

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday October 28, 2019 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

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IVY HILL PREP - BOARD OF TRUSTEES  
OCTOBER 2019 BOARD MEETING

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**Trustees Present**

A. Jimenez-Schulman (remote), D. Lewis (remote), J. Small, K. Wedderburn-Henderson, M. Michael, N. Williams

**Trustees Absent**

*None*

**Guests Present**

A. Johnson, A. Laniyan (remote), M. Kane

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**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 Oct 28, 2019 at 6:38 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 09-30-19 Board of Trustees Meeting - Ivy Hill Prep on 09-30-19.

N. Williams seconded the motion.

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

**Roll Call**

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

M. Michael made a motion to approve minutes from the Board of Trustees Meeting - Ivy Hill Prep on 09-30-19 Board of Trustees Meeting - Ivy Hill Prep on 09-30-19.

N. Williams seconded the motion.

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

**Roll Call**

J. Small	Abstain
K. Wedderburn-Henderson	Aye
M. Michael	Aye
D. Lewis	Absent
A. Jimenez-Schulman	Aye
N. Williams	Aye

**II. Head of School Evaluation & Support Committee**

**A. Discuss and Vote to Approve HOS Evaluation for Planning Year**

The overarching goal of the Head of School Evaluation is to foster dialogue between the Board and Ambrosia Johnson. The Board discussed the committee findings.

N. Williams made a motion to Approve Head of School Evaluation.

K. Wedderburn-Henderson seconded the motion.

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

**B. Discuss Plan for Year 1 Evaluation Process & Timeline**

**C. HOS Goals for Year 1**

This will be discussed at a later date. Boarch Chair and HOS are still discussing goals.

### III. Finance Committee

#### A. Review Financial Dashboard for September YTD

The Board reviewed the amended Year 1 Budget. A discussion ensued around the various amendments with the Treasurer reporting on the finance committee's recommendations. There was a discussion surrounding the capital budget and the need to time expenses to ensure there was an appropriate amount of cash flow. There was also a discussion surrounding the capital budget being contingent upon management timing expenditures within the necessary time frame for reimbursement from the CSP grant.

The Board also discussed funding for students with IEPs. The Board questioned whether Ivy Hill Prep would be eligible for additional funding for students who receive special education services, even if they are not taught by certified special education teachers. HOS stated that as long as the classroom teacher is certified, the school will receive the additional funding. Mrs. Johnson received this information with the Authorizer.

#### B. Vote to Approve Amended Year 1 Budget

N. Williams made a motion to Approve Year 1 Budget.

K. Wedderburn-Henderson seconded the motion.

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

##### Roll Call

K. Wedderburn-Henderson	Aye
A. Jimenez-Schulman	Aye
M. Michael	Aye
D. Lewis	Absent
J. Small	Aye
N. Williams	Aye

### IV. Governance

#### A. Vote to Approve Board Vetting & Recruitment Policy

M. Michael made a motion to Approve.

K. Wedderburn-Henderson seconded the motion.

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

##### Roll Call

A. Jimenez-Schulman	Aye
M. Michael	Aye
J. Small	Aye
K. Wedderburn-Henderson	Aye
N. Williams	Aye

**B. Vote to Approve On-Boarding Policy**

Same

M. Michael made a motion to Vote to Approve On-Boarding Policy.

K. Wedderburn-Henderson seconded the motion.

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

**C. Discuss Board Development & Webinar Schedule**

The Board reviewed the results of the board assessment and focused specifically on the weak areas. Board Chair Marsha Michael suggested scheduling a webinar viewing as well as an in-person training. The Board will schedule these two events this month.

**D. Confirm Attendance for Board Mixer November 10, 2019**

**V. Development**

**A. Discuss Development Committee Action Plan**

The Development Committee has developed an action plan to raise \$10,000. The goal is to use these funds to fix student bathrooms on the second floor. The Development Committee is also planning to provide backpacks and supplies for all scholars by September 2020.

The Board is currently planning a toy drive for December 19. The Scholars will write holiday wish list letters and the Board will partner with a corporate sponsor to provide toys for all of them.

**VI. Academic Achievement**

**A. Review Academic Dashboard**

The Board reviewed the current Academic Assessments. The first math interim assessment will be added to the Dashboard by the next Board Meeting.

**VII. Head of School Update**

**A. HOS Report**

The 2020-2021 application went live on October 1. There will be open houses once per week for prospective parents. HOS also plans to reengage all of the preschools she worked with last year.

The Baseline Reading Assessment from the beginning of the year revealed that 60% students were performing below grade level. Now, two months into the school year, that number has dropped to 15%. This shows that the majority of students have made significant progress in reading. The results from the Math Interim Assessment will be available at the next meeting.

## VIII. Closing Items

### A. Meeting Evaluation

Board Member Jennifer Small evaluated the Board Meeting. She noted that all of the items on the agenda were discussed and the meeting still ended on time. She also suggested that all the meeting materials be made available prior to the board meeting as HOS passed out new information during the course of the meeting.

### B. Adjourn Meeting

M. Michael made a motion to adjourn the meeting.

J. Small seconded the motion.

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

#### Roll Call

M. Michael	Aye
A. Jimenez-Schulman	Aye
N. Williams	Aye
K. Wedderburn-Henderson	Aye
J. Small	Aye

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,  
M. Michael

## IX. Certification of the Secretary

### A. Certification of Minutes

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

**Secretary: Kimberly Wedderburn-Henderson**

**Date: November 25, 2019**