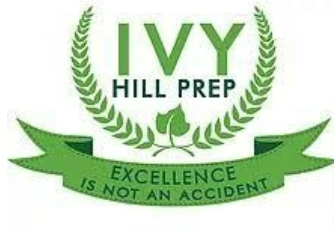


APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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

Monday May 20, 2024 at 6:30 PM

##### **Location**

475 E 57th St, Brooklyn, NY 11203

**trustees must be in-person for meeting/voting purposes.**

Via zoom link at <https://us02web.zoom.us/j/82354088638>

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##### **Trustees Present**

A. Laniyan, M. Kane, N. Olisma, W. Nevins-Warden

##### **Trustees Absent**

C. Day-Lewis

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

##### **A. Record Attendance**

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

N. Olisma called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday May 20, 2024 at 6:34 PM.

##### **C.**

### Approve Minutes

N. Olisma made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-25-24.

A. Laniyan seconded the motion.

To approve Dawn and Jennifer Perkins as official board members

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

#### Roll Call

N. Olisma	Aye
A. Laniyan	Aye
M. Kane	Aye
C. Day-Lewis	Absent
W. Nevins-Warden	Aye

## II. Governance

### A. Recruitment Trustee Update

### B. New Trustee Votes

N. Olisma made a motion to Approve Amber Cartwright.

A. Laniyan seconded the motion.

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

#### Roll Call

N. Olisma	Aye
C. Day-Lewis	Absent
M. Kane	Aye
W. Nevins-Warden	Aye
A. Laniyan	Aye

N. Olisma made a motion to Approve Edrick Johnson.

A. Laniyan seconded the motion.

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

#### Roll Call

M. Kane	Aye
W. Nevins-Warden	Aye
N. Olisma	Aye
C. Day-Lewis	Absent
A. Laniyan	Aye

### C. April Board Meeting Make-up

April board meeting will be made up on June 27th 2024.

## III. Finance

### A.

## Review of Financial Dashboard

**Monthly financials:** Monthly financials were reviewed. Final deposit was submitted by the DOE. No discussion was held. Total Revenue and Support report was reviewed for the year to date. Cash flow projection dashboard was reviewed. No discussion was held. The audit for student file testing has begun and year end audit will begin in August. Budget for 24-25 school year has been approved. A review of the revenue line items was provided. A discussion was held about the pupil funding. A discussion was held about development and fundraising.

W. Nevins-Warden made a motion to Approve the budget.

N. Olisma seconded the motion.

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

### Roll Call

C. Day-Lewis	Absent
W. Nevins-Warden	Aye
A. Laniyan	Aye
M. Kane	Aye
N. Olisma	Aye

## B. Finance Committee Updates

### C. FY 24-25 Budget

## IV. Academic Achievement

### A. Enrollment Update

**Enrollment:** Current enrollment number is 222. The enrollment goal for the 24-25Y is 260. Enrollment goal met for first grade, 3rd grade and 4th grade. Discussion held about anticipated number of families that drop off at the end of the year. Management team has created a plan to address the anticipated loss of families. A discussion held about the numbers that have been met and the strategies used to recruit and maintain families. Attrition for IHP is on average around 10%. Does management have a plan to lean on to account for attrition and maintaining a healthy waitlist. Management provided a plan that accounts for attrition and increasing enrollment.

A discussion was held about IHP specific needs in order to reach enrollment goals.

N. Olisma made a motion to Add a Literacy Specialist.

W. Nevins-Warden seconded the motion.

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

### Roll Call

C. Day-Lewis	Absent
W. Nevins-Warden	Aye
M. Kane	Aye

**Roll Call**

A. Laniyan Aye

N. Olisma Aye

N. Olisma made a motion to To approve planning for Year 6.

A. Laniyan seconded the motion.

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

**Roll Call**

W. Nevins-Warden Aye

C. Day-Lewis Absent

N. Olisma Aye

A. Laniyan Aye

M. Kane Aye

**B. HOS Report**

**C. Academic Committee Updates**

**Renewal:** IHP has met 7/10 benchmarks for the school renewal report. Managements goals align with the report. Management is currently developing an action plan to address and meet the benchmarks that are were not met. A discussion was held about action plans for benchmarks 9 and 10. A question was asked on how attendance data would be gathered. A more thorough dashboard of that narrates enrollment... A discussion was held about benchmark 10. Jennifer Perkins lifted a concern that the action plan may not fully address the concerns stated in the report and should be reviewed and adjusted. Jennifer shared that the strategy needs to be more specific and nuanced and not general. The policy of fingerprinting needs to be developed that will be addressed in the strategy. Capture the changes that have occurred since the change in management. A suggested was stated to be specific and concrete with the time frames to "weekly", "monthly", "the 15th of every month" etc. End of day tomorrow to provide comment feedback for the action plan. Benchmark 1: A question was asked about families opting out of the state exams. Management shared the new policy and systems in place to track and encourage families to have their students take the state exams. Management is currently working on curriculum development and professional developments for educators.

**IHP Strategic Plan:** A review of a skeletal strategic plan was provided of the next to years. The plan will be connected to the benchmarks in preparation for the next renewal visit. HOS shared the feedback given by board member on what should be present in the strategic plan. Questions were presented to HOS to consider when developing strategic planning: What operational things need to change in order to meet your goals? How do I know its going well? What are the ways you are going to measure the growth and identify when you will course correct and how? A suggestion was given to invite families, team members and community members to help build the strategic plan.

**Literacy specialist:** HOS shared that there is a great need for students to increase their reading. The recommendation is to hire a literacy specialist that will be apart of the

leadership team. A discussion was held about the problem areas for literacy for IHP students.

Planning for Y6: HOS shared headlines and overview for year 6. A discussion was held about half days week of 10/28.

## **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 8:30 PM.

Respectfully Submitted,  
N. Olisma