



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday June 28, 2021 at 6:30 PM

**Location**

Ivy Hill Prep Charter School, 475 E 57th Street, Brooklyn, NY 11203

Members of the public may also listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>.

TRUSTEES PARTICIPATING VIA VIDEOCONFERENCE 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), J. Small, M. Michael (remote), N. Williams (remote), T. James (remote)

**Trustees Absent**

A. Laniyan, D. Lewis, M. Kane

**Guests Present**

A. Johnson (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 trustees of Ivy Hill Prep Charter School to order on Monday Jun 28, 2021 at 6:40 PM.

#### B. Record Attendance and Guests

#### C. Approve May 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 05-24-21.

T. James seconded the motion.

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

##### Roll Call

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

#### D. Vote to Approve Agenda

- HOS questions clarifying the resolutions on the table

M. Michael made a motion to Approve minutes.

T. James seconded the motion.

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

##### Roll Call

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

## II. Governance

#### A. Committee Update

- Reminder about retreat on 7/24 and plug to complete Board assessment

- Plan to have the annual meeting to elect Board officers at the retreat
- Annual report upcoming
  - Board members need to submit financial disclosure forms by EOW (7/2)

M. Michael made a motion to Have annual meeting to elect Board officers at the retreat.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**B. Committee Recommendation on Resolutions**

M. Michael made a motion to Have Malika Butcher move forward with submitting application to become a Board member to NYSED.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

M. Michael made a motion to Approve resolution to update school's org chart.

N. Williams seconded the motion.

- Level of literacy/ math instruction promised in charter - level is decreased based on schedule changes, connected to shortened day and 1 teacher in each classroom
- HOS spoke with authorizer about the change; still in compliance with ed law; no required change to charter, partially in consideration of COVID-related schedule changes

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

**Roll Call**

J. Small	Aye
T. James	Aye

**Roll Call**

N. Williams	Aye
D. Lewis	Absent
M. Kane	Absent
A. Laniyan	Absent
A. Jimenez-Schulman	Aye
M. Michael	Aye

**III. Finance Committee**

**A. Review Financial Dashboard**

**B. 21-22 Budget Review**

N. Williams made a motion to Approve Y3 budget.

J. Small seconded the motion.

- Increased funding related to one-off grants connected to response to the pandemic
- Discussion around the sustainability of the budget year over year, outside the one-off increases in funds
- Revisiting push for 5-year budget plan; connection to DoF
- Lack of wiggle room in upcoming budget calls for even more diligence around adherence to fiscal policies and procedures, and using the recurring committee meetings to proactively surface any trends

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

**Roll Call**

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

**C. Approve Stipend Policy**

**D. Miscellaneous Financial Issues**

- Audit review timetable - setting schedule for Finance committee to meet with auditors
- HOS to double-check term of school insurance policy

**IV. Director of Finance Hiring Taskforce**

**A.**

## Taskforce Update

- Working with consultant to fill role
- 32 applicants thus far

### B. Director of Finance

M. Michael made a motion to Approve resolution for DoF addition.

T. James seconded the motion.

- Clarifications around the reporting structure for DoF

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

#### Roll Call

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

## V. Academic Achievement

### A. Review Academic Program - Academic Dashboard

### B. Review Teaching and Learning

M. Michael made a motion to Approve summer school program.

J. Small seconded the motion.

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

#### Roll Call

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

### C. Discuss Culture and Climate

### D. Committee Report/Governance Issues

## VI. Development

### A. Update on Development

- Committee discussing annual event

## VII. Head of School Evaluation & Support Committee

### A. Discuss Committee Next Steps

- HOS EOY Eval is progressing well
- Working on scope of work for continuing coaching

## VIII. Executive Session

### A. Vote for Executive Session (If Needed)

M. Michael made a motion to Move to Executive Session.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

M. Kane	Absent
T. James	Aye
A. Jimenez-Schulman	Aye
D. Lewis	Absent
A. Laniyan	Absent
J. Small	Aye
M. Michael	Aye
N. Williams	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 9:00 PM.

Respectfully Submitted,

A. Jimenez-Schulman

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,

A. Jimenez-Schulman

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## **Documents used during the meeting**

- FinancialDisclosure2020.docx
- New Format on Resolution Adding Board Member - MB.docx
- Resolution Approving Amendment to Organizational Chart.docx
- Finance -Ops Structure & Salary IHP Y3.xlsx
- Ivy Hill Monthly Financials - May 2021.xlsx
- Ivy Hill FY 2021-22 Budget Worksheet - FINAL DRAFT 6.9.21.xlsx
- 2nd Resolution Adding Director of Finance.docx
- Academic Dashboard for June Meeting 20-21.xlsx
- Head of School Report\_June 2021.pdf
- Resolution Approving Virtual Summer School Program.docx
- HOS Proposal on Salary Increase.pdf