



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday January 27, 2020 at 6:30 PM

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES

Trustees Present

J. Small (remote), K. Wedderburn-Henderson, M. Michael, N. Williams

Trustees Absent

A. Jimenez-Schulman, D. Lewis

I. Opening Items**A. Call the Meeting to Order**

M. Michael called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday Jan 27, 2020 at 6:58 PM.

B. Record Attendance and Guests**C.**

Approve Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-28-19.

N. Williams seconded the motion.

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

D. Approve Minutes from November Meeting

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 11-25-19.

N. Williams seconded the motion.

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

E. Vote to Approve Agenda

M. Michael made a motion to Vote to Approve Agenda.

K. Wedderburn-Henderson seconded the motion.

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

II. Head of School Evaluation & Support Committee

A. Discuss Ongoing Support

The Head of School Evaluation & Support Committee has engaged in ongoing discussions on how to support the Head of School. The Board will continue to provide support as outlined in the Head of School Evaluation 12-month timeline.

III. Governance

A. Vote to Approve Staff Resignation Policy

The Staff Resignation Policy was developed to ensure an effective transition after Ivy Hill Prep employees resign. The policy was vetted through Lawyers Alliance to confirm compliance with employment law.

N. Williams made a motion to Vote to Approve Staff Resignation Policy.

M. Michael seconded the motion.

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

B. Vote to Approve Adding 3 New Trustees to Board of Trustee

N. Williams made a motion to Vote to Approve Adding 3 New Trustees to Board of Trustee.

K. Wedderburn-Henderson seconded the motion.

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

C. Discuss Recruiting New Trustees and Succession Planning

The Board is always actively recruiting new board members. The Board is currently seeking candidates with experience in development and education.

The Board also needs to appoint a Vice Chair. It is best practice to appoint a Vice Chair to fill in for the Chair when she is not available and to take over the role of Chair, if ever needed.

D. Vote to Approve 2020 Board Meeting & Committee Meeting Calendar

The Board reviewed the 2020 Board Meeting & Committee Meeting Calendar and agreed to change the May meeting to May 18, 2020, the June meeting to June 22, 2020, and the December meeting to December 14, 2020.

M. Michael made a motion to Vote to Approve 2020 Board Meeting & Committee Meeting Calendar with the discussed date changes.

K. Wedderburn-Henderson seconded the motion.

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

IV. Finance Committee

A. Review Financial Dashboard for Month Ending November 2019 & December 2019

The November Cash on Hand is below benchmark, but primarily due to the timing of an installment payment from the Department of Education. The Financial Dashboard also revealed that the margin ration is trending below target. The finance committee discussed with management that spending should be curtailed to the extent feasible. The December Financial Dashboard revealed \$200,000 more revenue than originally planned. The additional revenue is due to a higher than expected student enrollment. The Board also discussed the Department of Youth & Community Development (DYCD) grant. To date, the application has not been released.

B. Vote to Approve Amended Year 1 Budget

M. Michael made a motion to Vote to Approve Amended Year 1 Budget.

K. Wedderburn-Henderson seconded the motion.

Staff Appreciation budget changed to \$10,000 from \$5,000.

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

Roll Call

M. Michael	Aye
K. Wedderburn-Henderson	Aye
N. Williams	Aye
A. Jimenez-Schulman	Absent
J. Small	No
D. Lewis	Absent

V. Development

A. Vote to Approve Development Goal

M. Michael made a motion to Vote to Approve Development Goal.

N. Williams seconded the motion.

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

B. Discuss Development Initiatives

The Development committee is planning a Trivia Night and a Silent Auction. Additional details will be provided at the next board meeting.

VI. Academic Achievement

A. Review Academic Dashboard

The Academic Dashboard will be discussed during the HOS report.

B. Review IHP Academic Philosophy

The Board reviewed the IHP Academic Philosophy. Discussion will continue at future board meetings.

VII. Facilities Update

A. Vote to Approve 3rd Floor Renovation Plan and Bid

The Board discussed the third floor renovation plan and bid from NSOS. The Board expressed concern about the timing of the renovation plan. The funds earmarked for this plan must be spent by June 30, 2020. The bid did not specify a specific timeline and the payment schedule was not aligned to completion of specific projects.

The Board tabled voting on the renovation plan and bid until a more detailed timeline tied to a payment schedule was presented by NSOS. A special meeting will be held on February 5, 2020 at 8:30PM to vote on the final renovation plan and bid.

M. Michael made a motion to Special Meeting to Vote on the Maintenance Overhaul Approve 3rd Floor Renovation Plan and Bid.

J. Small seconded the motion.

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

B. Vote to Approve Maintenance Overhaul

The Board recommended that the frequency in which tasks be completed be included. The Board also suggested that language about boiler maintenance be omitted.

K. Wedderburn-Henderson made a motion to Vote to Approve Maintenance Overhaul with Changes Discussed.

N. Williams seconded the motion.

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

VIII. Head of School Update

A. HOS Report

The HOS reported there are currently 300 kindergarten applications for the 2020-2021 school year, exceeding the IHP management goal of 180 applications.

The Math Interim Assessment (Math IA) was administered on November 4 and 5 of 2019.

The kindergarten students met their goal of 75% and the first grade missed their goal by one percentage point. On the literacy assessment (STEP), the kindergarten round 2 goal was met but the first grade goal was not met. There will be a round 2.5 STEP administered in early February.

IX. 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 9:00 PM.

Respectfully Submitted,
K. Wedderburn-Henderson

Documents used during the meeting

- November Board Meeting Minutes for Approval - no Quorum.pdf
- 12 Month Work Plan for Evaluation Process.pdf
- Resignation Policy.pdf
- Resolution Adding Maimouna Kane as BM.pdf
- Resolution Adding TANISHA JAMES as BM.pdf
- Resolution Adding ADAM LANIYAN as BM.pdf

- Board Committee Meetings Calendar 2020.pdf
- Ivy Hill Monthly Financials - November 2019 (12.16.19).xlsx
- Ivy Hill Monthly Financials - December 2019 (1).xlsx
- Final Budget Approved on 11-25-19.xlsx
- 2019-2020 Development Resolution Goal.pdf
- Academic Dashboard October 2019 - Jan 2020.xlsx
- IHP_Academic Philosophy_19-20.pdf
- IHP 3rd Floor Renovation Bids.pdf
- Maintenance Overhaul.pdf
- Facilities Support Associate.pdf
- Head of School Report_January.pdf
- Head of School Report_December.docx