



## Ivy Hill Prep

### Board of Trustees Meeting Minutes

Monday, June 24, 2019 | Time: 6:30 – 8:45pm  
Ivy Hill Prep, 475 East 57<sup>th</sup> Street, Brooklyn, NY 11203

**I. Call to Order-** The meeting was called to order at 6:35pm,

**Board of Trustee Present:**

- ✓ Adam Schulman
- ✓ Marsha Michael
- ✓ Nataki Williams
- ✓ Derrick Lewis
- ✓ Rebecca May (Present at 6:53pm)

It was determined that a quorum was present by Board Chair, Marsha Michael.

Also present was Head of School, Ambrosia Johnson and Jennifer Small, Adam Laniyan and Tanisha James candidate for the Board of Trustees.

**a. Approval of Meeting Minutes**

- i. A motion to approve the minutes of the Special Board Meeting held, on May 31, 2019, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting when vote was done	

*Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, **Ivy Hill Preparatory Charter School** educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.*



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#### b. Approval of Agenda

- i. A motion to approve the meeting agenda was made by Nataki Williams, Trustee. The motion to approve the meeting agenda was seconded by Derrick Lewis.
- ii. The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting when vote was done	

#### II. Governance Committee Update

- a. **Update on 501(c)(3) application.** We received a determination letter approving us for tax exempt status. The lawyers suggested we provide the letter to our accountants (back office provider) so that they can comply with all the necessary filing requirements. Nataki to follow up and make sure that the back office provider has the information to follow up with this issue. The lawyers are working on providing us with the finalized application to obtain our state and city sales tax exemption.
- b. **Approve Employee Handbook.** Board chair spoke with Little Bird who confirmed that employees will be required to take any leave concurrently. Little Bird explained that this was a common practice for educators. Moreover, while the board had some concern about this issue the HOS was comfortable and the Board decided that as long as the various policies didn't

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violate any legal standards that it would defer to the HOS's judgment in terms of the propriety of the policy. The board also noted that staff complaint policy was corrected to provide a mechanism for someone to reach the board to file a complaint.

A motion to approve the meeting agenda was made by Derrick Lewis. The motion to approve the meeting agenda was seconded by Adam Schulman.

The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	Not present at meeting when vote was done	

**a. Vote to Approve Having candidates, Jennifer Small and Adam Laniyan submit their application to NYSED for approval to join the board.**

A motion to approve the meeting agenda was made by Marsha Michael. The motion to approve the meeting agenda was seconded by Nataki Williams.

The secretary took the roll call of the vote to approve the agenda. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

- b. Review Requirement for Annual Meeting.** Board acknowledged need to have an annual review meeting to look at what we have done so far and determine ways to get better. Board also needs to set its goals for the upcoming year. Derrick suggested that we utilize his parents' home and also has a suggestion of someone to help facilitate the meeting. The board agreed that a tentative date could be Saturday, August 3, 2019.

## II. Finance Committee Update

**a. Review Current Financial Report for May 2019.**

Current financial ratio is healthy at .70 and there is at least 272 days of cash on hand. By the end of May there should be approximately 247K cash in the account.

**b. Vote to Approve Year1 budget.**

The budget was reviewed and there were a number of questions concerning variances. For example, the telephone budget number was inaccurate, and the budget was not updated to reflect proposed health insurance plans for employees with families/children. Board did not feel budget numbers were accurate enough to hold a vote on approving the budget and called for a special meeting after getting certain corrections done.

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A resolution calling for a special meeting, on June 25, 2019 at 4:00pm, for the purpose of approving the Year 1 budget and a motion to approve vendors recommended for Janitorial services, Security and STEP assessment was made by Marsha Michael. The resolution and motion were seconded by Derrick Lewis.

The secretary took the roll call of the vote to approve the resolution and motion. The resolution and motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

### III. Academic Achievement Committee Update

- a. **Vote to Approve Daily Schedule:** Board discussed the daily schedule noting that there is a requirement of 990 hours of total instruction time. Some questions arose around whether lunch was too early and whether a second snack could be served in the second half of the day. Also question raised as to when scholars would change into marital arts clothing and there was enough time allotted for the transition. HOS confirmed that scholars would not routinely wear marital arts clothing and would only do so on special occasions.

A motion to approve the daily schedule was made by Marsha Michael. The motion was seconded by Rebecca May.

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The secretary took the roll call of the vote approve the daily schedule. The resolution passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

- b. Vote to Approve Evaluation Rubrics for Teacher, Social Worker, Director of Operations, Dean of Student Support and Front Office Coordinator.**  
Board discussed evaluation rubrics and although some portions seemed overly detailed, Board differed to HOS who vetted the evaluations and believed the evaluations captured much of what would be needed to properly evaluate the respective staff member.

A motion to approve the evaluation rubrics was made by Marsha Michael. The motion was seconded by Rebecca May.

The secretary took the roll call of the vote to approve the evaluation rubrics. The resolution passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	

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Derrick Lewis	✓	
Rebecca May	✓	

#### VI. Development Committee

- a. **Ribbon Cutting:** Board received logistics outline and save the date flyer to send out to personal contacts.

#### VII. Update by HOS

- a. **Renovation Update: Currently Completed:** main office, HOS office, Hallways, staircase, classrooms painted, cafeteria painted, and ceiling tiling was completed.  
**Left to be Completed,** Staircase, Cafeteria: 50% of Floor Tile, Drop Acoustic Ceiling on Stage, Main Office Flooring, Staff & Student Bathroom Touch Ups, Outside: Awning
- b. **Enrollment and Recruitment Report:** 85 kindergarten scholars are enrolled and 31 1<sup>st</sup> grade scholars are presently enrolled. There are a remaining 4 open seats. While there is a healthy waitlist for kindergarten seats HOS noted that there was presently no waitlist for 1<sup>st</sup> Grade. HOS explained that team would be taking measures to re-engage families to build up a wait list for 1<sup>st</sup> grade. HOS to report on re-engagement at the next meeting.
- c. **Hiring report:** All teachers and marital arts instructor are hired. Only outstanding hires are social worker and dance instructor. HOS planned to extend an offer to a social worker on June 25, 2019 and prospective dance instructor was scheduled for a second interview.
- d. **NYSED compliance:** A pre-opening inspection must occur with NYSED and management determined that a tentative date would be July 25, 2019.

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#### VIII. Adjournment

- a. **Board Announcement:** Board Member Adam will be leaving to do a fellowship in the Netherlands in August. However, he remains committed to his obligations as a board member and will still attend all board meetings and committee meeting via video conference.
- b. **Motion to adjourn the meeting**
  - i. A motion to adjourn the meeting was made by Derrick Lewis at 8:56pm. The motion to adjourn the meeting was seconded by Adam Schulman.
  - ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Rebecca May	✓	

#### CERTIFICATE OF THE SECRETARY

The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

**Secretary:** *Nataki Williams*

**Date:** July 29, 2019

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## Ivy Hill Prep

### Board of Trustees Meeting Minutes

Tuesday June 25, 2019 | Time: 4:00pm – 4:30pm  
Via Teleconference: 605-475-4894 Access Code: 147-689

- I. **Call to Order-** The meeting was called to order at 4:05 pm by Board Chair Marsha Michael.
- a. **Roll Call by Board Chair, Marsha Michael.**

**Board of Trustee Present:**

- ✓ **Rebecca May**
- ✓ **Adam Schulman**
- ✓ **Marsha Michael**
- ✓ **Derrick Lewis**
- Nataki Williams**

It was determined that a quorum was present by Board Chair, Marsha Michael.  
Ambrosia Johnson, HOS was also present.

- b. **Approve of Year 1 Budget:** The board reviewed the budget which was initially vetted by the Finance Committee because there was still some confusion surrounding the capital budget even after speaking to the back office provider, CSBM.
- i. A motion to approve the budget while understanding that budget will need to be amended in terms of capital spending was made by Nataki Williams. The motion to approve the minutes of the Board Meeting was seconded by Derrick Lewis.
- ii. The Board Chair took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
<i>Derrick Lewis</i>	✓	
Rebecca May	✓	
Nataki Williams	✓	

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Tuesday June 25, 2019 | Time: 4:00pm – 4:30pmpm  
Via Teleconference: 605-475-4894 Access Code: 147-689

VI. Adjournment

a. Motion to adjourn the meeting

- i. A motion to adjourn the meeting was made by Marsha Michael, Board Chair at **4:21PM**. The motion to adjourn the meeting was seconded by Adam Schulman
- ii. The Board Chair took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
<i>Derrick Lewis</i>	✓	
Rebecca May	✓	
Nataki Williams	✓	

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Secretary: *Nataki Williams*

Date: July 29, 2019

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