

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday April 27, 2020 at 6:30 PM

Location

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

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

IVY HILL PREP - BOARD OF TRUSTEES

Trustees Present

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

Trustees Absent

A. Jimenez-Schulman

Trustees who arrived after the meeting opened

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 Apr 27, 2020 at 6:34 PM.

B. Record Attendance and Guests

C. Approve March 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-23-20.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to Approve Agenda.

T. James seconded the motion.

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

Roll Call

J. Small	Aye
K. Wedderburn-Henderson	Aye
A. Laniyan	Aye
N. Williams	Aye
T. James	Aye
A. Jimenez-Schulman	Absent

Roll Call

D. Lewis Absent

M. Michael Aye

M. Kane Aye

M. Michael made a motion to Approve Agenda.

T. James seconded the motion.

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

Roll Call

K. Wedderburn-Henderson Aye

A. Jimenez-Schulman Absent

A. Laniyan Aye

D. Lewis Absent

T. James Aye

M. Kane Aye

N. Williams Aye

M. Michael Aye

J. Small Aye

II. Governance

A. Governance Amidst COVID 19 Pandemic

B. Vote on Remote Instruction Staff Policy

C. Discuss Authorizer Baseline Check-In

The Authorizer Baseline Check-in outlines the framework for the authorizer desk audit. It outlines the documents requests and the responsible party for managing those documents.

D. Discuss Authorizer Board Evaluation Criteria

NYSED will also evaluate our board meetings. The Board will look into the evaluation criteria and make sure the meetings meet the requirements set forth by the authorizer.

E. Discuss Commonly Used Charter School Terms

The Common Charter School terms is a tool for Board Members without an education background.

D. Lewis arrived.

F. Board Development - Prospective Trustee Questionnaire

The Prospective Trustee Questionnaire will be used for prospective board members.

III. Finance Committee

A. Review Current Financial Dashboard

The financial indicators reveal suitable asset to liability ratio, currently the ratio is 2.77 and should never drop lower than 1. Cash on Hand is at 83 days, but should be over 90. The difference is not drastic, but we have struggled to keep it above 90 all fiscal year. At this rate, we are at risk of having only one-month of cash on hand by June because the monthly expenditures are \$260,000 and we currently only have a cash balance of \$365,000. Our total spending vs. revenue margin is negative but should be positive. The Debt to Asset Ratio is at .77 and should be below .9. \$130,316 in grant fund were received as of 3.31.2020.

The fiscal year is 75% complete and we have received 73% of our revenue. Our expenses are at 56% trending below the 75% mark. We received the final payment from the DOE on April 24, 2020 for general education and special education students.

B. Review Year2 Draft Budget

The 2020-2021 draft budget will continue to be fleshed out by the Finance Committee. Some notable changes are the addition of the Special Education Teacher and the removal of the Operations Fellow position. Payroll services numbers still need to be amended.

The Board also discussed the cost of instructional staff development. The Board recommended using more creative and economical ways of continuing professional development due to these uncertain times.

C. Vote to Approve Salary Bands -Vote Tabled to May Meeting

D. Vote/Discuss Director of Finance Position - Tabled to May Meeting

The Board discussed the addition of the Director of Finance position. The Back-office provider may not be the best fit for our goal of financial prudence. The vote on a Finance Director was tabled for a meeting in the future. The Year 2 Budget must be finalized by June 30, so we will need to determine if these salary bands are sustainable.

Head of School stated that she is looking forward to talking with a facilitator. She does not agree with having an In-House Director of Finance and stated that other Charter Schools have found that a Director of Finance did not work well. She went on to state that the current Back Office Provider is doing a deep dive into the finances and so far it has revealed that the financials are in a good place both short and long term.

E. Vote to Approve School Furniture Bid

Management sought out quotes from four Vendors, but only three vendors were presented to the Board. One vendor could not align with our color scheme and therefore was omitted from consideration. The school furniture bid will supply enough furniture for Ivy Hill Prep through the fifth year.

Management recommended the Chameleon Group furniture bid of \$34,129.20.

The Board questioned the timing of such a large expenditure and inquired if this order could wait. Management explained that CSP funds are available and expire at a certain date.

M. Michael made a motion to Approve School Furniture Bid.

J. Small seconded the motion.

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

Roll Call

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

IV. Academic Achievement

A. Academic Achievement Amidst COVID 19 Pandemic

- Continuity of Education Plan was due to the authorizer on March 27, 2020 . The authorizer expects for the plan to be a living breathing document and evolve over time.
- The Academic Achievement Committee had a discussion with Management about the definition of instructional time. The Committee interpreted instructional time as time in which teachers are working directly with students over Zoom. Management believes this also included independent work time.
- The Committee decided to continue using Zoom, despite the DOE discontinuing use of the platform.

B. Vote to Approve Amended Enrollment Policy

- The enrollment policy was amended to include a process by which parents can submit documentation online.

M. Michael made a motion to approve amended enrollment policy.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

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

V. Head of School Update

A. Discuss Academic Dashboard

M. Michael made a motion to approve Amended Enrollment Policy.

M. Kane seconded the motion.

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

Roll Call

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

B. HOS Report

Dashboard

The Head of School reported that there is no change in the demographics of the school. The current enrollment is 116 students. There was no attrition and no out-of-school suspensions during the month of April.

Assessments:

The Math Interim assessment was held on March 11 and March 12. All but one class hit the benchmark of 75%.

Literacy assessment will resume on Monday May 4.

2020-2021 Enrollment

All 60 kindergarten seats are filled with a healthy waitlist of 159 students. 9 out of 10 first grade seats have been filled and 2 out of 2 second grade seats are filled.

Distance Learning Plan

The first version of virtual learning expired on April 21. This plan included the distance learning included 1:1 video conferencing instruction, distance learning binders, packets, and online games.

Ivy Hill Prep Distance Learning Plan is currently in version 2.0. The students will no longer be using the distance learning binder and will have increased instructional time with their teachers and submit work to be graded.

Every Monday, a video model of a teacher working with a student will be posted on youtube. Parents watch the video model and can use it to guide home instruction. 1:1 video sessions have continued, but have increased to four times per week. The students will use the Lexia app 40 minutes/day. Some parents voiced concerns about keeping up with submitting work, but generally the feedback from families has been positive overall.

School Culture

Ivy Hill Prep held a virtual spirit week. The feedback from families have been very positive so far. The school culture is also continued through virtual martial arts and dance lessons that include parents.

VI. Facilities Update

A. Update on Renovation Process

Student lockers have arrived. The renovation process is currently in phase III and there are no delays anticipated.

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

The HOS contract and evaluation rubric are not finalized yet. The goal is for the rubric to be finalized by May 2020 and the Evaluation Process to be complete by July 2020.

VIII. Development

A. Reminder of Board Giving Goal

The Board was reminded of the Board Giving Goal.

B. Discuss Development Initiatives

Trivia Night is on pause until the shutdown is over. Once the pandemic is over and restaurants reopen, a new date will be scheduled.

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 8:30 PM.

Respectfully Submitted,
M. Michael

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: May 25, 2020