

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday July 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

Directors Present

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis, J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent

None

Guests Present

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), Diana Williams, K. Wedderburn-Henderson (remote)

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 Jul 27, 2020 at 6:38 PM.

B. Record Attendance and Guests

C. Approve June 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 06-22-20.

J. Small seconded the motion.

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

Roll Call

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

D. Approve June Special Meeting Minutes

M. Michael made a motion to approve the minutes from Special Meeting on 06-29-20.

J. Small seconded the motion.

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

Roll Call

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

E. Vote to Approve Agenda

M. Michael made a motion to Approve the agenda.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

II. Governance

A. Annual Meeting - Vote on Trustee Officers for Fiscal Year 20-21

Board member nominated Marsha Micheal to continue to be the Board Chair.

A. Jimenez-Schulman made a motion to Nominate Marsha Micheal for Board Chair.

J. Small seconded the motion.

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

Roll Call

J. Small	Aye
M. Kane	Aye
A. Laniyan	Aye
A. Jimenez-Schulman	Aye
D. Lewis	Aye
T. James	Aye
N. Williams	Aye

M. Michael made a motion to Nominate Adam Jeminez- Schulman as Vice Chair.

T. James seconded the motion.

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

Roll Call

D. Lewis	Aye
J. Small	Aye
T. James	Aye
N. Williams	Aye
M. Michael	Aye
A. Laniyan	Aye
M. Kane	Aye

M. Michael made a motion to Extend Nataki's term.

J. Small seconded the motion.

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

Roll Call

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

J. Small made a motion to Nataki Williams as Treasurer.

M. Michael seconded the motion.

Discussion was held in support of Nataki remaining as treasurer. Question was posed to the board as to whether a less conservative financial view was needed and board agreed Nataki's perspective was in line with the board view. Discussion of board goal of cash on hand was also held. HOS indicated she reached out to David Frank who made certain representations about number of days of cash on hand for a first year school. HOS indicated she would share email correspondence with board chair and treasurer.

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

Roll Call

J. Small	Aye
A. Jimenez-Schulman	Aye
D. Lewis	Absent
T. James	Aye
M. Kane	Aye
M. Michael	Aye
A. Laniyan	Aye

M. Michael made a motion to Adopt Committee Assignments.

A. Jimenez-Schulman seconded the motion.

Discussion was held as to adding Tanisha James to HOS support and evaluation committee.

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

Roll Call

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

B. Annual Meeting - Vote on Committee Members

M. Michael made a motion to Maimouna Kane as Secretary.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

M. Michael made a motion to Adopt Standing meeting and committee dates.

A. Jimenez-Schulman seconded the motion.

Discussion was held about making changes to the start time of committee meetings to the early morning hours but discussion on change tabled to see if committee members could meet in the morning.

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

Roll Call

N. Williams	Aye
A. Laniyan	Aye
M. Michael	Aye
A. Jimenez-Schulman	Aye
M. Kane	Aye
J. Small	Aye
T. James	Aye

M. Michael made a motion to Have August Board Meeting on the last Monday of the month, August 31, 2020.

A. Jimenez-Schulman seconded the motion.

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

C. Annual Meeting - Board Strategic Planning

Discussion held that committees will develop its goals at the next committee meeting.

D. Annual Report

M. Michael made a motion to Approve annual report.

A. Jimenez-Schulman seconded the motion.

Discussion held regarding giving board more time to review Annual Report before voting on it. HOS sent over the final version of the report the same day of the board meeting leaving members only a few hours to review it.

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

Roll Call

N. Williams	Aye
T. James	Aye
A. Laniyan	Aye

Roll Call

A. Jimenez-Schulman	Aye
D. Lewis	Absent
M. Kane	Aye
M. Michael	Aye
J. Small	Aye

III. Finance Committee

A. Review Current Financial Dashboard

Discussion was held on differed rent credit. Treasurer explained why differed rent was included in our statements and the benefit to reflecting it down the line. Discussion was held on free and reduced lunch.

B. Vote to Approve Surplus Recommendation

A. Laniyan made a motion to Approve the Surplus Transfer to Savings account.

M. Michael seconded the motion.

Discussion held on approving to transfer surplus to savings account while keeping 20K in a line item for Contingency Covid -19 funds.

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

Roll Call

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

C. Approve 990 Tax Filing

M. Michael made a motion to Approve 990 Tax Filing.

T. James seconded the motion.

Discussion held about making sure board had sufficient time to review the filing prior to submission.

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

Roll Call

M. Michael	Aye
A. Jimenez-Schulman	Aye
T. James	Aye
J. Small	Aye
A. Laniyan	Aye
M. Kane	Aye

Roll Call

N. Williams Aye

D. Vote to Approve Finance Director Taskforce

Discussion held on the need for a Finance Taskforce. Board members volunteered to be on the taskforce.

J. Small made a motion to Creating Director of Finance Hiring Taskforce.

A. Laniyan seconded the motion.

Nataki Williams, Jennifer Small and Adam Jimenez-Schulman agreed to be members of the taskforce.

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

Roll Call

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

IV. Academic Achievement

A. Vote Approve Amended Student & Family Handbook - TABELLED TO NEXT MEETING

B. Vote to Approve Homeless Student and Transportation Policy - TABELLED TO NEXT MEETING

C. Academic Dashboard

Discussion held on student retention and adding data to the dashboard.

V. Head of School Update

A. HOS Report

B. Vote to Approve Re-Opening Plan

M. Michael made a motion to Approve Re-Opening Plan.

A. Jimenez-Schulman seconded the motion.

Discussion held on making changes to the reopening plan in eliminating the "floor" and keeping the "ceiling". Discussion held on age appropriate masks.

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

Roll Call

A. Jimenez-Schulman Aye
N. Williams Aye
M. Michael Aye
M. Kane Aye
T. James Aye
J. Small Aye
A. Laniyan Aye

VI. Facilities Update

A. Update on Renovation Process

Renovations are practically completed.

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

Committee in the final stages of completing HOS contract and updating job description.

VIII. Development

A. Update on Development

Committee to meet and decide on committee chair and report back on the goals created for the committee.

IX. Executive Session

A. Vote for Executive Session

M. Michael made a motion to Go into executive session.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

M. Michael made a motion to Pay Diana Williams \$4000.

T. James seconded the motion.

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

Roll Call

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

M. Michael made a motion to approve a COLA increase for Head of School.

M. Kane seconded the motion.

The motion did not carry.

Roll Call

A. Jimenez-Schulman	No
J. Small	No
N. Williams	No
T. James	No
M. Michael	No
M. Kane	No
D. Lewis	Absent
A. Laniyan	No

X. Closing Items

A. Adjourn Meeting

M. Michael made a motion to To adjourn meeting.

T. James seconded the motion.

The board **VOTED** 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 8:30 PM.

Respectfully Submitted,
M. Kane

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: *Maimouna Kane*

Date: August 31, 2020