

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday September 30, 2019 at 6:30 PM

**Location**

Ivy Hill Prep Charter School, 475 East 57th Street, Brooklyn NY

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**PLEASE REVIEW THE ATTACHED MEETING DOCUMENTS PRIOR TO THE MEETING**

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**Directors Present**

D. Lewis, K. Wedderburn-Henderson, M. Michael, N. Williams

**Directors Absent**

A. Jimenez-Schulman

**Guests Present**

A. Johnson, Angela Blackshear, T. James

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

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Sep 30, 2019 at 6:34 PM.

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

### **Approve Minutes**

M. Michael made a motion to approve minutes from the Board of Trustees Meeting - Ivy Hill Prep on 08-26-19 Board of Trustees Meeting - Ivy Hill Prep on 08-26-19.

N. Williams seconded the motion.

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

### **D. Approval of Meeting Agenda**

N. Williams made a motion to Approve Minutes.

K. Wedderburn-Henderson seconded the motion.

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

## **II. Governance**

### **A. Vote to Approve Board of Trustees Officers**

### **B. Vote to Approve Adding Jennifer Small as a Board of Trustee Member**

M. Michael made a motion to Approve Adding Jennifer Small as a Board of Trustee Member.

N. Williams seconded the motion.

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

### **C. Planning Ahead**

There will be tutorial on Open Meeting Law at the next board meeting. The Board continued discussion on increasing board engagement. Board member will be required to RSVP to meetings at least one week in advance. Each committee will develop committee goals and action plans. The action items will be on the Board on Track dashboard. It is important for board member to use the dashboard to manage their assigned tasks.

T. James arrived.

### **D. Update Policies**

The Board discussed amending the employee handbook to include an exit plan for employees that resign or are terminated. The goal is to make a smoother transition that includes official policy for handing over passwords, equipment, and information needed for Ivy Hill Prep to continue running successfully with minimal disruption. The new policy will be vetted through the Governance Committee and then the board will vote on the amended employee handbook.

### **E. Governance Update - Political landscape**

The New York State Legislature is becoming more progressive and may move away from funding charter schools. The Board would like to be proactive in building relationships with local elected officials. The Board discussed visiting the local offices of elected officials and then planning visits during the school day.

### **III. HOS Evaluation & Support Committee**

#### **A. Approve HOS Evaluation Process Timeline**

M. Michael made a motion to Approve HOS Evaluation Process Timeline.

D. Lewis seconded the motion.

The motion unanimously did not carry.

#### **B. Approve HOS Planning Year Evaluation**

The Board reviewed the Head of School Evaluation Rubric for the planning year. The rubric for Year 1 will be reviewed at the next meeting.

#### **C. Approve HOS Year 1 Goals**

The Year 1 HOS Goals were discussed at the meeting. The Board will vote on the goals at a later date.

### **IV. Finance**

#### **A. Review Financial Dashboard for July & August**

Once Ivy Hill Prep fully transitions to the new Back Office provider, Accounting Solutions of New York, there will be changes in the format of the financial report. The current financial report shows satisfactory ratios for the financial indicators. There are still some issues with the finances from the previous back office provider that are still being fixed. Previously, payroll taxes were not properly budgeted for, causing a \$10,000 variance. Accounting Solutions will fix this.

#### **B. Update on Amended Budget Process**

Accounting Solutions is still adjusting the Year 1 budget.

### **V. Academic Achievement**

#### **A. Update on Academic Dashboard**

The Board reviewed and discussed the Academic Dashboard. It was recommended that performance data and student retention data for important sub-groups such as students

with IEPs, English Language Learners (ELLs), and also high-achieving students should be included.

## VI. Development

### A. Ribbon Cutting Overview

The Donor list was reviewed at the meeting. All of the donors will receive thank you notes for their contributions. Any changes to the donor list should be sent to Head of School, Ambrosia Johnson.

## VII. HOS Update

### A. Executive Session

M. Michael made a motion to go into Executive Session due to sensitivity of the topics to be discussed.

K. Wedderburn-Henderson seconded the motion.

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

## VIII. Closing Items

### A. Meeting Evaluation

### B. Adjourn Meeting

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

The motion unanimously did not carry.

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:52 PM.

Respectfully Submitted,

M. Michael

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

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