



## Ivy Hill Prep Charter School

### Minutes

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

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##### Date and Time

Monday January 25, 2021 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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##### Trustees Present

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

##### Trustees Absent

M. Kane

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### Trustees who arrived after the meeting opened

A. Laniyan, J. Small

### Guests Present

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), D. Williams, E. Rivera (remote), P. Carras (remote)

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## 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 Jan 25, 2021 at 6:30 PM.

### B. Record Attendance and Guests

### C. A quorum of the board was deemed present.

### D. Approve November 2020 Board Meeting Minutes

M. Michael made a motion to Approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 11-30-20.

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

#### Roll Call

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

### E. Vote to Approve Agenda

M. Michael made a motion to Approve Meeting Agenda.

D. Lewis seconded the motion.

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

#### Roll Call

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

#### **Roll Call**

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

## **II. Governance**

### **A. Discuss Governance Strategic Governance Issues**

- Discussion held on strategic plan by using benchmarks for renewal.
- Plan is to use document at the annual meeting to do a deep dive and thereafter develop goals for the next year.

### **B. Committee Recommendation on Exit Interview Process**

M. Michael made a motion to Approve IHP Exit Interview Process and Policy.

T. James seconded the motion.

- Process streamlined to be more comprehensive.

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

#### **Roll Call**

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

### **C. Committee Process**

- Discussion on committee process
- Committee chairs to submit committee report within 3 days of the committee meeting.

## **III. Finance Committee**

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

### **B. Vote to Approve 990 Form**

J. Small arrived at 6:50 PM.

N. Williams made a motion to Approve 990 Submission.

T. James seconded the motion.

- Back Office Provider went over filing
- Auditors also reviewed 990 financials.

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

**Roll Call**

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

**C. Budget Process**

- There are some working versions of the budget
- Committee holding off on presenting budget to see what will happen with the NY State budget, namely the issue around planned pre-pupil funding.
- Committee to review budget around March/April.

**IV. Director of Finance Hiring Taskforce**

**A. Taskforce Update**

- Committee reposted the position and looking to fill position as soon as possible.
- Committee continuing to work on filling position.
- Concern raised about whether to bring in new person at the end of the budget process but committee not concerned about this given that the person will start at the beginning of the audit process.

**B. Director of Finance in Organizational Chart**

Discussion tabled to look into previous vote on this issue.

**V. Academic Achievement**

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

- Enrollment discussion
- Daily attendance at 82%
- Recruitment and enrollement going well in terms of applications.
- Virtual Open Houses being conducted.
- STEP Assessment concluded in January.

- No MATH Assessment to be used and school will move to quiz version to formally collect math data.

## **B. Review Teaching and Learning**

Hiring report

- Teacher resigned. (HOS to close the loop on the exit interview of this resigning staff member)
- Special Education teacher started in January
- We are 2 teachers short of the planned teacher roster.
- Teacher demo day to occur this Friday.

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

- Discussion Culture Events
- Yoga kickoff as wellness initiative.
- Black History curriculum kicked off on January 15th.
- Asynchronous science lessons also kicked off.

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

- Re-opening pushed back and further discussion is to be held before March 15, 2021. Constituents to receive notification on March 1, 2021.

## **E. Committee Report**

- No further report from the committee.

A. Laniyan arrived at 7:00 PM.

# **VI. Development**

## **A. Update on Development**

- Giving Tuesday results were over \$7K - Thank you notes were sent out.
- Maintain contact with network by doing a newsletter. (Timeframe 1 per quarter)
- Note-a-thon still waiting to see what comes of that opportunity and board encouraged to continue reaching out to the contacts.
- Also re-working development initiatives for this year.
- Screening idea presented by Trustee Jen Small. (Charity through Keeks)
- Board also encouraged to continue fulfilling its obligation toward being a giving board.

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

## **A.**

### **Discuss Committee Next Steps**

- Discussion held on aligning on a coaching entity.

### **B. Vote on Leadership Coaching Contract**

Vote tabled.

## **VIII. Executive Session**

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

M. Michael made a motion to Discuss staff concern and warning letter.

J. Small seconded the motion.

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

#### **Roll Call**

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

## **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