



IVY HILL PREP BOARD OF TRUSTEES

Governance Amid COVID 19 Concerns

Even amidst this extreme situation (a global pandemic), we have important work to do to continue to govern a multimillion-dollar public enterprise relied upon by hundreds. Below represent some questions and concerns we should consider as we move forward to continue doing this work. (Board OnTrack)

Board Meetings

We need to determine how we will conduct the board's business. (Board OnTrack Recommendation of framing)

- Do we have important board business or deadlines we need to meet?
 - Approve Budget by May 2020

- Do we need to cancel board or committee meetings?
 - No

- What will we plan to do if we cannot meet?
 - We can now meet via video conference as the Open Meeting laws have been suspended to permit us to do so pursuant to the Governor's Executive Order issued on March 13th and effective until April 11, 2020. We can expect the suspension to be extended by another Executive Order and Board Chair will continue to monitor status.

- Can we schedule an emergency meeting?
 - Yes

- What does our state's open meeting law allow or require us to do?
 - We can meet via video conference as the Open Meeting laws have been suspended to permit us to do so pursuant to the Governor's Executive Order issued on March 13th and effective until April 11, 2020

- Are we allowed to teleconference or participate in meetings remotely?
 - Same as above

- Who will we look to for most accurate information about this?
 - Board Chair and management will continue to keep any new COVID 19 information documents in board on track platform in the documents section in the board documents file under the COVID 19 file. Board Chair will also keep in close contact with Board on track and Lawyers Alliance and review NYSED's website regularly to stay abreast of changes. Information on developments will

*Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.*



IVY HILL PREP BOARD OF TRUSTEES

Governance Amid COVID 19 Concerns

be sent out via email and text (when appropriate). Board members also encouraged to regularly share updated information on any aspect which will impact the board's work.

Strategic vs. Reactive Board Business

- While we must react to a real time unexpected emergency we need to be as strategic as possible and stay focused on planning for the future.
- What are our priority goals between now and the end of the school year?
 - Budget Approval
 - Maintaining good systems for Meetings
 - Continue working on Goals as per the Committee Goals
- Do we need to adjust these? Reprioritize them?
- How do we simultaneously maintain strategic focus and deal with this crisis?
 - We understand that we have to pivot and address issues as they come up but how do we learn from some of these emergency situations to help that inform what we do going forward (ie. Chromebook for scholars) Also continue to work on the plans and goals we set at the beginning of the year. Each committee in its next meeting should revisit the committee goals and assess (See what we have accomplished and whether there is anything we should add as a result of some issues which have come up)

The Board-CEO Partnership & Governance-Management Line

- The board needs to know that these questions are being answered.
- How should the board be kept informed?
- What happens if our CEO gets sick? Or any senior staff?
 - Management needs to prepare an emergency succession plan and work that through the HOS Eval and Support Committee for Vetting by April Meeting.
- What happens if our board chair gets sick? Or any other officers?
 - Emergency Succession Planning - Resolution proposing that Trustee Jenifer Small to fill in for the BC and Adam Laniyan to fill in for Treasurer

Communicating with Students, Families, & the Public

- Don't wait until inquiries start rolling in to address communications needs.

Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.



IVY HILL PREP BOARD OF TRUSTEES Governance Amid COVID 19 Concerns

- Who is responsible for our overall messaging direction and actions?
 - MANAGEMENT (HOS)

- How are we communicating with students and families?
 - HOS has sent home written notices

- What should trustees do if a parent reaches out to them directly?
 - Highly unlikely given that contact information for Board is not readily available on school's website or anywhere in school building.
 - Re-Direct all inquires to MANAGEMENT/HOS. (NOT BOARD CHAIR)

- Who oversees responding to inquiries from the press or the public?
 - MANAGEMENT (HOS)
 - The hope is that management will consult with the board if something is of major import.

- How are we ensuring compliance with [FERPA](#)? Have our staff and board been trained?

*Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.*