

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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##### **Date and Time**

Monday October 24, 2022 at 6:30 PM

##### **Location**

Via zoom link at <https://us02web.zoom.us/j/82354088638>; trustees must have their video capacity enabled for meeting/voting purposes.

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##### **Trustees Present**

A. Jimenez-Schulman, M. Kane, N. Olisma, T. James (remote), W. Nevins-Warden

##### **Trustees Absent**

A. Laniyan, D. Lewis

##### **Guests Present**

A. Coleman, B. Parker (remote), J. Haque (remote)

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#### **I. Opening Items**

##### **A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday Oct 24, 2022 at 6:33 PM.

##### **B. Record Attendance**

##### **C.**

### Approve Minutes

W. Nevins-Warden made a motion to approve the minutes from August 2022 Board of Trustees Meeting - Ivy Hill Prep on 08-29-22.

N. Olisma seconded the motion.

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

#### Roll Call

T. James	Aye
W. Nevins-Warden	Aye
N. Olisma	Aye
M. Kane	Absent
D. Lewis	Absent
A. Jimenez-Schulman	Aye
A. Laniyan	Absent

### D. Approve agenda

T. James made a motion to Approve agenda.

W. Nevins-Warden seconded the motion.

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

#### Roll Call

A. Jimenez-Schulman	Aye
W. Nevins-Warden	Aye
N. Olisma	Aye
M. Kane	Absent
D. Lewis	Absent
A. Laniyan	Absent
T. James	Aye

## II. Governance

### A. Trustee membership

Nancy O. shared the board goals and committee goals to improve board and committee efficiency. Adam H. shared the board commitments curated during the board retreat to remind the board of areas of focus. A clarifying question was asked about the "back-filling board seat" in case of transition. Language should be made more clear to include a timeline.

### B. Governance Goals

### C. Trustee Agreement/ Commitment

### D. Trustee recruitment

A prospective candidate visited the IHP. He seems invested in the community and seems committed asked questions during the visit and accompanied the HOS to the IA

walkthrough. The chair encouraged board members to recruit potential board members. Nancy O asked about specific strengths the board members should have in order to strengthen the board.

**E. Website**

Nancy O gave a reminder for board members to share their bio and photos for the website.

**F. Compliance**

**G. District Safety Plan**

N. Olisma made a motion to Approve the updated District Safety Plan.

W. Nevins-Warden seconded the motion.

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

**Roll Call**

W. Nevins-Warden	Aye
N. Olisma	Aye
A. Jimenez-Schulman	Aye
A. Laniyan	Absent
M. Kane	Absent
D. Lewis	Absent
T. James	Aye

**III. Finance**

**A. Review Financial Dashboard**

The two major items that may impact the financials for the remainder of the year are enrollment and the lease. Projections will be provided next month with a focus on the impact of enrollment. Management is working on a plan for giving Tuesday and will be available for review in a week.

**B. Year-end Financials and Auditor Compliance**

W. Nevins-Warden made a motion to Approve the audit report.

N. Olisma seconded the motion.

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

**Roll Call**

A. Laniyan	Absent
A. Jimenez-Schulman	Aye
T. James	Aye
W. Nevins-Warden	Aye
N. Olisma	Aye
M. Kane	Absent
D. Lewis	Absent

Nancy O asked if there has been a recruitment plan put in place prior. It was clarified that there is a current recruitment plan, but there is a need to get more creative with efforts. The recruitment enrollment plan will be drafted in two weeks for review for the next school year.

Nothing major came up during the audit. The areas of focus that have been suggested were, the corporate debit card, employee files, and student files. Bandon P. shared changes to address the issues with employee files and student files. Management is recommending Health Equity as a vendor. Management is awaiting approval from the board to begin the enrollment process for employees. This change in healthcare services will begin immediately and the contract will end at the end of the school year. This will be a more affordable option than the medical insurance provided now. There are no challenges to open enrollment for the administrators.

**C. Lease Letter Challenge**

**D. Development**

**E. Insurance**

W. Nevins-Warden made a motion to Approve the contract with the new PEO provider: Health Equity.

T. James seconded the motion.

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

**Roll Call**

M. Kane	Absent
W. Nevins-Warden	Aye
A. Laniyan	Absent
N. Olisma	Aye
T. James	Aye
D. Lewis	Absent
A. Jimenez-Schulman	Aye

**IV. Academic Achievement**

**A. Review Dashboard and HOS Report**

HOS shared the calendar of student assessments and data analysis that will occur at IHP. Deeper data dive will happen in November as the first round of assessments is occurring in October. HOS shared the academic achievement dashboard with enrollment, staff attrition, and attendance. Management will be incentivizing attendance achievements for students. Data from the state exam for the last school year. The data will be used as a baseline to make academic increases for the student body overall. HOS shared the survey data collected for staff and families. HOS will reach out to families personally to gain more information to better serve the school community. HOS shared

school culture data that has been collected using Class Dojo to demonstrate positive outcomes for school culture.

**B. Enrollment**

**V. 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 8:11 PM.

Respectfully Submitted,  
W. Nevins-Warden