



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday February 24, 2025 at 6:30 PM

Location

Ivy Hill Prep: 475 E 57th St, Brooklyn, NY 11203
(Trustees must be in-person for voting purposes)

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

Trustees Present

A. Cartwright, C. Day-Lewis, D. Antonie-Forbes, E. Johnson, J. Perkins (remote)

Trustees Absent

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

Guests Present

A. Coleman, Arlise Ford, B. Parker, Francois Jeanty, J. Haque (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

D. Antonie-Forbes called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday Feb 24, 2025 at 6:47 PM.

C. Approve Minutes

II. Governance

A. Trustee Recruitment

Prospective trustees Arlise Ford and Francois Jeanty introduced themselves and shared their backgrounds and interests. The board discussed other prospective trustees, needs on the Board, and next steps in the process.

III. Finance Committee

A. Financials Review

Mr. Haque shared the next steps for review and approval of the 990. He reviewed the unaudited financial statements for January 2025.

B. Committee Space

The board and school team discussed the projected deficit for this year, largely driven by deferred construction costs as outlined below:

1. **Bathroom Renovations:** This project was initially approved during the 2019-2020 school year. However, due to expenditures on aesthetic changes made by the previous Head of School—specifically, the removal of the chair rail from the IHP sections of the building—the school was not able to move forward with the renovations at that time.
2. **Door Replacements:** Management's emergency decision to replace the doors at IHP, completed at the start of 2024, was in the interest of school safety and asset protection. This decision was informally approved, with communication flowing between the Finance Committee, the management team, and later the full Board. Given the urgency, management had to proceed in real-time to ensure the security of the school community.
3. **Internal Pipe Restoration:** Once the bathroom renovations commenced, it was discovered that internal pipe restoration was required, leading to an additional cost of nearly \$80,000 for the second and third-floor bathrooms. While the Board did not formally approve this specific restoration, it was identified as a necessary expenditure and flagged accordingly.
4. **Classrooms and Conference Room Work:** Renovations to classrooms and the conference room were communicated with the Board through multiple discussions—both at Board meetings and in finance committee spaces. These capital

expenditures were reflected in the approved budget, with a line-by-line breakdown of estimated costs.

The Board and management team discussed efforts to manage expenses through the rest of the year without impacting core services, and a process for budget development tied to next year's priorities.

IV. HOS Committee

A. Committee Space

The committee shared a draft Head of School charter tied to the school's strategic plan, for review before the next board meeting. The Head of School reviewed key performance indicators tied to the strategic plan, including areas that are on track and places where more attention will be directed.

V. Academic Achievement Committee

A. Committee Space

The Head of School reviewed current student attendance rates and support efforts, academic goals, and plans to prepare for upcoming state exams. The Board discussed a deep dive into academic progress at an upcoming rescheduled board meeting.

VI. Other Business

A. Exec Session (Trustees Only)

The board entered executive session to discuss personnel matters.

VII. 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 9:15 PM.

Respectfully Submitted,
C. Day-Lewis