

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday October 26, 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

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IVY HILL PREP - BOARD OF TRUSTEES

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**Directors Present**

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

**Directors Absent**

J. Small, T. James

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## Guests Present

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote)

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## 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 Oct 26, 2020 at 6:34 PM.

### B. Record Attendance and Guests

### C. Approve September 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from September 2020 Board of Trustees Meeting - Ivy Hill Prep on 09-28-20.

D. Lewis seconded the motion.

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

#### Roll Call

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

### D. 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

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

## II. Governance

**A. Discuss Governance Strategic Governance Issues**

Making sure the organizational chart is updated in case amendments need to be made by HOS. Creating a calendar to identify items that need to be approved in a particular time frame. HOS is creating a document that has a specific timeline. Making updates to the job description for the Dean of Special Supports. Discussion was held on the educational requirements for the Dean of Special Supports.

**B. Approve Updated Job Description for Dean of Special Supports**

M. Michael made a motion to Approve updated job description for Dean of Special Supports.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**III. Finance Committee**

**A. Review Audit Report and Management Letter**

Audit held with the finance committee. Auditors advised to increase the escrow account.

N. Williams made a motion to Approve Audit Report.

A. Laniyan seconded the motion.

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

**Roll Call**

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

**B. Review Financial Dashboard**

Discussion was held on COVID line item in the financials in case testing needs to be paid for. The cost of testing per week was discussed. Committee didn't recommend to adjust budget for development.

N. Williams made a motion to Approve...

M. Michael seconded the motion.

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

**Roll Call**

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

N. Williams made a motion to Approve Finance Goals 2020-2021.

M. Kane seconded the motion.

Discussion held on the ability to item on finance goal more board to cover more areas.

Discussion held on rewording an item on the financial goals to lessen restrictions.

Providing rationale as to where line items are directly related to academic results.

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

**Roll Call**

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

**C. Approve Finance Resolutions**

**IV. Academic Achievement**

**A. Review Academic Program - Academic Dashboard**

**Enrollment:** 172 students, **Attendance:** 88% **Attrition:** 6 students Waitlist: 0 for 1st grade. Early enrollment will begin to increase the waitlist. The average attendance is 1 under the budgeted amount.

**Hiring:** Two teachers need to be hired as well as a special education teacher. HOS is interviewing potential candidates. Discussion held on potential hire.

**School updates:** Third week of remote instruction. Zero percent COVID infection rate for staff and students. All related services are rendered virtually: Speech, OT, PT, and Hearing.

**B.**

### **Review Teaching and Learning**

Discussion held on the prerecorded instructional videos. Every student is remote, receiving synchronous and asynchronous instruction. Students are in homogenous groups of no more than 15.

### **C. Discuss Culture and Climate**

Discussion held on teacher workload in creating videos. HOS provided video examples of remote instruction in math and guided reading. STEP assessments are concluding.

Discussion held on step assessments being allowed virtually. Discussion held on initial assessment for kindergarten students. October 9th, 2020 last day of in-person instruction.

### **D. Discuss Updated Re-Opening Plan**

Discussion held on reopening of school. Discussion held on certification of COVID test administration. Suggested four-week interims to consider in-person or remain remote.

### **E. Review NYSED Survey**

HOS presented data from a NYS parent survey

## **V. Development**

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

Date secured for Giving Tuesday. The fundraising goal for Giving Tuesday is \$10,000. Community Food Giveaway will be held November 21st, 2020.

## **VI. Head of School Evaluation & Support Committee**

### **A. Discuss Committee Next Steps**

In the process of finalizing evaluation for HOS.

## **VII. Executive Session**

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

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

D. Lewis seconded the motion.

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

#### **Roll Call**

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

**Roll Call**

T. James                      Absent  
A. Jimenez-Schulman      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