



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday March 23, 2020 at 6:30 PM

Location

**DUE TO CURRENT MANDATES - BOARD MEETINGS CAN BE ACCESSED VIA VIDEO
CONFERENCING VIA OUR ZOOM LINK UNTIL FURTHER NOTICE -**

<https://zoom.us/j/9699543901> - THE PUBIC MAY DIAL IN

TRUSTEES SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING
PURPOSES

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

A. Laniyan (remote), J. Small (remote), K. Wedderburn-Henderson (remote), M. Kane (remote),
M. Michael (remote), N. Williams (remote), T. James (remote)

Trustees Absent

A. Jimenez-Schulman, D. Lewis

Guests Present

A. Johnson (remote), B. Parker (remote)

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 Mar 23, 2020 at 6:35 PM.

B. Record Attendance and Guests

C. Approve February 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-24-20.

J. Small seconded the motion.

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

Roll Call

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

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-24-20.

J. Small seconded the motion.

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

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to Approve Agenda.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

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

M. Michael made a motion to Approve Agenda.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

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

II. Governance

A. Governance Amidst COVID 19 Outbreak

- New York State Education Department has suspended the 180-day requirement for all schools in New York State until April 11, 2020. The Board anticipates this suspension to be extended again.
- The Open Meeting Laws have been suspended and all meetings can be held remotely. The meeting must be recorded and later transcribed.
- Management will attend a meeting to discuss distance learning plan requirements. Board Chair Marsha Michael will be present at the meeting
- Despite the limitations on in-person meetings, The Board will continue to govern Ivy Hill Prep. The Board will still pass the budget in May 2020, no board meetings will be cancelled, and the governance committee will remain in contact with the management and remain informed through webinars.
- All communication with the public should be directed to the Head of School. The Board should not be communicating with the public directly.

B. Vote on Emergency Succession Planning for Board Officers - Amidst COVID 19

The Board discussed the importance of an emergency succession plan in case the current board chair or treasurer fall ill. Jennifer Small volunteered to be Board Vice Chair. The current Board Chair, Marsha Michael, will train her. Adam Laniyan will become Treasurer if Nataki Williams is unable to continue this role due to illness.

M. Michael made a motion to Emergency Succession Planning for Board Officers.

T. James seconded the motion.

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

Roll Call

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

C. Discuss Renewal Benchmarks

A document was created to track school performance around the renewal benchmarks set by the authorizer. The plan is to review every benchmark annually and allow that review to inform board decisions on areas which need improvement. The benchmarks and documents were created using the authorizer's renewal performance framework.

The board discussed using the benchmark document as a way to self assess schools progress and the assessment should take place during the respective committee meetings.

Board discussed whether we should include additional comments outside of the ratings of meets, approaches, falls below benchmarks. We will eventually have a large format document with additional documents. For now, we are looking at individual bullets and determining how we accomplished the goal under that bullet.

III. Finance Committee

A. Discuss COVID 19 Impact on Finances

It is very important to have a surplus. For example: it was essential for each child to have a chromebook so that they can access the distance learning program. If an emergency happens, like the current situation we need additional surplus so that we can continue to pay teachers and other basics while remaining afloat.

B.

Discuss Financial Dashboard

Treasurer Nataki Williams presented the Financial Dashboard.

The financial indicators revealed suitable asset to liability ratio, cash on hand, and debt to asset ratio. The Profit and Loss Summary revealed some savings in staff compensation. However, there is a -\$48,373 variance in income due to delays in anticipated grant money. The Board has been in close contact with management to ensure spending is timed appropriately, since there is some uncertainty on what funding IHP will be eligible for and the timing of grant money.

There is a possibility of a loss of special education funding. It is unclear if the distance learning instruction will be eligible for continued special education funding. The Board confirmed with Management once again that teachers did not need to be certified in special education for a class to be classified as a special education service. HOS confirmed that this is the information she received from the authorizer.

CSP funding is currently being used for the renovation project. IHP has already submitted invoices for the first two installments for our renovation. Finance Committee is hopeful that the reimbursement will come in this fiscal year, but it is possible that it will not receive it until next fiscal year.

C. Vote to Approve Debit Card Policy

M. Michael made a motion to Approve Debit Card Policy.

J. Small seconded the motion.

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

Roll Call

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

D. Vote to Approve Erate Recommendations by Management

Management recommended using Charter Technology Solutions ("CTS") as the E-rate services company. E-rate services are federally funded and designated specifically for internet hardware. IHP is currently under contract with Charter Technology Solutions for

internet services. CTS is familiar with the IHP facilities. IHP received formal proposals from four vendors. The bids were vetted through the Finance Committee. The Finance Committee did note that they had some concern about the other bids being disproportionately high compared to Charter Technology.

M. Michael made a motion to to Approve E-rate Recommendations by Managment.

J. Small seconded the motion.

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

Roll Call

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

IV. Academic Achievement

A. Academic Achievement Amidst COVID 19

School Closure: Decision was made on Friday March 13, 2020 to close schools prior to NYC determination to close DOE schools and provided parents with more lead time.

Students received packets for a two week period and remote instruction is scheduled to begin. HOS reported on details of the program.

B. Discuss Academic Dashboard

General discussion on Enrollment and upcoming lottery.

V. Head of School Evaluation & Support Committee

A. Discuss Emergency Succession Planning for HOS amidst COVID 19

In light of the COVID-19 pandemic, it is imperative that there is a written plan which enables the board, school staff, and families to be clear on which staff would be responsible for key responsibilities and which staff would report to the board in the event that a sudden emergency prevented the HOS from continuing in his or her role.

B. Discuss Ongoing Support

Plan to work on new employment contract for HOS as well review job description.
Committee will also continue provide ongoing support.

VI. Development

A. Reminder of Board Giving Goal

Board Chair Marsha Michael reminded the board giving obligations.

B. Discuss Development Initiatives

Trivia Night may have to be cancelled if the ban on non-essential gatherings continues. Whether or not the event occurs, the Board is still encouraged to talk to our networks about giving and fundraising.

VII. Facilities Update

A. Update on Renovation Process

The renovation plan will continue as planned. Lockers are scheduled to arrive the first week of April.

VIII. Head of School Update

A. HOS Report

Dashboard

The Head of School reported that the current enrollment is 116 students. There was no attrition and no out-of-school suspensions during the month of March. One teacher has been terminated. It was determined that the teacher was not a mission-fit and that Ivy Hill Prep is not the best place for her. The position will not be filled this academic year and management made assurances that the scholars' education will not be hindered.

Lottery

The lottery for the 2020-20201 will be held, but will be recorded and transcribed. There was a discussion on the requirement for news media outlets. Last year, the lottery was posted on social media and on the Ivy Hill Prep website; however there may be an

additional requirement to post in on social media, the school website and a local newspaper.

Assessments

The Math Interim Assessment took place on March 11 and March 12. The results will be ready at the next board meeting. The Academic Committee spoke about the potential of the benchmarks being too high. HOS is considering changing the timing of the assessments and adding an additional assessment. The Board was concerned about kindergarten students at Step 2 not making progress. HOS explained that the jump from Step 2 to Step 3 is significant, so it takes longer for students to get from step 2 to step 3. The Board will continue to review the data from assessments and determine changes for next school year.

Distance Learning Plan

IHP has a Distance Learning Plan three-part distance learning plan that will be rolled out on Thursday, March 26.

Distance Learning Binders

- Binders are leveled based on academic functioning in literacy and math.
- Includes an ideal schedule for each of the students.

Chromebooks

- Every child will have a Chromebook
- Parents are given a resource list of websites and apps that they can use.

Zoom

- Zoom videoconferencing platform will be used for instructional sessions.
- Teachers will work with meet with each student for 2-3 instructional sessions per week.
- The HOS will teach a group of 2-3 students. If it is successful, instructional groups will be considered for other students as well.

IX. Closing Items

A. Meeting Evaluation

Tanisha James will complete the meeting evaluation.

B. Adjourn Meeting

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

Documents used during the meeting

- Covid 19 Governance Concerns.pdf
- COVID 19 Compliance Updates.pdf
- Resolution on Emergency Succession Planning.pdf
- IHP - NYSED Renewal Chart.pdf
- Ivy Hill Monthly Financials - February 2020 (ammendment).xlsx
- Amended Debit Card Usage Policy.pdf
- E-rate Management Recommendation Letter.doc
- 2020-21_IVY HILL_Bid Matrix for Erate by Management.xlsx
- IHP Academic Dashboard as 3-11-2020.xlsx
- Emergency Succession Planning for HOS.pdf
- Head of School Report_March.pdf
- Board Meeting Evaluation.pdf

CERTIFICATE OF THE SECRETARY

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: April 27, 2020