

# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

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### Date and Time

Monday May 19, 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 April Meeting	Approve Minutes	Dawn Antonie-Forbes	2 m
<b>II. Finance Committee</b>			<b>6:35 PM</b>

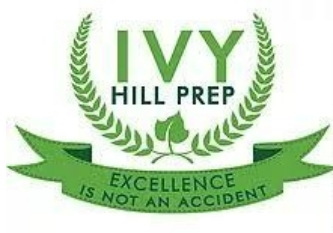
	Purpose	Presenter	Time
<b>A. Financials Review</b>	Discuss	Juned Haque	10 m
Review unaudited April financial statements (documents will be available after 5/16)			
<b>B. Committee Space</b>	Discuss	Jennifer Perkins	50 m
Discuss 2025-26 Budget			
"Friends of" Formation			
<b>III. Governance Committee</b>			<b>7:35 PM</b>
<b>A. Committee Space</b>	Discuss	Edrick Johnson	15 m
Board evaluation and training			
<b>IV. Head of Schools Committee</b>			<b>7:50 PM</b>
<b>A. Committee Space</b>	Discuss	Amber Cartwright	20 m
Head of School evaluation next steps			
Strategic plan progress toward goals			
<b>V. Other Business</b>			<b>8:10 PM</b>
<b>A. Executive Session (Trustees Only)</b>	Discuss	Dawn Antonie-Forbes	25 m
<b>VI. Closing Items</b>			<b>8:35 PM</b>
<b>A. Adjourn Meeting</b>	Vote	Dawn Antonie-Forbes	1 m

# Coversheet

## Approve Minutes from April Meeting

<b>Section:</b>	I. Opening Items
<b>Item:</b>	C. Approve Minutes from April Meeting
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Board of Trustees Meeting - Ivy Hill Prep on April 28, 2025

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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##### Date and Time

Monday April 28, 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 (remote), A. Laniyan, C. Day-Lewis, D. Antonie-Forbes, E. Johnson (remote), J. Perkins

##### Trustees Absent

W. Nevins-Warden

##### Guests Present

A. Coleman (remote), B. Parker (remote), J. Haque (remote), Leana Baker (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 Apr 28, 2025 at 6:41 PM.

### C. Approve Minutes from April Makeup Meeting

J. Perkins made a motion to approve the minutes from Board Of Trustees Meeting on 04-02-25.

A. Laniyan seconded the motion.

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

#### Roll Call

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

## II. Finance Committee

### A. Financials Review

Mr. Haque reviewed the unaudited March financial statements. The Board and management team discussed projections and plans for the end of the school year.

### B. Approve auditors for 2025

J. Perkins made a motion to approve the contract with the audit firm.

D. Antonie-Forbes seconded the motion.

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

#### Roll Call

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

### C. Committee Space

The Board discussed progress on development of the budget for 2025-26, and key decisions to be made.

C. Day-Lewis made a motion to approve management's proposed staffing model for the 2025-26 school year.

A. Laniyan seconded the motion.

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

#### Roll Call

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

### III. Governance Committee

#### A. Committee Space

J. Perkins made a motion to approve the Ivy Hill Prep complaint process, with an amendment discussed.

A. Cartwright seconded the motion.

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

#### Roll Call

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

### IV. Head of Schools Committee

#### A. Committee Space

The Board discussed the next steps and timeline for the Head of School evaluation for the year. The Head of School reviewed updates to the strategic plan.

### V. Academic Achievement Committee

#### A. Committee Space

The Head of Schools and an external partner shared an overview of a potential dashboard under consideration for Ivy Hill Prep to streamline data from key sources and facilitate analysis. The Board discussed needs around academic data and analysis.

The Director of Operations reviewed updates from the lottery in April, and projected enrollment for the 2025-26 school year.

### VI. Other Business

#### A.

### **Executive Session (Trustees Only)**

J. Perkins made a motion to move into executive session to discuss personnel items.

C. Day-Lewis seconded the motion.

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

## **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 9:30 PM.

Respectfully Submitted,

D. Antonie-Forbes