

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday April 26, 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), M. Michael (remote), N. Williams (remote), T. James (remote)

**Directors Absent**

D. Lewis, J. Small, M. Kane

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## Guests Present

A. Johnson (remote), A. Leon-Soon (remote), D. Williams (remote), M. Butcher (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 directors of Ivy Hill Prep Charter School to order on Monday Apr 26, 2021 at 6:33 PM.

### B. Record Attendance and Guests

Quorum present

### C. Approve March 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-29-21.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

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

### D. Vote to Approve Agenda

M. Michael made a motion to Approve agenda.

T. James seconded the motion.

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

#### Roll Call

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

## **II. Governance**

### **A. Committee Update**

- Plan to flush out Board PD and and Retreat
- Committee reviewing bylaws for any updates, and plan is to have lawyers well versed in the subject matter review as well
- Finalizing plan for 2021-22 Board (returning members, new members)

## **III. Finance Committee**

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

- Expenses should come in lower than expected

### **B. 21-22 Budget Review**

- FY21-22 budget preview; goal is for approved budget by May Board meeting
- Question: assumptions for FTEs of students with IEPs (SpEd);  
Discussion: accounting for numbers shifting based on student progression and from sense of the number of new students who come in with IEPs; suggestion for reviewing district trends for figures for students with IEPs and for considering impact of COVID-19 on learning and how that factors into future recommendations for evaluation
- Question: stipend rate; Discussion: will reflect number of teachers each individual will be coaching
- Question: COVID-19-related line-item for planning; Discussion: good idea to incorporate
- Revisiting of Y0-Y5 budget that was part of initial charter application; no material variations and adjustments made after Y0 are showing to be effective; operating income is a point of focus as an indicator
- Question: drop in contracted services; Discussion: changing vendors from CSBM, which was going to have drastically increasing fees (in relation to per pupil funding)
- Question: non-instructional personnel line item; Discussion: accounting for Nurse, but that is paid for by DOE
- Stipends, salaries will be main items to be revisited/ tweaked ahead of May board meeting

### **C. Miscellaneous Financial Issues**

- Supporting management in handling bids for new contracts in a timely manner before EOY; Management named anticipated PEO vendor change, which will go to Finance committee in May and requires approval at May Board meeting

- Discussion: timing of May 31st Board Meeting (on a holiday), to be moved to May 24th (vote below)
- Audit timeline: materials due 5/3-5/10 for interim audit; reviewing invoices (standard practice and audit prep)
- Discussion: fiscal policy expectations and review; continued in Finance committee

M. Michael made a motion to Change date of May Board meeting to 5/24.

N. Williams seconded the motion.

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

#### **Roll Call**

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

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

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

- To be picked up in next Board meeting due to pause in timeline

### **V. Academic Achievement**

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

- Expecting updated numbers on new families from the lottery who completed full enrollment by May meeting
- Question: plan for filling remaining 2nd grade seats (low waitlist); Discussion: continuing to post openings on social media and message to families for referrals; still part of common app for ongoing apps
- Question: attendance came down 1% point - any trend; Discussion: haven't noticed anything
- Question: conversations with staff members about next year; Discussion: push to follow up with staff about where they stand for next year (if anything has changed since prior conversations)

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

- 3rd round of literacy STEP assessment results
- Discussion: mapping performance against charter benchmarks, accounting for reduction in instruction due to COVID-19, but still keeping benchmarks in same

charts; maintaining benchmarks was named by authorizer in prior conversation as well; these adjustments to be finalized in Academics Committee

- Math quiz data results
- Discussion: retention practices during COVID-19

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

- Elective discussion for next year - adding additional elective in the form of art; continuing to build out martial arts program, as part of co-curriculum; considering building out both programs upon first returning from hybrid learning
- Discussion: further building out of martial arts principles in all aspects of school

### **D. 21-22 Re-Opening Plan**

### **E. Committee Report/Governance Issues**

## **VI. Development**

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

- Movie Night on 4/29 - Board members to share with networks
- Giving Board reminder

## **VII. Closing Items**

### **A. Adjourn Meeting**

M. Michael made a motion to Adjourn Board Meeting.

N. Williams 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 8:56 PM.

Respectfully Submitted,

M. Michael