

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday March 29, 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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**Directors Present**

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

**Directors Absent**

M. Michael

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## Guests Present

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

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## I. Opening Items

### A. Call the Meeting to Order

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Mar 29, 2021 at 6:34 PM.

### B. Record Attendance and Guests

### C. Approve February 2021 Board Meeting Minutes

A. Laniyan made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-22-21.

J. Small seconded the motion.

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

#### Roll Call

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

### D. Vote to Approve Agenda

## II. Governance

### A. Committee Update

Discussion around members for governance committee that are present for the meeting.

## III. Finance Committee

### A. Review Financial Dashboard

Discussion held on the budget timeline and if it will be for a approval or a draft. The finance committee confirmed that they will; have a draft for April 2021. Discussion held around the timeline for the audit process. The audit process will begin in April, then June

and end around October 15th. Discussion held around concerns around back office providing documentation to audit providers.

## **B. Miscellaneous Finance Issues**

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

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

Discussion was held around the Director of Finance position. Question presented around the excel test used to vet candidates and whether this is a standard practice. Clarification was given that is a standard. Discussion held around screening process where resume is first and excel test is secondary. Should we pause the hiring process as we move into the auditing and closing of the school year and start in the summer. Suggestion given to pause and allow for more candidates to apply. Looking to resume the process at the end of May in hopes there will be new candidates.

### **V. Academic Achievement**

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

Enrollment increased by 1 student. 93% attendance for the prior month students are signing in online more.

Discussion held around what the team has done to increase attendance. HOS explained the method by which the teachers make contact with students/families of students that are absent from the class. HOS makes additional phone calls and formal letters are sent for students with 5 or more absences.

Discussion held around the ineffectiveness of Vanguard and whether they will be able to provide a discount. Vanguard was only able to provide 10 applications. Discussion held around looking forward in alternative around recruitment. Question asked around what specifically is bringing about the low number of applications through Vanguard.

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

Suggestion provided around providing a graph around grade average as opposed to class average. Suggestion also provided around providing data around students with IEP's. Suggestion around the second-grade cohort to provide data that shows the specific growth that is being made. HOS agreed to work with the Dean of Students to work on compiling data.

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

Question asked around how frequent the chat and chews happen with parents. HOS confirmed that parent chat and chews occur monthly. Wax Museum event was a huge success as well as the career day event. Question asked around parent involvement and

how and if suggestions are given to parents on how to engage and coach students for performances.

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

Discussion held around teachers getting vaccines, students returning to the building, and parent interest. HOS suggested to not reopen and keeping the schedule and program the same as the end of the school year is nearing and ending soon. Suggestion given to think about parents that may want to send students back to the building and may potentially pull students if that option is not provided. Question asked around the process in which parents are informed about ideas around opening of next school year.

**E. Committee Report/Governance Issues**

Discussion held around the years of experience suggested for the role and if it is appropriate. Instructional leaders will be provide observations and feedback for instructors.

T. James made a motion to Approve job description for Teacher Leader.

A. Laniyan seconded the motion.

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

**Roll Call**

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

**VI. Development**

**A. Update on Development**

Discussion held around having further discussions on how to reallocate funds to support student programs (i.e. Coding program). Suggestion given to possible apply for grants for programs to be funded. Suggestion provided around having a development professional attend meetings to provide support or hiring a grant writer.

Discussion held around a second push for donations.

**VII. 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 8:13 PM.

Respectfully Submitted,  
A. Jimenez-Schulman