



## Ivy Hill Prep Charter School

### Minutes

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

---

##### Date and Time

Monday September 28, 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

J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

##### Trustees Absent

A. Jimenez-Schulman, A. Laniyan, D. Lewis

---

## Guests Present

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), Britteny Jacobs (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 Sep 28, 2020 at 6:33 PM.

### B. Record Attendance and Guests

### C. Approve August 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 08-31-20.

J. Small seconded the motion.

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

#### Roll Call

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

### D. Vote to Approve Agenda

M. Michael made a motion to Approve agenda.

J. Small seconded the motion.

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

#### Roll Call

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

## II. Governance

#### **A. Approve Staff Handbook**

Discussion held on held on "Witness and Crime Victim Leave" section of the handbook, as well as the unpaid leave. Board recommended that crime victim leave should be more broadly written. Board Chair also noted that the current policies prohibited the school from permitting an employee to take extended personal unpaid leave and perhaps we should consider changing policy.

M. Michael made a motion to approve the handbook and media release.

T. James seconded the motion.

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

##### **Roll Call**

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

### **III. Finance Committee**

#### **A. Review Current Financial Dashboard**

Discussion held on escrow amount.

#### **B. Review Financial Goals**

Finalizing of finance goals were discussed.

Finalizing of finance goals were discussed.

### **IV. Director of Finance Hiring Taskforce**

#### **A. Taskforce Update**

Discussion held on the time frame of posting.

#### **B. Vote to Approve Job Description**

J. Small made a motion to Approve director of finance job description.

T. James seconded the motion.

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

##### **Roll Call**

M. Kane	Aye
A. Laniyan	Absent
D. Lewis	Absent

#### **Roll Call**

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

### **V. Academic Achievement**

#### **A. Academic Dashboard**

#### **B. HOS Report**

Discussion held on the coding of departure code. Discussion held on hiring SPED teacher in house as opposed to an agency. Board again expressed interest in hiring internal SPED teacher over contracting out services. Discussion held on cost analysis of SPED teacher. Discussion held on the number of students who are part of the RTI and in turn have Ujima plans. HOS explained that response to intervention plans were created for two 1st graders and 2 kindergarten students and all students and stakeholders were 100% engaged. The 2 Kindergarten students are the students who were held back last year. HOS also provided feedback on parents who were happy with the re-opening and read some testimonials.

#### **C. Update on Re-Opening**

Discussion held on the rates of COVID currently and its impact on the re-opening plan. 15% of students were in person and phase two was pushed back with 85% of students remaining in remote learning. HOS also reported staff doing very well as part of the re-opening plan. Mental wellness for staff has been prioritized, weekly observation and feedback also going very well.

#### **D. Update on Re-Opening Phases**

Discussion held on the changes to the phase 2 re-opening plan. Discussion held on the number of in person students for phase 2. Discussion held on the number of classrooms prepared for increase of students.

### **VI. Development**

#### **A. Update on Development**

Discussion held on resolution on goals to set for the year.

### **VII. Executive Session**

#### **A. Vote for Executive Session**

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

J. Small seconded the motion.

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

**Roll Call**

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

J. Small made a motion to remove policy prohibiting unpaid personal leave.

T. James seconded the motion.

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

**Roll Call**

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

M. Michael made a motion to approve Ivy Hill Preps' Paid Time Off policy.

J. Small seconded the motion.

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

**Roll Call**

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

## **VIII. 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