday March 17, 2025 at 6:30 PM EDT

### Location

Ivy Hill Prep: 475 E 57th St, Brooklyn, NY 11203  
(Trustees must be in-person for voting purposes)

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

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A.</b> Record Attendance		Caitlin Day-Lewis	2 m
<b>B.</b> Call the Meeting to Order		Dawn Antonie-Forbes	1 m
<b>C.</b> Approve Minutes from February	Approve Minutes	Dawn Antonie-Forbes	2 m
<b>D.</b> Approve minutes from January	Approve Minutes	Dawn Antonie-Forbes	2 m

	Purpose	Presenter	Time
<b>II. HOS Committee</b>			<b>6:37 PM</b>
<b>A. Committee Space</b>	FYI	Amber Cartwright	45 m
	<ul style="list-style-type: none"> <li>• Share HOS Committee charter and workplan.</li> <li>• Review and vote on HOS evaluation tool</li> <li>• Share roles for HOS evaluation process</li> </ul>		
<b>III. Finance Committee</b>			<b>7:22 PM</b>
<b>A. Financials Review</b>	Discuss	Juned Haque	10 m
	Review recent finance updates		
<b>B. Committee Space</b>	Discuss	Jennifer Perkins	30 m
<b>IV. Governance Committee</b>			<b>8:02 PM</b>
<b>A. Committee Space</b>	Vote	Edrick Johnson	10 m
	<ul style="list-style-type: none"> <li>• Vote to approve the updates to the staff handbook. The handbook updates aim to clarify and improve existing policies.</li> <li>• Vote re board membership</li> </ul>		
<b>B. Trustee Recruitment</b>	FYI	Dawn Antonie-Forbes	5 m
	Provide update on prospective trustee recruitment		
<b>V. Academic Achievement Committee</b>			<b>8:17 PM</b>
<b>A. Committee Space</b>	Discuss	Annedrea Coleman	10 m
	<ul style="list-style-type: none"> <li>• Academic Updates</li> <li>• Enrollment Updates</li> </ul>		
<b>VI. Other Business</b>			<b>8:27 PM</b>

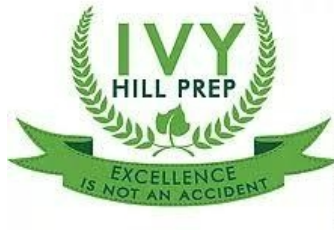
	Purpose	Presenter	Time
<b>A.</b> Exec Session (Trustees Only)	Discuss	Dawn Antonie-Forbes	25 m
<b>VII. Closing Items</b>			<b>8:52 PM</b>
<b>A.</b> Adjourn Meeting	Vote	Dawn Antonie-Forbes	1 m

# Coversheet

## Approve Minutes from February

**Section:** I. Opening Items  
**Item:** C. Approve Minutes from February  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:**  
Minutes for Board of Trustees Meeting - Ivy Hill Prep on February 24, 2025

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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

Monday February 24, 2025 at 6:30 PM

##### **Location**

Ivy Hill Prep: 475 E 57th St, Brooklyn, NY 11203  
(Trustees must be in-person for voting purposes)

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

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##### **Trustees Present**

A. Cartwright, C. Day-Lewis, D. Antonie-Forbes, E. Johnson, J. Perkins (remote)

##### **Trustees Absent**

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

##### **Guests Present**

A. Coleman, Arlise Ford, B. Parker, Francois Jeanty, J. Haque (remote)

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

**A. Record Attendance**

**B. Call the Meeting to Order**

D. Antonie-Forbes called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday Feb 24, 2025 at 6:47 PM.

### C. Approve Minutes

## II. Governance

### A. Trustee Recruitment

Prospective trustees Arlise Ford and Francois Jeanty introduced themselves and shared their backgrounds and interests. The board discussed other prospective trustees, needs on the Board, and next steps in the process.

## III. Finance Committee

### A. Financials Review

Mr. Haque shared the next steps for review and approval of the 990. He reviewed the unaudited financial statements for January 2025.

### B. Committee Space

The board and school team discussed the projected deficit for this year, largely driven by deferred construction costs as outlined below:

1. **Bathroom Renovations:** This project was initially approved during the 2019-2020 school year. However, due to expenditures on aesthetic changes made by the previous Head of School—specifically, the removal of the chair rail from the IHP sections of the building—the school was not able to move forward with the renovations at that time.
2. **Door Replacements:** Management's emergency decision to replace the doors at IHP, completed at the start of 2024, was in the interest of school safety and asset protection. This decision was informally approved, with communication flowing between the Finance Committee, the management team, and later the full Board. Given the urgency, management had to proceed in real-time to ensure the security of the school community.
3. **Internal Pipe Restoration:** Once the bathroom renovations commenced, it was discovered that internal pipe restoration was required, leading to an additional cost of nearly \$80,000 for the second and third-floor bathrooms. While the Board did not formally approve this specific restoration, it was identified as a necessary expenditure and flagged accordingly.
4. **Classrooms and Conference Room Work:** Renovations to classrooms and the conference room were communicated with the Board through multiple discussions—both at Board meetings and in finance committee spaces. These capital

expenditures were reflected in the approved budget, with a line-by-line breakdown of estimated costs.

The Board and management team discussed efforts to manage expenses through the rest of the year without impacting core services, and a process for budget development tied to next year's priorities.

#### **IV. HOS Committee**

##### **A. Committee Space**

The committee shared a draft Head of School charter tied to the school's strategic plan, for review before the next board meeting. The Head of School reviewed key performance indicators tied to the strategic plan, including areas that are on track and places where more attention will be directed.

#### **V. Academic Achievement Committee**

##### **A. Committee Space**

The Head of School reviewed current student attendance rates and support efforts, academic goals, and plans to prepare for upcoming state exams. The Board discussed a deep dive into academic progress at an upcoming rescheduled board meeting.

#### **VI. Other Business**

##### **A. Exec Session (Trustees Only)**

The board entered executive session to discuss personnel matters.

#### **VII. 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 9:15 PM.

Respectfully Submitted,  
C. Day-Lewis

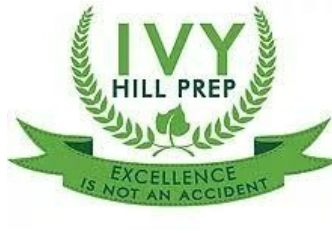
# Coversheet

## Approve minutes from January

**Section:** I. Opening Items  
**Item:** D. Approve minutes from January  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Trustees Meeting - Ivy Hill Prep on January 27, 2025



APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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

Monday January 27, 2025 at 6:30 PM

##### **Location**

Ivy Hill Prep: 475 E 57th St, Brooklyn, NY 11203  
(Trustees must be in-person for voting purposes)

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

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##### **Trustees Present**

A. Cartwright, C. Day-Lewis, D. Antonie-Forbes, E. Johnson, J. Perkins, W. Nevins-Warden

##### **Trustees Absent**

A. Laniyan, M. Kane

##### **Guests Present**

A. Coleman, B. Parker, J. Haque (remote), Kayla Williams, Leana Baker

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

**A. Record Attendance**

**B. Call the Meeting to Order**

D. Antonie-Forbes called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday Jan 27, 2025 at 6:33 PM.

### C. Approve Minutes

J. Perkins made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 12-16-24.

A. Cartwright seconded the motion.

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

#### Roll Call

C. Day-Lewis	Aye
A. Laniyan	Absent
E. Johnson	Absent
J. Perkins	Aye
A. Cartwright	Aye
W. Nevins-Warden	Aye
D. Antonie-Forbes	Aye
M. Kane	Absent

## II. Governance

### A. Committee Meetings

The board discussed and confirmed upcoming committee meeting dates.

## III. Finance

### A. Financials Review

The Finance Committee reviewed financial statements and projections for the year, and the board discussed variances and plans going forward.

## IV. HOS Committee

### A. Head of School Updates

The new Assistant Head of Schools shared results from a school listening tour, and plans to respond. She reviewed plans to support students with attendance as needed and to continue to promote school culture. The Director of Operations gave an update on student enrollment, and recruitment plans for next year.

## V. Other Business

### A. Exec Session (Trustees Only)

J. Perkins made a motion to enter executive session to discuss personnel matters and board transition next steps.

E. Johnson seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

C. Day-Lewis	Aye
D. Antonie-Forbes	Aye
A. Cartwright	Aye
J. Perkins	Aye
E. Johnson	Aye
A. Laniyan	Absent
W. Nevins-Warden	Aye
M. Kane	Absent

**VI. 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,  
D. Antonie-Forbes