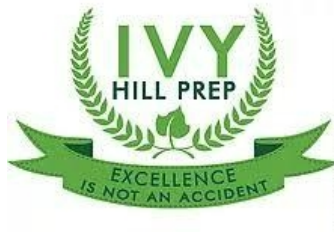


APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday July 26, 2021 at 6:30 PM

**Location**

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

Trustees may also attend via zoom link at <https://zoom.us/j/9699543901>, from a public location and must have their video capacity enabled for meeting/voting purposes.

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IVY HILL PREP - BOARD OF TRUSTEES

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**Directors Present**

A. Jimenez-Schulman, J. Small, M. Kane, M. Michael, N. Williams

**Directors Absent**

A. Laniyan, D. Lewis, T. James

**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 Jul 26, 2021 at 6:37 PM.

**B. Record Attendance and Guests**

**C. Approve June 2021 Board Meeting Minutes**

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 06-28-21.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**D. Vote to Approve Agenda**

M. Michael made a motion to To approve agenda.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. Approve Annual Report**

M. Michael made a motion to approve annual report.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

M. Kane	Aye
N. Williams	Aye

**Roll Call**

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

**B. Annual Meeting Calendar**

Discussion held around returning back to in-person meetings beginning August.

**C. Approve Executive Members**

M. Michael made a motion to Approve Executive Members.

J. Small seconded the motion.

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

**Roll Call**

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

Discussion held around term limits for the Treasurer and Secretary positions. Discussion held around seeking backup treasure as executive members prepare end their term.

**D. Committee Update**

Each committee should speak amongst themselves to identify a committee chair, identify the best meeting times, and set goals for the new year. A discussion was held around the rationale for changing committee meeting times.

**E. Prospective Board Members**

Discussion held around term limits for the Treasurer and Secretary positions. Discussion held around seeking a

**III. Finance Committee**

**A. Review Financial Dashboard**

Discussion held around summer pay accrued and retirement contribution. Discussion held around the anticipation of revenue and materialized revenue and how it informs future budgeting practices. Discussion held around staff member promoted to DOO, and

the time of approval for transition. Discussion held around the planned overage for copy machines in the upcoming year.

#### **B. Miscellaneous Financial Issues**

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

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

Discussion held around who the DOF will report to once hired. Discussion held around the schools that have effectively hired a DOF that reports with both the Board and the HOS. Discussion continued around the DOF's dual dynamic role that is critical to the success of the position. Discussion held around having a clear understanding of the DOF's daily schedule to support onboarding and HOS ability to support to the DOF. DOF Committee suggested that the HOS send any questions to the committee to support her understanding of the DOF role. HOS will share questions to the committee by end of the day Thursday. Discussion held around scheduling of interviews.

### **V. Academic Achievement**

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

Discussion held around grade level educator vacancies. Discussion held around the survey and if there was an option for parents to provide comments. HOS will incorporate that in the surveys to come. Discussion held around questions reflective of the charter are incorporated in the survey. Question asked about the possible events to be held around COVID measures for families.

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

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

### **VI. Development**

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

Discussion held around providing school supplies for students for the school year.

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

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

HOS provided updates around continued coaching and rates. A suggestion was made on the use of grant funds to support the continued use of coaching. A suggestion was also made to check in with the finance committee to make sure this will not cause a conflict.

### **VIII. Executive Session**

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

A. Jimenez-Schulman made a motion to move into executive session with HOS.

M. Michael seconded the motion.

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

**Roll Call**

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

M. Michael made a motion to Unanimous vote to improve HOS salary increase of 3%.

J. Small seconded the motion.

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

**Roll Call**

M. Kane	Aye
D. Lewis	Absent
A. Jimenez-Schulman	Aye
T. James	Absent
J. Small	Aye
A. Laniyan	Absent
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 8:30 PM.

Respectfully Submitted,  
M. Michael