

# Application: Ivy Hill Preparatory Charter School

- acoleman@ivyhillprep.org  
2021-2022 Annual Report

## Entry 1 School Info and Cover Page

Completed Aug 1 2022

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

IVY HILL PREPARATORY CHARTER SCHOOL 800000090255

**a1. Popular School Name**

Ivy Hill Prep

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**d. DISTRICT / CSD OF LOCATION**

CSD #18 - BROOKLYN

**e. DATE OF INITIAL CHARTER**

6/2018

**f. DATE FIRST OPENED FOR INSTRUCTION**

6/2019

**c. School Unionized**

Is your charter school unionized?

No

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

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 promise and opportunity

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 1	The road to college begins in kindergarten. Our scholars should have the opportunity to attend a high-quality school in their neighborhood that prepares them for college; it is their civil right. We will introduce college to our students from the first day of kindergarten. College pennants will decorate walls, classrooms will be named after a college or university, classrooms will adopt the mascots of their namesake colleges and universities, school chants and expressions will reflect college matriculation and graduation expectations, students, with their families invited to join, will attend trips to colleges and universities, and Ivy Hill Prep leaders and teachers will speak often of their higher education experiences. We believe in the impact of high expectations and that every minute matters. To ensure that we are maximizing time, we implement an extended school day that includes double blocks of math and literacy. Scholars learn to build mathematical skills and conceptualize the tasks at hand.
KDE 2	Reading is fundamental. Literacy is power. The

word "gap" plays a "word gap" plays a large role in the achievement gap, in school and in life. We will close this "word gap" starting in kindergarten. Robust literacy instruction will be the tool that will allow scholars to compete with their wealthier peers, and gain access to lives of promise and opportunity. Literacy instruction is coupled with teaching the majority of that in small groups. Scholars are grouped by literacy levels to ensure all scholars, including those with special needs and ELLs, receive the targeted skills necessary for their independent development. With a prioritized focus on literacy, we ensure that by the end of second grade, scholars are reading at grade level, able to engage in content across subject areas and communicate and defend their thoughts effectively and confidently.

KDE 3

Exceptional teaching produces exceptional results. Teacher quality is the single most important factor in student achievement. We hire individuals who are mission-aligned, eager to learn, and devoted to the academic achievement of our scholars. Leaders will deliver purposeful, frequent PD responsive to student and teacher needs. We will execute a continuous teacher observation and feedback loop to foster constant improvement. In Years 1 and 2, the Head of School will be responsible for coordinating, designing and/or delivering all PD, and in subsequent years, the Dean of Curriculum and Instruction will share these PD responsibilities. all teachers will be formally observed by their coach once per week. Coaches will record "glows and grows" observed during each teacher's lesson and will diagnose the highest lever(s) for feedback that align with each teacher's current PD goal. Within the same week of being observed, teachers will receive written feedback, have an in-person meeting with their coach to discuss and implement the feedback, and practice in front of their coach. Within the same week of being observed, teachers will receive written feedback, have an in-person meeting with their coach to discuss and implement the feedback, and practice in front of their coach.

an upcoming lesson that incorporates the feedback. In addition to formal observations, it will be customary for the Head of School to give informal feedback daily during walk-ins. Teachers may receive live feedback or in-the-moment silent coaching with the expectation that they can immediately implement the feedback. Through verbal, non-verbal, video, and real-time coaching, teachers consistently work towards achieving individual goals that have a direct impact on student achievement.

KDE 4

Exceptional teaching produces exceptional results. Teacher quality is the single most important factor in student achievement. We hire individuals who are mission-aligned, eager to learn, and devoted to the academic achievement of our scholars. Leaders will deliver purposeful, frequent PD responsive to student and teacher needs. We will execute a continuous teacher observation and feedback loop to foster constant improvement. In Years 1 and 2, the Head of School will be responsible for coordinating, designing and/or delivering all PD, and in subsequent years, the Dean of Curriculum and Instruction will share these PD responsibilities.

KDE 5

Intentional character development creates student leaders. Dr. Martin Luther King Jr. once said, "Intelligence plus character - that is the goal of true education. The complete education gives one not only power of concentration, but worthy objectives upon which to concentrate." It is our responsibility to uplift our scholars, reiterate their worth and capabilities, and build leaders that will be agents of change as they grow and mature. We will support this personal development through intentional character lessons on Leadership, Excellence, Achievement, Growth, Uniqueness, and confidence.<sup>11</sup> Scholars will enter any space with the unwavering belief that they belong. K-5 scholars will develop their leadership presence as well as their leadership voice to prepare them to be the voices that drive change in their communities. Scholars' success in middle school,

high school, college, and beyond is dependent on them having a strong academic foundation coupled with character and leadership skills.

KDE 6

With our character foci centered around our IVY LEAGUE values, coupled with our Martial Arts curriculum as a schoolwide Character course, we are confident in the development of scholars who are academically equipped to succeed and equipped with the leadership and character tools necessary to face adversity. As a school, we will focus on a different value each month. The creed value, its definition, and a historical figure who exemplifies this value will be introduced at the beginning of each month. In their individual classrooms, teachers will follow internally created lesson plans, created by the Head of School, which will teach scholars more about the creed value in addition to various ways, they can model the value in and out of school.

KDE 7

It takes a village to raise a child. Research indicates that parental involvement is associated with higher student achievement outcomes. These findings emerge consistently whether the outcome measures are grades, standardized test scores, or even teacher ratings. As educators, it is our primary goal to ensure that each scholar is equipped with the tools necessary to be successful in middle and high school, and eventually in a competitive college or university. Parent support in and out of school can foster a community that contributes to that goal, which is the academic success of our students. Before the academic year commences, staff will conduct home, engaging parents in conversations about the hopes and dreams they have for their children and share how Ivy Hill Prep will support their children in reaching their goals. We will regularly inform families of their child's behavioral and academic growth. Daily, teachers will communicate with parents using a behavior log that will be on the first page of all scholars' Life's Work (Homework) binder. This behavior log will highlight their behavior for the day along with information about their completion

and success rate of Life's Work. Parents will sign this log each night. There will be an additional space for teacher and parent comments as an efficient way for parents and teachers to communicate. Parents will receive a minimum of one phone call each month to be updated on their child's academic and behavioral progress in all classes. All parents are given teachers' phone numbers and email addresses to encourage open and frequent dialogue. We will host multiple Math and Literacy Nights, during which teachers will provide all parents with resources and strategic academic tools to use at home. Parents will be invited to our school on a weekly basis to witness students receiving awards for attendance, academic and character achievement, and academic and leadership growth.

KDE 8

(No response)

KDE 9

(No response)

KDE 10

(No response)

#### **Need additional space for variables**

No

#### **h. SCHOOL WEB ADDRESS (URL)**

<https://www.ivyhillprep.org/>

#### **i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

240

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

222

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

## FACILITIES INFORMATION

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

No, just one site.

**IVY HILL PREPARATORY CHARTER SCHOOL 800000090255**

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	475 E. 57th Street, Brooklyn, NY 11203	917-789-8959	NYC CSD 18	K-4	Yes, K-4

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Annedrea G. Coleman	Head of School	917-789-8959		<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>
Operational Leader	Mekayah Logan	Operations Manager	917-789-8959		<a href="mailto:bparker@ivyhillprep.org">bparker@ivyhillprep.org</a>
Compliance Contact	Annedrea G. Coleman	Head of School	917-789-8959		<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>
Complaint Contact	Annedrea G. Coleman	Head of School	917-789-8959		<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>
DASA Coordinator	Diana Williams	Director of Student Support	917-789-8959		<a href="mailto:dwilliams@ivyhillprep.org">dwilliams@ivyhillprep.org</a>
Phone Contact for After Hours Emergencies	Annedrea G. Coleman	Head of School	917-789-8959		<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

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**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

**Site 1 Certificate of Occupancy (COO)**

[COO .pdf](#)

**Filename:** COO .pdf **Size:** 395.5 kB

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**Site 1 Fire Inspection Report**

[FIRE DEPARTMENT.pdf](#)

**Filename:** FIRE DEPARTMENT.pdf **Size:** 307.1 kB

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**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

**n1. Were there any revisions to the school’s charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

Yes

**n2. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in organizational structure	Pending org chart changes		
2				
3				
4				
5				

**More revisions to add?**

No

**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

**ATTESTATIONS**

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Annedrea G. Coleman
Position	Head of School
Phone/Extension	917-789-8959
Email	<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.**

**Responses Selected:**

Yes

**q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

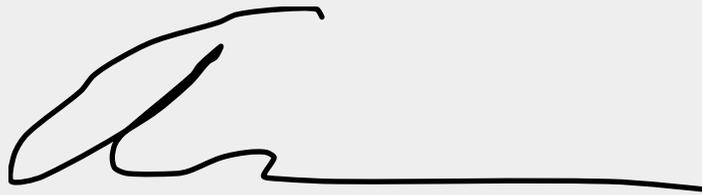
**Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Jul 31 2022

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed** Aug 1 2022

## **Instructions**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

#### **Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

#### **IVY HILL PREPARATORY CHARTER SCHOOL 800000090255**

### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

#### **Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

#### **2021-2022 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
				Due the transition of the former Head of School, there

were not enough leadership team members to coach and train teachers. The HOS transition was an intentional decision made by the Board due to gaps in performance and capacity building.

Plan of Action for 22-23 SY:

IPP for rigor:  
Teachers intellectually prepare before beginning a new unit to unpack the standards that are being taught and how they will be assessed. Before each lesson teachers ensure their instruction is driving towards the key point of the unit, and anticipated student misconceptions have been vetted. Teachers will also use this time to think through how to make the content they are teaching engaging and culturally relevant. This IPP prioritized

As measured by the Strategic Testing of Educational Progress (STEP) assessment: (2.1) At least 70% of kindergarten students will reach STEP 4 by the end of the school year,

Teachers are assessed using University of Chicago's STEP assessment every 6 weeks

Academic Goal 1	<p>reflecting readiness for first grade literacy. (2.2) At least 80% of first graders who have been enrolled for two years will reach STEP 7 by the end of the school year, reflecting readiness for second grade literacy. (2.3) At least 90% of second graders who have been enrolled for three years will reach STEP 9 by the end of the school year, reflecting readiness for third grade literacy. (2.4) Each year at least 90% of all students will grow a minimum of 3 STEP levels.</p>	<p>After 6 weeks of collecting the academic data, instructional leaders and teachers conduct a data analysis protocol to identify next steps to close academic gaps and set goals grounded in data</p> <p>Leaders compared the current status of students to the periodic benchmarks preselected to assess if a student is or is not on track to achieving the EOY benchmark.</p>	Not Met	<p>areas are:</p> <ul style="list-style-type: none"> <li>IPP Guided Reading</li> <li>IPP Math</li> <li>IPP Humanities</li> </ul> <p>Student work analysis: Teachers participate in weekly LASW meetings to review data and plan re-teach lessons. Analysis is logged in a tracker, with a clear plan for re-teach. Following each IA, teachers complete a DDP (Data-Driven Plan) to identify course-wide standards, where scholars need more practice, and individual scholars who are not on track to reach growth goals. Teachers set specific, ambitious, measurable goals, which they monitor through LASW and reassess on the next IA.</p> <p>Differentiation: We will invest time in whole-staff PD during Summer Institute and create repeatedly do structures to build our skill in differentiating our instruction by</p>
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				<p>leveraging the UDL structure such that we can meet our scholars where they are.</p> <p>Effective Co-teaching: Co-teaching pairs have clear shared ownership of their classes and work to serve all scholars, especially those with special needs. Their relationship is grounded in trust, and they have clearly defined ownership of instruction and performance.</p>
		<p>To evaluate progress toward attainment of this goal, students take the NWEA assessment twice per year: once in Quarter 1, and once in Quarter 3. After receiving the</p>		<p>There were significant challenges to ensure assessments were administered with fidelity, due to lack of internal systems and structures</p> <p>Plan of Action for 22-23 SY:</p> <p>Student work analysis: Teachers participate in weekly LASW meetings to review data and plan re-</p>

Academic Goal 2	<p>All students, on average, will grow at least five percentile points in Reading Comprehension and Math, until the average percentile score reaches 85. (3.2) All students will achieve at least one year of growth in Math each year</p>	<p>results in Quarter 1, the instructional leadership team assessed the data to identify specific misconceptions.</p> <p>This data is then analyzed alongside classroom teachers to strategically include certain aspects into daily Instruction</p> <p>When assessed in Quarter 3, scholars' data reveal their academic growth over the course of the academic year. This data will be used to set priorities for the following year and set goals, aligned to benchmarks and goals.</p>	Not Met	<p>teach lessons. Analysis is logged in a tracker, with a clear plan for re-teach. Following each IA, teachers complete a DDP (Data-Driven Plan) to identify course-wide standards, where scholars need more practice, and individual scholars who are not on track to reach growth goals. Teachers set specific, ambitious, measurable goals, which they monitor through LASW and reassess on the next IA.</p> <p>Differentiation: We will invest time in whole-staff PD during Summer Institute and create repeatedly do structures to build our skill in differentiating our instruction by leveraging the UDL structure such that we can meet our scholars where they are.</p>
	Students will perform at least one standard deviation above			

<p>Academic Goal 3</p>	<p>the mean based on comparison of performance of all schools in NYS with same grade configuration and similar population of students identified as economically disadvantaged, students with disabilities, and ELLs. (4.2) At least 75% of total tested students in the school will maintain a proficient testing level or trend toward proficiency from one year's test administration to the next. (4.3) At least 75% of subgroups of students will maintain a proficient testing level or trend toward proficiency from one year's test administration to the next. Subgroups are identified as students who are economically disadvantaged, students with disabilities, and ELLs. (4.4) Among all students tested, the % of students who score</p>	<p>Unable to create an evaluative tool due 1st year of testing data</p>	<p>Unable to Assess</p>	<p>Plan of Action for 22-23 SY</p> <p>Ivy Hill Prep will create a dashboard that will allow us to track standards and support with data analysis on a bi-weekly basis to determine if we are on/off track to meeting our goals</p>
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proficient on 3-8 state assessments for all students at the school level will meet or exceed district average. (4.5)  
 Among all subgroups tested, the % who score proficient on 3-8 state assessments by subgroup at the school level compared to the subgroup will meet or exceed district average. (4.6)  
 Among each grade level of students tested, the % who score proficient on 3-8 state assessments for all students by grade level will meet or exceed the district average.

Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

**For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
	Goal 1: Culture, Climate, and Family Engagement As measured by an			<p>In person events were difficult to schedule due to COVID.</p> <p>Ivy Hill will administer one family survey per trimester at an in person town hall or virtual event.</p> <p>For example:</p> <p>September will have an opportunity to</p>

Org Goal 1	<p>annual survey: At least 80% of families will respond to the survey. At least 80% of responding families will indicate they are satisfied with the overall Ivy Hill Prep program. At least 80% of responding families will indicate they are satisfied with Ivy Hill Prep's frequency and quality of communication</p>	<p>Ivy Hill Prep analyzes results from our in house surveys as well as NY DOE/NYSED survey</p>	<p>Not Met</p>	<p>showcase the academics during Back to School Night, where families will be able to connect with the staff and give formal feedback about the first three week of school.</p> <p>In November, we will have a "Fancy Feast", where the IHP staff and families will be able to fellowship over "Family Time " to talk about what's going well at IHP and areas for improvement. Every other month will be an opportunity to connect with families and have community time to reflect and plan.</p>
	<p>Goal 2: Board Oversight &amp; Governance The Board will complete an</p>	<p>To evaluate progress toward attainment of Goal 2, Ivy Hill Prep's Board of Trustees conducts a School Leader Survey through the form of an online portal</p>		<p>The Board will continue to refine the annual review practices, staying grounded in the Board on Track tool as a foundation. HOS and Board work over the summer to refine HOS goals/ priorities for the year - components</p>

Org Goal 2	annual evaluation of the school leader. The Board will review monthly applicable data against charter goals	via Board on Track. To evaluate progress towards school goals, the Head of School supplies the Board of Trustees with an academic dashboard and a financial dashboard	Met	<p>of the overall evaluation that will collectively be defined as points of emphasis, given the school's needs.</p> <p>For example: There will be monthly events to support the interest and reflects the demographic + population we serve.</p>
Org Goal 3	Goal 3: Organizational Capacity School leadership will effectively recruit, hire, manage, train, and retain staff. The School Leader will lead staff through an annual evaluation of the school program against charter goals. As measured by staff survey, 80% of staff indicate PD is effective	To evaluate progress toward Goal 3, the Head of School provides hiring data to the Board of Trustees throughout the year. Additionally, the Head of School develops staff weekly, as outlined in the charter application. To evaluate the school program against charter goals, members of the staff complete an annual survey at the close of the academic year. To evaluate the effectiveness of Staff PD, staff complete a survey which includes questions	Met	<p>There have been a number of end of year events that have taken place to increase the partnership between the Board of Trustees and the Ivy Hill Prep community: Community Day Field Day End of Year ceremonies These events have helped to continue to increase and further cultivate the relationship with the community.</p> <p>For the 22-23 SY, we will be continuing to be intentional about community relationships to</p>

		surrounding PD and its effectiveness		deepen relationships within the community
Org Goal 4	Goal 4: Enrollment, Recruitment, and Retention The school meets or exceeds projected enrollment by October 1 of each year. The school enrolls a student population comparable to that of the community. 85% of grade eligible students re-enroll the following year. The average daily rate of attendance is 95% or higher	To evaluate progress towards bullets 1, 2, and 4, Ivy Hill Prep’s Head of School provides an academic dashboard monthly that includes enrollment information, student population information, and average daily rate of attendance. To evaluate progress towards bullet 3, the Head of School provides the Board of Trustees with results from an Intent to Enroll survey given to the school community Yes	Met	Given the former HOS transition, we do anticipate a decline in student enrollment. However, we have been proactively planning to address the next steps, given the decrease in attrition. We will continue to hold community events, create internal structures to ensure families (both returning and new), stay connected to Ivy Hill Prep.
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				

Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

## 2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Goal 1: The school will operate annually with a balanced budget	Goal 1: Monthly, the Backoffice Provider provides monthly financial reports to the Board of Trustees for review	Met	Continue to have bi-weekly meetings to ensure we are progress monitoring before monthly step back and committee meetings.
Financial Goal 2	Goal 2: The school will follow generally accepted accounting principles as evidenced by independent financial audits with an unqualified audit opinion, a limited number of findings that are quickly corrected, and the absence of going concern disclosure	Goal 2: The Board of Trustees has hired auditing firm PKF O'Connor to conduct the audit for Ivy Hill Prep for the 2020-2021 school year	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

## 7. Do have more financial goals to add?

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed Nov 1 2022

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

### [IH - Audited Financial Statements](#)

Filename: IH Audited Financial Statements.xlsx Size: 74.3 kB

## Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)

Incomplete

### [Instructions - Regents-Authorized Charter Schools ONLY](#)

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4c - Additional Financial Documents

Completed Nov 1 2022

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

**[Ivy Hill Preparatory Charter FST](#)**

**Filename:** Ivy Hill Preparatory Charter FST.pdf **Size:** 292.7 kB

**Entry 4d - Financial Services Contact Information**

**Incomplete**

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2022**.

**Form for "Financial Services Contact Information"**

**1. School Based Fiscal Contact Information**

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

**2. Audit Firm Contact Information**

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

**3. If applicable, please provide contact information for the school's outsourced financial services firm.**

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

## **Entry 5 - Fiscal Year 2022-2023 Budget**

**Completed** Nov 1 2022

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **[IH - FY 2022-23 Budget in NYSED Template](#)**

**Filename:** IH FY 2022 23 Budget in NYSED Template.xlsx **Size:** 46.4 kB

## **Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

**Completed** Aug 1 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to

complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

[disclosure of financial interest\\_2021-22\\_combined](#)

**Filename:** disclosure of financial interest 2 oOKVEd0.pdf **Size:** 8.7 MB

## Entry 7 BOT Membership Table

**Completed** Aug 1 2022

## Instructions

### Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

### IVY HILL PREPARATORY CHARTER SCHOOL 800000090255

#### Authorizer:

Who is the authorizer of your charter school?

Board of Regents

#### 1. 2021-2022 Board Member Information (Enter info for each BOT member)

Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD)	End Date of Current Term (MM/DD)	Board Meeting Attendance

							/YYYY)	/YYYY)	During 2021- 2022
1	Tanisha James		Vice Chair	HOS Support/ Eval	Yes	2	07/01/2021	06/30/2022	9
2	Adam Jimenez-Schulman		Chair	HOS Support/ Eval, Governance, Academics	Yes	2	07/01/2020	06/30/2022	12
3	Maimone Kane		Secretary	Academics	Yes	1	02/01/2020	06/30/2022	10
4	Adam Laniyan		Trustee/ Member	Finance, Development	Yes	1	02/01/2021	06/30/2022	11
5	Derrick Lewis		Trustee/ Member	Finance, Governance	Yes	1	07/01/2021	06/30/2024	7
6	Marsha Michael		Trustee/ Member	Governance, Academics, HOS Support/ Eval	Yes	2	07/01/2020	05/31/2022	5 or less
7	Nataki Williams		Treasurer	Finance, HOS Support/	Yes	3	07/01/2021	06/30/2022	11

				Eval					
8									
9									

**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	6
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

**3. Number of Board meetings held during 2021-2022**

12

**4. Number of Board meetings scheduled for 2022-2023**

12

**Total number of Voting Members on June 30, 2022:**

6

**Total number of Voting Members added during the 2021-2022 school year:**

0

**Total number of Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:**

5-15

**Total number of Non-Voting Members on June 30, 2022:**

0

**Total number of Non-Voting Members added during the 2021-2022 school year:**

0

**Total number of Non-Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:**

0

**Board members attending 8 or fewer meetings during 2021-2022**

2

Thank you.

## **Entry 8 Board Meeting Minutes**

**Completed** Aug 1 2022

### **Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

### **[2021\\_08\\_30\\_board\\_meeting\\_minutes \(3\)](#)**

**Filename:** 2021\_08\_30\_board\_meeting\_minutes\_3.pdf **Size:** 327.4 kB

### **[2021\\_09\\_27\\_board\\_meeting\\_minutes \(2\)](#)**

**Filename:** 2021\_09\_27\_board\_meeting\_minutes\_2.pdf **Size:** 311.5 kB

### **[2021\\_10\\_25\\_board\\_meeting\\_minutes](#)**

**Filename:** 2021\_10\_25\_board\_meeting\_minutes.pdf **Size:** 316.7 kB

### **[2021\\_11\\_22\\_board\\_meeting\\_minutes](#)**

**Filename:** 2021\_11\_22\_board\_meeting\_minutes.pdf **Size:** 241.3 kB

### **[2021\\_12\\_27\\_board\\_meeting\\_minutes](#)**

**Filename:** 2021\_12\_27\_board\_meeting\_minutes.pdf **Size:** 316.1 kB

### **[2022\\_01\\_24\\_board\\_meeting\\_minutes](#)**

**Filename:** 2022\_01\_24\_board\_meeting\_minutes.pdf **Size:** 246.9 kB

## [2022\\_02\\_28\\_board\\_meeting\\_minutes \(1\)](#)

**Filename:** 2022\_02\_28\_board\_meeting\_minutes\_1.pdf **Size:** 245.7 kB

## [2022\\_04\\_25\\_board\\_meeting\\_minutes](#)

**Filename:** 2022\_04\_25\_board\_meeting\_minutes.pdf **Size:** 242.1 kB

## [2022\\_03\\_28\\_board\\_meeting\\_minutes \(1\)](#)

**Filename:** 2022\_03\_28\_board\_meeting\_minutes\_1.pdf **Size:** 236.6 kB

## [2022\\_05\\_23\\_board\\_meeting\\_minutes](#)

**Filename:** 2022\_05\_23\_board\_meeting\_minutes.pdf **Size:** 246.5 kB

## [2022\\_06\\_27\\_board\\_meeting\\_minutes \(2\)](#)

**Filename:** 2022\_06\_27\_board\_meeting\_minutes\_2.pdf **Size:** 316.6 kB

## [2021\\_07\\_26\\_board\\_meeting\\_minutes](#)

**Filename:** 2021\_07\_26\_board\_meeting\_minutes.pdf **Size:** 251.8 kB

# Entry 9 Enrollment & Retention

**Completed** Aug 1 2022

## [Instructions for submitting Enrollment and Retention Efforts](#)

### **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

# Entry 9 Enrollment and Retention of Special Populations

## **Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
	To recruit all students, including students with disabilities, economically disadvantaged, or	

Economically Disadvantaged

ELLs, we have done the following things:

Held virtual information sessions on approximately 15 different occasions.

Tabled and canvassed in-person on approximately 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides.

Conducted boots on the ground initiatives and disseminated informational materials to school personnel and families at approximately 25 different preschool locations in the areas of East Flatbush, Brownsville and East New York.

By being a community presence and answering direct questions from parents, we have been able to share our mission, engage their input, and recruit potential families. At the aforementioned preschools, a large portion of the population identify as students with disabilities, economically disadvantaged, or ELLs. When recruiting, we ensure to add on recruitment materials that we welcome and accept students with disabilities.

To continue to make progress towards our enrollment targets for the upcoming year, Ivy Hill Prep will continue to hold virtual information sessions, table and canvas, and host virtual Open Houses for prospective families. During Virtual Open Houses, parents watch videos of Ivy Hill Prep in action during multiple portions of the academic school day. Similar to our in-person Open Houses, we will block off time with families for Q&A's to spend time discussing our special populations, our acceptance of all students, and a detailed plan of how we support and develop all students.

Additionally, we will be partnering with a consultant to survey our internal efforts to reach the desired population.

To recruit all students, including students with disabilities, economically disadvantaged, or ELLs, we have done the following things:

Held virtual information sessions on approximately 15 different occasions.

<p>English Language Learners</p>	<p>Tabled and canvassed in-person on approximately 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides.</p> <p>Conducted boots on the ground initiatives and disseminated informational materials to school personnel and families at approximately 25 different preschool locations in the areas of East Flatbush, Brownsville and East New York.</p> <p>By being a community presence and answering direct questions from parents, we have been able to share our mission, engage their input, and recruit potential families.</p> <p>To recruit ELLs or students with disabilities, Ivy Hill Prep has built and maintained partnerships with hospitals such as Brookdale, as well as with non-profits that support students with disabilities, such as Urban Strategies. These organizations already serve families with children who are ELL and have disabilities, and we have hosted information sessions and tabling sessions at these locations to recruit the parents of future students.</p>	<p>To continue to make progress towards our enrollment targets for the upcoming year, Ivy Hill Prep will continue to hold virtual information sessions, table and canvas, and host virtual Open Houses for prospective families. During Virtual Open Houses, parents watch videos of Ivy Hill Prep in action during multiple portions of the academic school day. Similar to our in-person Open Houses, we will block off time with families for Q&amp;A's to spend time discussing our special populations, our acceptance of all students, and a detailed plan of how we support and develop all students.</p> <p>Additionally, we will be partnering with a consultant to survey our internal efforts to reach the desired population.</p>
	<p>To recruit all students, including students with disabilities, economically disadvantaged, or ELLs, we have done the following things:</p> <p>Held virtual information sessions on approximately 15 different occasions.</p>	<p>To continue to make progress towards our enrollment targets</p>

Students with Disabilities	<p>Tabled and canvassed in-person on approximately 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides.</p> <p>Conducted boots on the ground initiatives and disseminated informational materials to school personnel and families at approximately 25 different preschool locations in the areas of East Flatbush, Brownsville and East New York.</p> <p>By being a community presence and answering direct questions from parents, we have been able to share our mission, engage their input, and recruit potential families.</p> <p>To recruit ELLs or students with disabilities, Ivy Hill Prep has built and maintained partnerships with hospitals such as Brookdale, as well as with non-profits that support students with disabilities, such as Urban Strategies. These organizations already serve families with children who are ELL and have disabilities, and we have hosted information sessions and tabling sessions at these locations to recruit the parents of future students.</p>	<p>for the upcoming year, Ivy Hill Prep will continue to hold virtual information sessions, table and canvas, and host virtual Open Houses for prospective families. During Virtual Open Houses, parents watch videos of Ivy Hill Prep in action during multiple portions of the academic school day. Similar to our in-person Open Houses, we will block off time with families for Q&amp;A's to spend time discussing our special populations, our acceptance of all students, and a detailed plan of how we support and develop all students</p> <p>Additionally, we will be launching Specialized Instruction at Ivy Hill Prep, following a MTSS framework. We are working with an independent contractor to build a MTSS program from scratch, to respond to the needs of our community. We will be developing our internal systems and teacher development via tailored platforms and professional development.</p>
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**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
	To retain students who are	

Economically Disadvantaged	<p>economically disadvantaged, it's important for us to continue to provide supports to assist these families, such as DOE provided transportation, meals.</p> <p>As a school, we are also very hands-on with our economically disadvantaged families by consistently inquiring about their needs via check-ins and surveys. We've partnered with community organizations to have donated clothing on site in the event that they are in need.</p> <p>We are passionate about events surrounding the holidays to assist families in ensuring these times of the year are as enjoyable and joyous as possible.</p>	Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.
English Language Learners	n/a	Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.
Students with Disabilities	<p>To continue to retain students with disabilities, Ivy Hill Prep will continue to:</p> <p>1) ensure parents of SWD have meetings with our Dean of SPED prior to their start at our school. This ensures that parents' needs are heard and communicated, and a collaborative relationship is formed from the onset.</p> <p>2) create UJIMA plans that outline the goals for each student participating in our RTI. UJIMA plans clearly outline the responsibilities of all constituents to ensure the success of students with disabilities.</p>	Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.

## Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

# Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeeprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### **Attestation**

#### **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## **Entry 11 Percent of Uncertified Teachers**

**Completed** Aug 1 2022

### **Instructions**

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### **CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	2
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1
Total Category A: 5 or 30% whichever is less	5.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. Mathematics	4
ii. Science	
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	1
<b>Total Category B: not to exceed 5</b>	<b>5.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	2
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	1
<b>Total Category C: not to exceed 5</b>	<b>5.0</b>

## TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	15

## CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	11

## CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	5

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	23

Thank you.



## Entry 12 Organization Chart

Completed Aug 1 2022

## [Instructions](#)

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

## [K-3 Org Chart](#)

**Filename:** K 3 Org Chart.pdf **Size:** 203.4 kB

## **Entry 13 School Calendar**

**Completed** Aug 1 2022

### [Instructions for submitting School Calendar](#)

#### **Required of ALL Charter Schools**

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## [School Calendar](#)

**Filename:** School Calendar.2021 2022.pdf **Size:** 114.9 kB

## **Entry 14 Links to Critical Documents on School Website**

**Completed** Aug 1 2022

### [Instructions](#)

#### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

## **Form for Entry 14 Links to Critical Documents on School Website**

**School Name: Ivy Hill Preparatory Charter School**

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="http://www.nysed.gov/common/nysed/files/programs/charter-schools/ivy_hill_preparatory_ar2021_redacted.pdf">http://www.nysed.gov/common/nysed/files/programs/charter-schools/ivy_hill_preparatory_ar2021_redacted.pdf</a>
2. Board meeting notices, agendas and documents	<a href="https://app2.boardontrack.com/public/ifDB0a/meetingsList">https://app2.boardontrack.com/public/ifDB0a/meetingsList</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000090255">https://data.nysed.gov/profile.php?instid=800000090255</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://576414cd-1780-4a26-8016-7b9c1a373b1f.filesusr.com/ugd/1df452_1685db733c284401b706d7c847b1dd4a.pdf">https://576414cd-1780-4a26-8016-7b9c1a373b1f.filesusr.com/ugd/1df452_1685db733c284401b706d7c847b1dd4a.pdf</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.ivyhillprep.org/files/ugd/1df452_a5fc5aaad7044cf5a959e09cafe96b64.pdf">https://www.ivyhillprep.org/files/ugd/1df452_a5fc5aaad7044cf5a959e09cafe96b64.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.ivyhillprep.org/files/ugd/1df452_6d5c4fcd5a2c42719f8eb7bd922249a8.pdf">https://www.ivyhillprep.org/files/ugd/1df452_6d5c4fcd5a2c42719f8eb7bd922249a8.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.ivyhillprep.org/public-documents">https://www.ivyhillprep.org/public-documents</a>

**Thank you.**



**Ivy Hill Preparatory Charter School**

Financial Statements

June 30, 2022 and 2021



## Independent Auditors' Report

**Board of Trustees  
Ivy Hill Preparatory Charter School**

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of Ivy Hill Preparatory Charter School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Ivy Hill Preparatory Charter School as of June 30, 2022 and 2021, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Ivy Hill Preparatory Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Ivy Hill Preparatory Charter School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Ivy Hill Preparatory Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Ivy Hill Preparatory Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

**Board of Trustees**

Ivy Hill Preparatory Charter School

Page 3

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 13, 2022, on our consideration of Ivy Hill Preparatory Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Ivy Hill Preparatory Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Ivy Hill Preparatory Charter School's internal control over financial reporting and compliance.

*PKF O'Connor Davies, LLP*

Harrison, New York

October 13, 2022

## Ivy Hill Preparatory Charter School

### Statements of Financial Position

	June 30,	
	2022	2021
<b>ASSETS</b>		
Current Assets		
Cash	\$ 3,151,913	\$ 1,924,273
Grants and contracts receivable	118,952	45,165
Prepaid expenses and other current assets	22,348	89,499
Total Current Assets	3,293,213	2,058,937
Property and equipment, net	279,480	303,993
Security deposit	93,750	93,750
Restricted cash	75,000	50,000
	<b>\$ 3,741,443</b>	<b>\$ 2,506,680</b>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 162,498	\$ 83,077
Accrued payroll and payroll taxes	132,901	65,453
Refundable advances	9,261	23,745
Deferred rent, current portion	201,938	451,938
Total Current Liabilities	506,598	624,213
Deferred rent	1,877,877	1,175,938
Total Liabilities	2,384,475	1,800,151
Net Assets		
Without donor restrictions	1,356,968	696,529
With donor restrictions	-	10,000
Total Net Assets	1,356,968	706,529
	<b>\$ 3,741,443</b>	<b>\$ 2,506,680</b>

See notes to financial statements

**Ivy Hill Preparatory Charter School**

Statement of Activities  
Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE AND SUPPORT</b>			
State and local per pupil operating revenue	\$ 4,180,989	\$ -	\$ 4,180,989
State and local per pupil facilities funding	1,000,000	-	1,000,000
Federal grants	340,656	-	340,656
Contributions and grants	4,649	-	4,649
Other revenue	20,207	-	20,207
Net assets released from restrictions	10,000	(10,000)	-
Total Revenue and Support	5,556,501	(10,000)	5,546,501
<b>EXPENSES</b>			
Program Services			
Regular education	3,272,568	-	3,272,568
Special education	1,090,455	-	1,090,455
Total Program Services	4,363,023	-	4,363,023
Supporting Services			
Management and general	523,992	-	523,992
Fundraising	9,047	-	9,047
Total Expenses	4,896,062	-	4,896,062
Change in Net Assets	660,439	(10,000)	650,439
<b>NET ASSETS</b>			
Beginning of year	696,529	10,000	706,529
End of year	\$ 1,356,968	\$ -	\$ 1,356,968

Ivy Hill Preparatory Charter School

Statement of Activities  
Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE AND SUPPORT</b>			
State and local per pupil operating revenue	\$ 3,004,311	\$ -	\$ 3,004,311
State and local per pupil facilities funding	750,000	-	750,000
Federal grants	158,355	-	158,355
Contributions and grants	3,686	10,000	13,686
Other revenue	361	-	361
Total Revenue and Support	<u>3,916,713</u>	<u>10,000</u>	<u>3,926,713</u>
<b>EXPENSES</b>			
Program Services			
Regular education	2,059,759	-	2,059,759
Special education	933,980	-	933,980
Total Program Services	2,993,739	-	2,993,739
Supporting Services			
Management and general	443,741	-	443,741
Fundraising	24,986	-	24,986
Total Expenses	<u>3,462,466</u>	<u>-</u>	<u>3,462,466</u>
Change in Net Assets	454,247	10,000	464,247
<b>NET ASSETS</b>			
Beginning of year	<u>242,282</u>	<u>-</u>	<u>242,282</u>
End of year	<u>\$ 696,529</u>	<u>\$ 10,000</u>	<u>\$ 706,529</u>

Ivy Hill Preparatory Charter School

Statement of Functional Expenses  
Year Ended June 30, 2022

	No. of Positions	Program Services			Management and General	Fundraising	Total
		Regular Education	Special Education	Total			
Personnel Services Costs							
Administrative staff personnel	7	\$ 156,629	\$ 116,416	\$ 273,045	\$ 216,814	\$ 7,512	\$ 497,371
Instructional personnel	23	1,058,495	242,078	1,300,573	-	-	1,300,573
Non-instructional personnel	1	30,848	40,219	71,067	-	-	71,067
Total Personnel Services Costs	31	1,245,972	398,713	1,644,685	216,814	7,512	1,869,011
Fringe benefits and payroll taxes		231,783	74,170	305,953	40,333	1,397	347,683
Legal fees		-	-	-	26,519	-	26,519
Accounting/audit services		-	-	-	98,322	-	98,322
Other purchased/professional/consulting services		128,905	52,984	181,889	15,405	138	197,432
Facility expense		943,759	406,542	1,350,301	101,637	-	1,451,938
Repairs and maintenance		132,066	56,890	188,956	14,222	-	203,178
Insurance		31,198	13,439	44,637	3,360	-	47,997
Supplies and materials		81,329	10,128	91,457	-	-	91,457
Equipment/furnishings		9,689	1,138	10,827	-	-	10,827
Staff development		121,751	14,438	136,189	45	-	136,234
Marketing/recruitment		78,367	9,208	87,575	-	-	87,575
Technology		90,720	10,660	101,380	-	-	101,380
Student services		41,978	4,932	46,910	-	-	46,910
Office expense		60,426	7,100	67,526	-	-	67,526
Depreciation and amortization		55,549	23,928	79,477	5,980	-	85,457
Other		19,076	6,185	25,261	1,355	-	26,616
Total Expenses		<u>\$ 3,272,568</u>	<u>\$ 1,090,455</u>	<u>\$ 4,363,023</u>	<u>\$ 523,992</u>	<u>\$ 9,047</u>	<u>\$ 4,896,062</u>

Ivy Hill Preparatory Charter School

Statement of Functional Expenses  
Year Ended June 30, 2021

	No. of Positions	Program Services			Management and General	Fundraising	Total
		Regular Education	Special Education	Total			
Personnel Services Costs							
Administrative staff personnel	4	\$ 54,326	\$ 83,506	\$ 137,832	\$ 196,037	\$ 6,695	\$ 340,564
Instructional personnel	14	514,810	231,710	746,520	-	-	746,520
Non-instructional personnel	1	24,000	36,000	60,000	-	-	60,000
Total Personnel Services Costs	19	593,136	351,216	944,352	196,037	6,695	1,147,084
Fringe benefits and payroll taxes		124,036	73,446	197,482	40,995	1,400	239,877
Accounting/audit services		-	-	-	103,950	-	103,950
Other purchased/professional/consulting services		20,394	10,248	30,642	4,042	277	34,961
Facility expense		943,760	406,543	1,350,303	87,116	14,519	1,451,938
Repairs and maintenance		61,143	26,339	87,482	5,644	941	94,067
Insurance		16,451	7,086	23,537	1,518	253	25,308
Supplies and materials		38,846	5,984	44,830	-	-	44,830
Equipment/furnishings		24,735	3,747	28,482	-	-	28,482
Staff development		33,585	5,133	38,718	15	3	38,736
Marketing/recruitment		27,795	4,210	32,005	-	-	32,005
Technology		88,412	13,391	101,803	-	-	101,803
Student services		9,257	1,402	10,659	-	-	10,659
Office expense		30,284	4,587	34,871	-	-	34,871
Depreciation and amortization		47,438	20,435	67,873	4,379	731	72,983
Other		487	213	700	45	167	912
Total Expenses		\$ 2,059,759	\$ 933,980	\$ 2,993,739	\$ 443,741	\$ 24,986	\$ 3,462,466

## Ivy Hill Preparatory Charter School

### Statements of Cash Flows

	Year Ended June 30,	
	2022	2021
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 650,439	\$ 464,247
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	85,457	72,983
Deferred rent	451,939	701,938
Changes in operating assets and liabilities		
Grants and contracts receivable	(73,787)	138,192
Prepaid expenses and other current assets	67,151	(82,116)
Accounts payable and accrued expenses	79,421	(88,395)
Refundable advances	(14,484)	18,975
Accrued payroll and payroll taxes	67,448	2,604
Net Cash from Operating Activities	<u>1,313,584</u>	<u>1,228,428</u>
<b>CASH FLOWS FROM INVESTING ACTIVITY</b>		
Purchases of property and equipment	<u>(60,944)</u>	<u>(18,504)</u>
Net Change in Cash and Restricted Cash	1,252,640	1,209,924
<b>CASH AND RESTRICTED CASH</b>		
Beginning of year	<u>1,974,273</u>	<u>764,349</u>
End of year	<u>\$ 3,226,913</u>	<u>\$ 1,974,273</u>

See notes to financial statements

# Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2022 and 2021

## 1. Organization and Tax Status

Ivy Hill Preparatory Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on June 12, 2018 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on June 12, 2018 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The charter expires on June 30, 2023. The School's mission is to educate kindergarten through fifth grade scholars to thrive in middle and high schools, graduate from the college of their choice, and access lives of promise and opportunity through high quality curriculum and instruction, intentional leadership development, and a commitment to excellence. The School provided education to approximately 227 students in kindergarten through third grade during the 2021-2022 academic year.

The New York City Department of Education provides free lunches directly to the School's students. Such costs are not included in these financial statements. The Office of Pupil Transportation provides free transportation to students during the district's school days.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

## 2. Summary of Significant Accounting Policies

### ***Basis of Presentation and Use of Estimates***

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

### ***Net Asset Presentation***

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

*Net assets without donor restrictions* - consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

*Net assets with donor restrictions* – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions as of June 30, 2022.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2022 and 2021

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Restricted Cash***

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts shown in the statements of cash flows as of June 30:

	2022	2021
Cash	\$ 3,151,913	\$ 1,924,273
Restricted cash	75,000	50,000
	<u>\$ 3,226,913</u>	<u>\$ 1,974,273</u>

#### ***Property and Equipment***

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$5,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Furniture and fixtures	7 years
Computers and equipment	3 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2022 and 2021.

#### ***Refundable Advances***

The School records certain government operating revenue and summer program fees as refundable advances until related services are performed, at which time they are recognized as revenue.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2022 and 2021

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Deferred Rent***

The School records its rent in accordance with U.S. GAAP guidance whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentives, is reflected in deferred rent in the accompanying statement of financial position.

#### ***Revenue and Support***

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as net assets with donor restrictions support if they are received with donor stipulations. Contributions and grants that are made to support the School's current year activities are recorded as net assets without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

#### ***Marketing and Recruitment***

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2022 and 2021 was \$87,575 and \$32,005.

#### ***Functional Expense Allocation***

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

#### ***Accounting for Uncertainty in Income Taxes***

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. All Forms 990 filed by the School are subject to examination.

#### ***Subsequent Events Evaluation by Management***

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 13, 2022.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2022 and 2021

### 3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

### 4. Property and Equipment

Property and equipment, net consists of the following at June 30:

	2022	2021
Furniture and fixtures	\$ 120,809	\$ 113,814
Computers and equipment	197,222	143,273
Leasehold improvements	<u>159,000</u>	<u>159,000</u>
	477,031	416,087
Accumulated depreciation and amortization	<u>(197,551)</u>	<u>(112,094)</u>
	<u>\$ 279,480</u>	<u>\$ 303,993</u>

### 5. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30:

	2022	2021
Cash	\$ 3,151,913	\$ 1,924,273
Grants and contracts receivable	<u>118,952</u>	<u>45,165</u>
	3,270,865	1,969,438
Donor-imposed restrictions for specific purposes	<u>-</u>	<u>(10,000)</u>
	<u>\$ 3,270,865</u>	<u>\$ 1,959,438</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in liquid instruments until it is required for operational use. The School will continue to rely on funding received from the New York City Department of Education to cover its future operating costs (see Note 7).

### 6. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2022 and 2021, approximately \$2,977,000 and \$1,724,000 of cash was maintained with institutions in excess of FDIC limits.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2022 and 2021

### 7. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2022 and 2021, the School received approximately 93% and 96% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

### 8. Commitment

On March 22, 2019, the School signed a lease agreement with Nazareth Regional High School to lease office and classroom space under a non-cancelable lease expiring June 30, 2034 and paid a security deposit in the amount of \$93,750. The School moved into this space on July 1, 2019. The future minimum lease payments under this lease is as follows for the years ending June 30:

2023	\$ 1,250,000
2024	1,500,000
2025	1,530,000
2026	1,560,600
2027	1,591,812
Thereafter	<u>12,070,661</u>
	<u>\$ 19,503,073</u>

Rent expense is recognized on the straight-line basis. The differences between cash payments under the lease agreement and the straight-line rent have been recognized as deferred rent in the accompanying statement of financial position from inception of the lease. The difference between rent cash payments and straight-line rent recorded in the statement of financial position amounted to \$2,079,815 and \$1,627,876 at June 30, 2022 and 2021. Facility expense for each of the years ended June 30, 2022 and 2021 was \$1,451,938.

### 9. Net Assets with Donor Restrictions

For the year ended June 30, 2021, net assets with donor restrictions in the amount of \$10,000 were restricted for a computer science program and were released from donor restrictions during the year ended June 30, 2022.

### 10. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2022 and 2021

### 11. Risk and Uncertainties

The School's operations and financial performance may be affected by the recent COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

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**Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

**Independent Auditors' Report**

**Board of Trustees  
Ivy Hill Preparatory Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Ivy Hill Preparatory Charter School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2022, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 13, 2022.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*PKF O'Connor Davies, LLP*

Harrison, New York  
October 13, 2022

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Tanisha James

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**Name of Charter School Education Corporation:**

Ivy Hill Preparatory Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

- Trustee
- Vice Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

---

**Business Address:**



A handwritten signature in blue ink that reads "Tanisha James".

7-25-2022

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Adam Jimenez-Schulman

---

**Name of Charter School Education Corporation:**

Ivy Hill Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

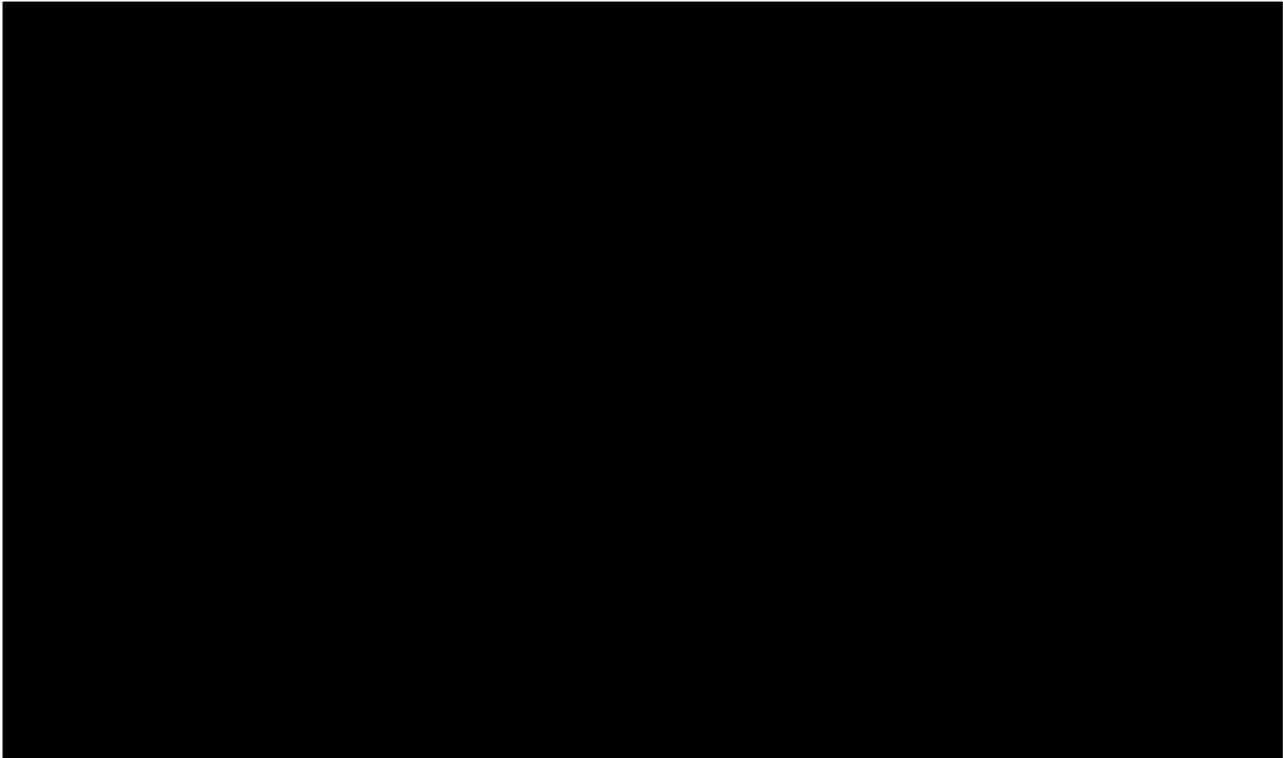
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**None**

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06/21/2022

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Maimouna Kane

---

**Name of Charter School Education Corporation:**

Ivy Hill Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary  
Academic Committee Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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**None**

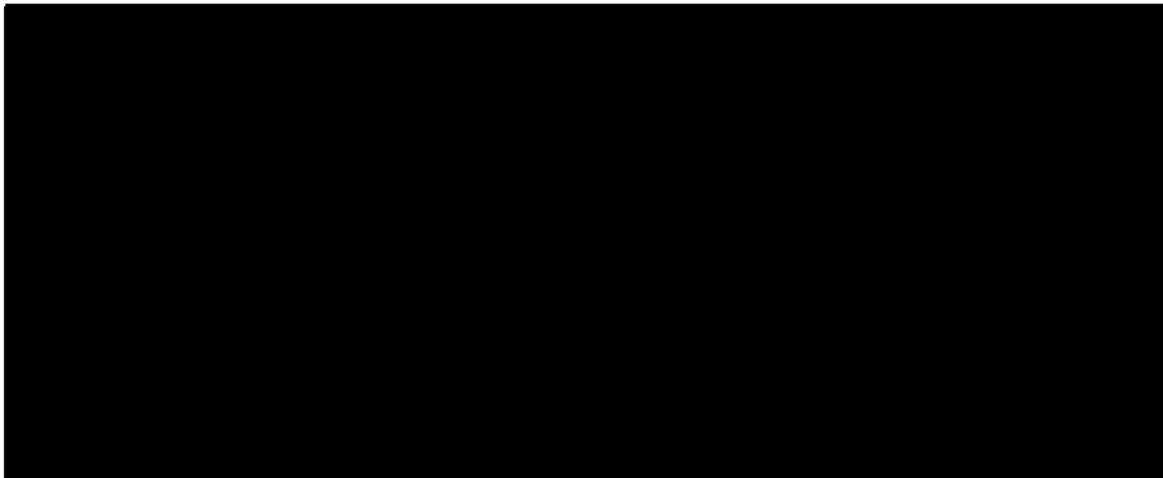
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

---

**Business Address:**



*Maimouna Kane*

07/25/2022

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Derrick H. Lewis

---

**Name of Charter School Education Corporation:**

Ivy Hill Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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**None**

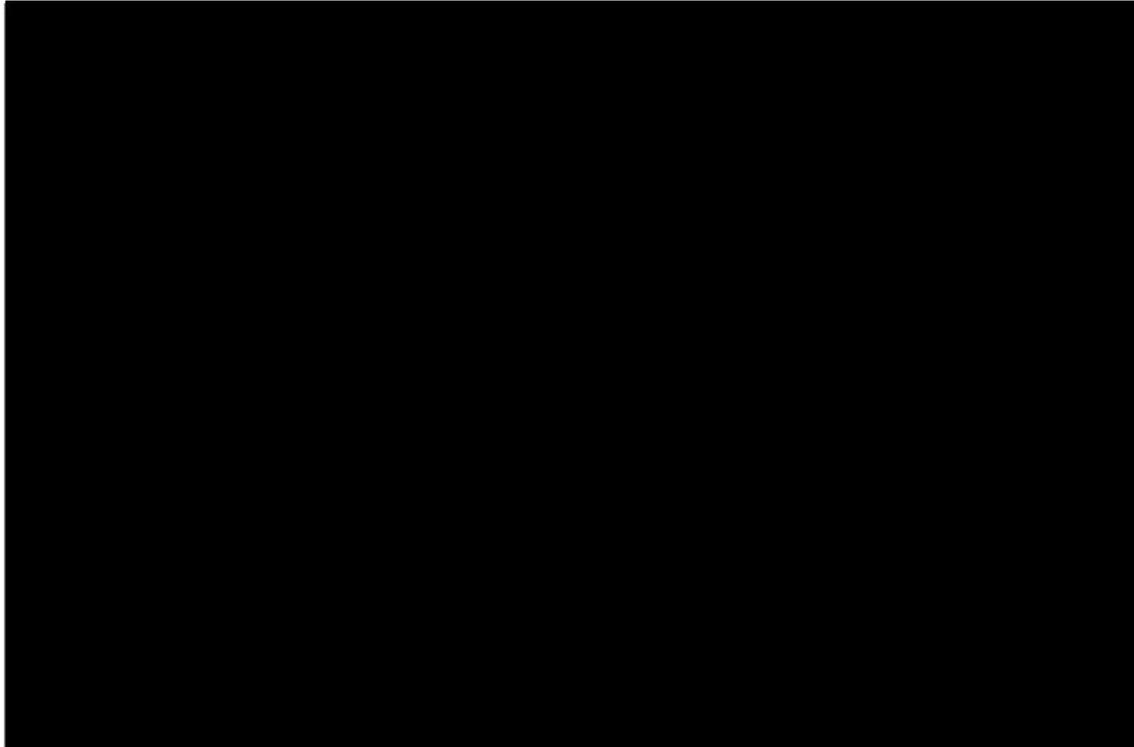
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**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Derrick Harry Lewis Digitally signed by Derrick Harry Lewis  
Date: 2022.07.25 18:53:39 -04'00'

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Adam Laniyan

---

**Name of Charter School Education Corporation:**

IVY HILL PREPARATORY CHARTER SCHOOL

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Board of Trustees on Finance & Development committees.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

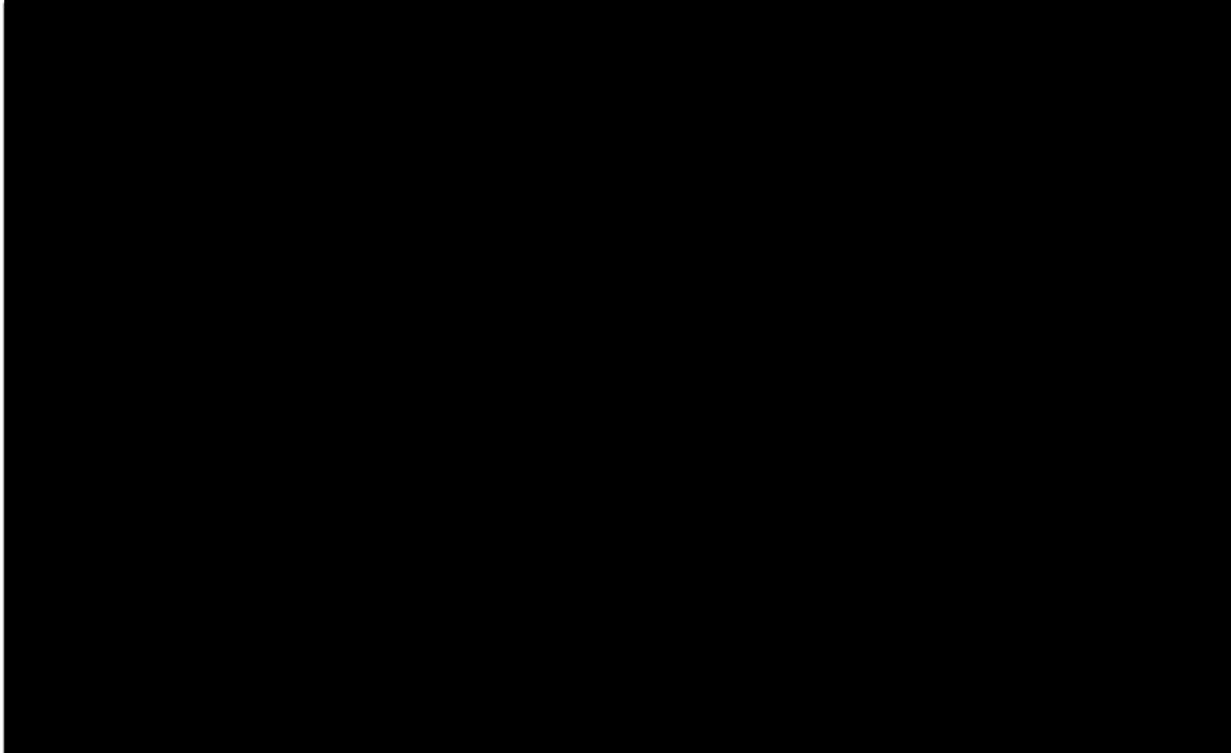
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**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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 07/25/22

---

**Signature** **Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Marsha Michael

---

**Name of Charter School Education Corporation:**

Ivy Hill Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Previously held position of board chair until 2020

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

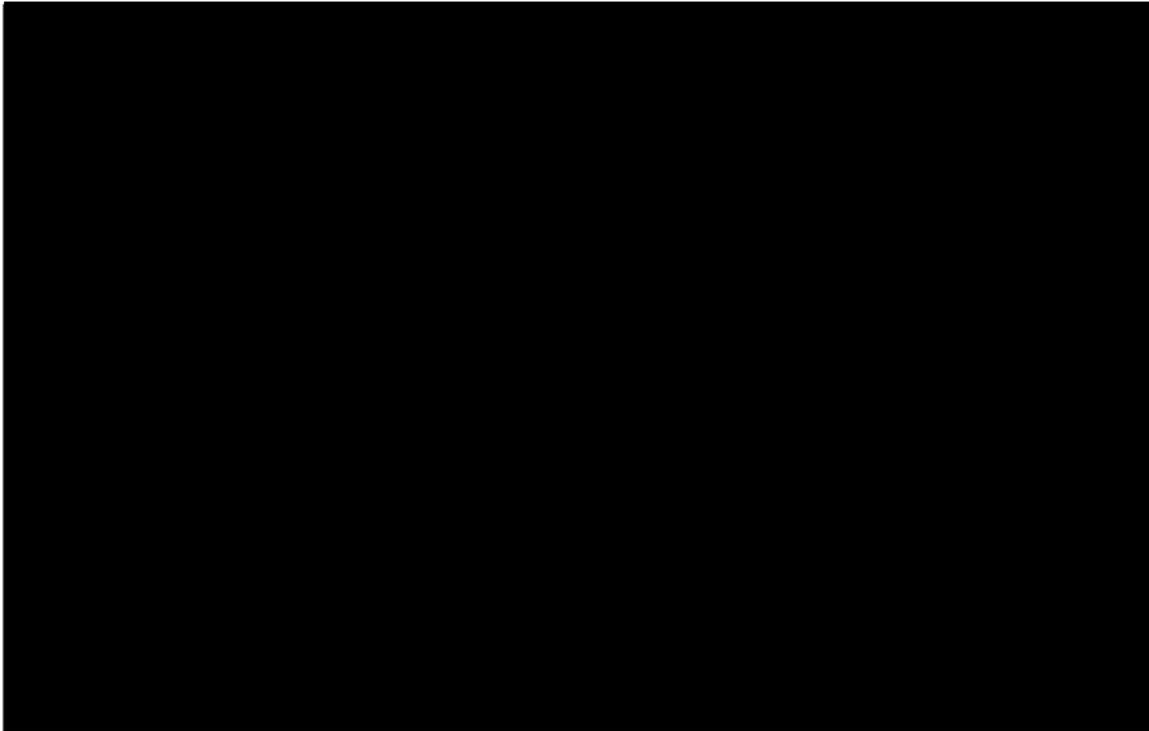
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**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Marsha D. Michael

July 26, 2022

---

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Nataki Williams

---

**Name of Charter School Education Corporation:**

Ivy Hill Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Board Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

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Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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**None**

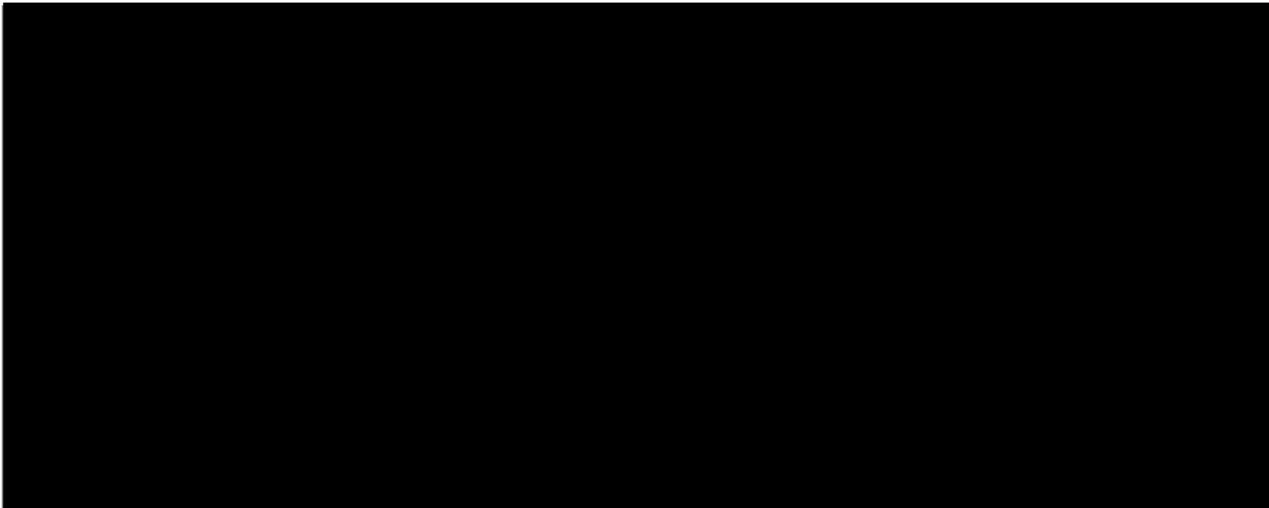
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**Business Telephone:**

\_\_\_\_\_

**Business Address:**



07/29/2022

**Signature**

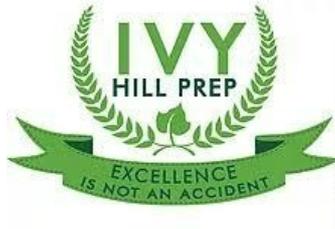
**Date**

Acceptable signature formats include:

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*last revised 04/2022*

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday August 30, 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.

---

**Directors Present**

A. Jimenez-Schulman, A. Laniyan (remote), D. Lewis (remote), N. Williams (remote), T. James (remote)

**Directors Absent**

J. Small, M. Kane, M. Michael

**Guests Present**

A. Johnson, A. Leon-Soon (remote), D. Williams (remote), M. Butcher (remote)

---

**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Aug 30, 2021 at 6:30 PM.

**B. Record Attendance****C. Approve Minutes****D.**

### Approve agenda

A. Jimenez-Schulman made a motion to Approve meeting agenda.

D. Lewis seconded the motion.

No Discussion.

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

#### Roll Call

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

## II. Governance

### A. Approve Executive Members

A. Jimenez-Schulman made a motion to Approve Amended Resolution of the Executive Members of the Board of trustees to include Tanisha James as the Vice-Chair of the Board.

T. James seconded the motion.

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

#### Roll Call

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

### B. General and Committee Updates

General Updates on governance:

- Attending in Person Meetings - since the suspension on the open meeting law has been lifted, meetings need to be held in person. Members should ensure that they are in person to attend meetings.
- RVP Tool in Board on Track - Members should utilize tool to ensure that we RSVP for meetings so that we can better account for quorum to be able to take action at meetings.
- Move Standing Board Meetings - Is there a possibility to move meetings to another day so that Mia who currently has a conflict will be unable to attend Monday meetings. Board Member Adam L. shared he could do Tuesday or Wednesday but may have some issues with Tuesdays bi-monthly. It was determined that moving the meeting to another date may cause some other scheduling conflicts.
- Committee Chairs - Committee chairs are pretty much set. Nataki is chair of the Finance, Adam L. is chair of Development, Looking to see who can take on role in Academic Committee and perhaps prospective board member Melika could step in eventually. Push to have committee agenda and

committee report or minutes which live in board on track so that we capture action items and decision making in one place.

### **III. Finance**

#### **A. Review Financial Dashboard**

- Financial indicators within benchmarks.
- Balance sheet reflects annual 25K deposit made to escrow.
- Amendment on grants receivable was recently submitted and school awaiting funds.
- Pre-paid expenses are within normal range
- Total assets are 1.1 million
- Accrued expenses and deferred expenses are within normal range.
- Total liabilities are 2.1 million
- P&L in the first month - donated laptops need to be recorded and should be done in next month's financials.
- Technology line may be potentially over budget because of potential new purchases for projectors which could be covered by grants.
- Items in yellow are items over the percentage. (i.e accessory furniture, items which payments are made earlier in the school year)

Committee Concerns:

- Debit card purchases - (Management instructed not to purchase food etc and debit card policy to be revisited when new Director of Finance joins the Team.)
- Committee also suggested that food purchases/school event purchases be planned out ahead of time so that purchases can be better accounted for.
- Projector purchased on debit card but committee advised on how to prevent making these types of transactions on debit card.
- Unpaid North Shore invoices. Adam JS and Nataki to work with HOS to resolve issue.
- Cell phone policy was not approved and tabled for further discussion in a few months.

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

#### **A. DoF Hired**

- DOF was hired and set to start soon.
- Brian Andre will be joining the team on September 13, 2021.
- Taskforce will be disbanded and any issues concerning the DOF taskforce will be folded into the finance committee.

### **V. Development**

#### **A. Upcoming Initiatives**

- Discussed "Giving Tuesday"
- Intend to increase amount to 25K
- Grant writer still being discussed.

### **VI. Academic Achievement**

#### **A.**

## Review Dashboard and HOS Report

### Enrollment:

- 63 Kindergarten
- 63 1st Graders
- 84 2nd Graders
- 32 3rd Graders
- Total of 242 Students enrolled. Only authorized for 240 students.

### Recruitment Initiatives:

- Life's work
- Accepted Student's Night
- Back to school barbeque cancelled.

### Hiring:

- Teaching fellow accepted hired.
- Hiring for Director of Operations.
- Hiring for elective teacher.

### Summer Institute:

- Started on August 2nd for 3 weeks where teachers underwent high level professional development.

### Past Event:

- Accepted Student's Night- Students assessed for placement.
- Parents learned about life's work and other expectations.

## B. Approve Updated COVID-19 Protocols

A. Jimenez-Schulman made a motion to Approve Student and Staff facing Covid Response Protocols.

T. James seconded the motion.

Covid Response protocol talks about what happens if certain scenarios happen. It allows parents to see what process will happen if something happens.

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

### Roll Call

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

## VII. CEO Support And Eval

### A. EOY Closeout (Y2)

Finalized close out from last year. Also picking up with goal setting and coaching for this year. Committee still thinking through ways to make sure all of these things tie together.

**B. HOS Coaching Support (Y3)**

**VIII. Board Development w/ Ed Board Partners**

**A. Goal Setting**

Goal setting discussion held.

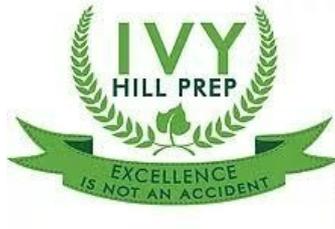
**IX. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Respectfully Submitted,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

# Minutes

### Board of Trustees Meeting - Ivy Hill Prep

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#### **Date and Time**

Monday September 27, 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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#### **Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), M. Kane, N. Williams (remote)

#### **Directors Absent**

M. Michael, T. James

#### **Guests Present**

A. Johnson (remote), A. Leon-Soon (remote), D. Williams (remote), P. Carras (remote)

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### **I. Opening Items**

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

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Sep 27, 2021 at 6:30 PM.

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

#### **C. Approve Minutes**

A. Jimenez-Schulman made a motion to approve the minutes from August Board of Trustees Meeting - Ivy Hill Prep on 08-30-21.

A. Laniyan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**D. Approve agenda**

A. Jimenez-Schulman made a motion to Approve agenda.  
D. Lewis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**II. Finance**

**A. Review Financial Dashboard**

- ACTION: Finance committee to define a clearer process for student PPA reconciliation to minimize the differential between invoices and what we may owe to DOE (led by DoF)
- Current freeze on debit card use, pending policy update

Discussion held about amendment for Care ACT. Discussion held around preventative measures in terms of invoice issues.

**B. Cleaning service vendor change**

A. Laniyan made a motion to Approve new cleaning vendor - Ascent Cleaning Solutions.  
A. Jimenez-Schulman seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

Discussion held about ways in which to choose vendors to support the needs of the school for a successful long-term relationship. Discussion held around the additional spending for sanitizing due to COVID, and the possibility of it continuing.

**C. Goal setting**

### III. Academic Achievement

#### A. Review Dashboard and HOS Report

Discussion held around the timing of reporting positive COVID cases that occur in the school. Discussion held around staff members that choose not to receive the vaccine and new information that is received by the state. Discussion held around the pipeline for fulfilling roles of educators that have chosen not to take the vaccine. Discussion held around the protocol for identifying and tracking positive COVID results inside and outside of the school.

#### B. Approve Updated COVID-19 Protocols

A. Jimenez-Schulman made a motion to Approve updated policy.  
D. Lewis seconded the motion.  
The board **VOTED** unanimously to approve the motion.

##### Roll Call

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

#### C. Goal Setting

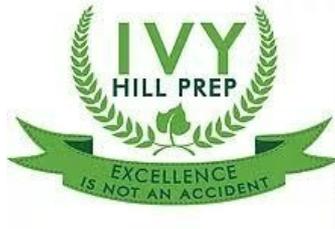
### IV. Closing Items

#### 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,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday October 25, 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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**Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), M. Kane, N. Williams (remote), T. James

**Directors Absent**

M. Michael

**Directors who arrived after the meeting opened**

T. James

**Guests Present**

A. Johnson (remote), B. Andre (remote), D. Williams (remote)

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**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Oct 25, 2021 at 6:35 PM.

**B. Record Attendance**

T. James arrived.

**C.**

### **Approve Minutes**

A. Jimenez-Schulman made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 09-27-21.

A. Laniyan seconded the motion.

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

#### **Roll Call**

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

### **D. Approve agenda**

D. Lewis made a motion to Approve agenda.

N. Williams seconded the motion.

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

#### **Roll Call**

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

## **II. Governance**

### **A. Staff schedule/ hours**

Will return to this item in the next meeting.

### **B. General and Committee Updates**

### **C. Goal setting**

## **III. Finance**

### **A. Review Financial Dashboard**

Question asked about the date of submission for a grant to receive Chrome books for students. Finance Director will follow up to receive a more accurate information.

### **B. Audit**

### **C. Goal setting**

## **IV. Development**

### **A.**

### **Upcoming Initiatives**

HOS shared a fundraising initiative called Jazz with Purpose, sharing details about the aspects and facilitation of the event to duplicate as IVY Hill Prep. Discussion held around the possible date of holding the fundraising event. HOS explained her interest in holding two large fundraising events per year. HOS would like to host the Jazz with Purpose event in the upcoming Spring. Discussion held around the logistics of carrying out the event in and setting additional meetings to meet the expectations. Board members shared possible fundraising initiatives and tying initiatives to co-curriculum. Discussion held around fundraising for materials and fundraising for experience for IVY Hill Prep students.

### **B. Goal Setting**

## **V. Academic Achievement**

### **A. Review Dashboard and HOS Report**

- ACTION - DoF and HOS to look into alternatives to pushing lunch into cafe, including addressing School Foods supply gap, to help maximize safety protocols

Enrollment: 230. Application for the next school year is live and applications are being submitted for the 2022-2023 school year. COVID report: September 2 positive student count. October 1 positive student and 1 positive staff count. There were two classrooms transitioned to remote. School Foods can no longer provide students lunch in classrooms due to packaging shortage. Principals are being encouraged to move students to eat collectively in the cafeteria. HOS will try to modify a lunch schedule to maintain cohorts for tracking. Board member suggested reaching out to a supervisor within School Foods about an alternative. 100% of the staff are vaccinated. Hiring Report: Loss of 3 teachers this month (1 SPED teacher). Turnover rate is high across the city due to COVID. Art teacher and Martial Arts was hired. HOS will track data for hiring initiative. HOS reports that she is working with a recruiter to interview and hire the DOO. HOS is looking to hire a DOO in a few weeks. HOS provided qualitative and quantitative data around staff experience and satisfaction. HOS provided academic achievement data and initiatives. HOS shared school and community events that the school with host the upcoming month.

### **B. Goal Setting**

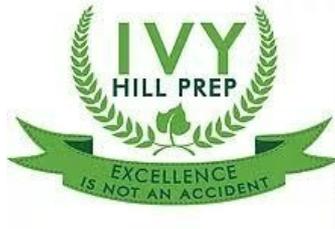
## **VI. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:45 PM.

Respectfully Submitted,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday November 22, 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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**Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), M. Kane, N. Williams (remote), T. James (remote)

**Directors Absent**

M. Michael

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**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Nov 22, 2021 at 6:37 PM.

**B. Record Attendance****C. Approve Minutes**

T. James made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-25-21.

N. Williams seconded the motion.

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

**Roll Call**

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

**Public comments:** Parents shared concerns about the transition of the HOS. Parents wanted clarity about the interim process and the involvement of parents in that process. Board members assured families that a plan is in place and a succession plan is in place to support students, families, and the overall school. Families were provided clarity about the role of the Board of Trustees versus the role of management. Parents suggested a town hall meeting as well as scheduling additional meetings to problem solve. Comment made by CEO of BES in in response to the transition of HOS.

**D. Approve agenda**

**II. Governance**

**A. Staff schedule/ hours**

**B. General and Committee Updates**

Discussion between Board and staff member Ms. Lubin about the school hours. Ms. Lubin asked about hours affecting salary potentially. Responses was given by Board that it would not.

**C. Policy review and approval**

T. James made a motion to Adopt District Safety Plan.  
A. Laniyan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

A. Jimenez-Schulman made a motion to Adopt the additional safety policy for HERO Act.

T. James seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

### III. Finance

#### A. Review Financial Dashboard

N. Williams made a motion to Approve the addition to the stipend budget.

T. James seconded the motion.

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

#### Roll Call

M. Kane Absent

N. Williams Aye

D. Lewis Aye

A. Laniyan Aye

T. James Aye

M. Michael Absent

A. Jimenez-Schulman Aye

Discussion held about possible indication of unexpected expenses. Finance committee assures there is no indication of over spending to anticipate due to pending grants.

#### B. Forecasting/ Planning

### IV. Academic Achievement

#### A. Interim Planning - Day-to-Day

#### B. Review Dashboard and HOS Report

Questions asked about the IVY closet donation process and if is an ongoing process. Ms. Williams confirmed that it is an ongoing process and donations will be accepted and sanitized thoroughly.

### V. Closing Items

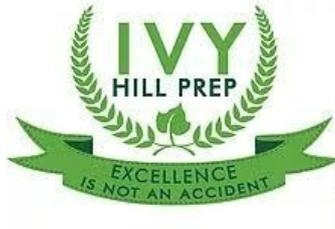
#### A. Adjourn Meeting

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,

A. Laniyan

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday December 27, 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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**Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

**Directors Absent**

D. Lewis

**Guests Present**

D. Williams (remote)

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**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Dec 27, 2021 at 6:34 PM.

**B. Record Attendance****C. Approve Minutes**

A. Jimenez-Schulman made a motion to approve the minutes from November Board of Trustees Meeting - Ivy Hill Prep on 11-22-21.

A. Laniyan seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**D. Approve agenda**

A. Jimenez-Schulman made a motion to Approve the agenda.  
M. Michael seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. Finance**

**A. Review Financial Dashboard**

Questions asked around stipend for a staff member for OPS that will not negatively impact the budget. The school is on track budget to hire a new third-grade educator and an additional curriculum. Questions asked if stipends will occur every year, a response was given that it will only be for this year. Discussion held about counseling for students, teachers, and staff. Math professional development will be provided until the new HOS and may impact the current budget. A discussion was held about the COVID line item being exhausted for the year.

**III. Academic Achievement**

**A. Review Dashboard and HOS Report**

A discussion was held about the application process for incoming students during the enrollment initiative. Question asked about the third-grade achievement data and increasing the student achievement. The Leadership Team indicated that third graders will receive tutoring, additional math instruction, and the hiring of an additional teacher plus the Director of Curriculum and instruction. The Leadership team ensures that that current third-grade teacher is receiving instructional support. A discussion was held about the third-grade classroom library if they have a range books based on grade levels. A discussion was held about the math training the teachers will receive and if it will be a new math curriculum or the existing one.

**IV. Other Business**

**A.**

**Executive session (as needed)**

A. Jimenez-Schulman made a motion to Move into Executive Session.

M. Michael seconded the motion.

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

**Roll Call**

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

A. Jimenez-Schulman made a motion to Ratifying the Termination of HOS.

N. Williams seconded the motion.

- the Board's decision to terminate the HOS for cause, which took place on November 19, 2021
  - The Board had cause under Section 9(c) of her employment agreement, subsections (a), (g), (h) and (i)
  - The Board made its concerns known to the HOS for months prior to the HOS' termination
  - The Board had consensus regarding these reasons prior to her termination on 11/19 and discussed with the HOS when Board representatives met with the HOS for termination on 11/19

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

**Roll Call**

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

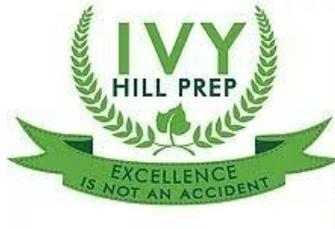
**V. Closing Items**

**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,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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

Monday January 24, 2022 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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##### **Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), M. Kane (remote), N. Williams (remote), T. James (remote)

##### **Directors Absent**

D. Lewis, M. Michael

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

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

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Jan 24, 2022 at 6:34 PM.

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

##### **C. Approve Minutes**

A. Jimenez-Schulman made a motion to approve the minutes from December Meeting Board of Trustees Meeting - Ivy Hill Prep on 12-27-21.

N. Williams seconded the motion.

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

**Roll Call**

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

**D. Approve agenda**

A. Jimenez-Schulman made a motion to approve the minutes from.  
A. Laniyan seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. Finance**

**A. Review Financial Dashboard**

Discussion held about the factors that are driving expenses ahead and the factors that are driving revenue being behind. A discussion was held about the possible classroom materials and their possible impact on the budget. A discussion was held about the allocation of funds for the Noble Story Group. A discussion was held about the grant robotics program and the start date for the program.

**III. Academic Achievement**

**A. Review Dashboard and HOS Report**

Discussion held about the 2022-2023 enrollment goals. The rationale provided is about the increase in the application goal for higher grades. The higher the grades the more difficult it is to recruit. Discussion held around 2022-23 hiring and the number of teachers that have confirmed. The anticipation of the number of teachers that will need to be hired for the next school year. In anticipation of all staff members returning, only four teachers will need to be hired for the next school year.

Discussion held around third-grade academic data and if it is a way to identify the students that have been with IHP from year1 or are new to the school. A discussion was held about the academic experience of the current Kindergarten class and it almost exclusively being remote. Question asked about the plan to address the gaps due to remote instruction.

Question asked about the formatting or details of the progress reports that will be sent to parents. Progress reports will be sent to parents after each step round for both math and reading. The progress reports will have information for parents to support students on areas of weakness. A discussion was held about the state

testing and the preparation for students. A discussion was held about the resources being used to prepare students for the state exams.

A discussion was held about the level of preparedness from teachers in preparing students for the exam. School day schedules are being modified to provide blocks for reteaching of skills or new skills. Data meetings will occur in the mornings to provide teachers will learning targets.

**B. Org chart planning**

**C. Updated COVID Protocol**

Discussion held about making an adjustment to the COVID protocol from 10 days to 5 days, or 7 to compromise. Question asked about the parent's feedback on the number of days required to quarantine. There are mixed responses as some parents are hypervigilant and concerned about COVID whereas others have difficulty securing childcare. The policy will stay the same and a discussion will continue at the next board meeting.

**IV. Other Business**

**A. Executive session (as needed)**

A. Jimenez-Schulman made a motion to move into executive session.  
N. Williams seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

A. Jimenez-Schulman made a motion to Keeping time for a special meeting in February.

T. James seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**V. Closing Items**

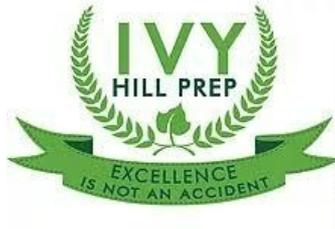
**A. Adjourn Meeting**

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,

A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday February 28, 2022 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://us02web.zoom.us/j/82354088638>, from a public location and must have their video capacity enabled for meeting/voting purposes.

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**Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), M. Kane (remote), N. Williams (remote), T. James (remote)

**Directors Absent**

M. Michael

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**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Feb 28, 2022 at 6:43 PM.

**B. Record Attendance****C. Approve Minutes**

A. Jimenez-Schulman made a motion to approve the minutes from January Meeting Board of Trustees Meeting - Ivy Hill Prep on 01-24-22.

N. Williams seconded the motion.

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

**Roll Call**

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

**D. Approve agenda**

A. Jimenez-Schulman made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 07-26-21.

T. James seconded the motion.

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

**Roll Call**

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

**II. Governance**

**A. General and Committee Updates**

Education Board Partners to continue with the development of board training and recruiting for additional board members.

**B. Ed Board Partners**

Education Board Partners to continue with the development of board training and recruiting for additional board members.

**III. Finance**

**A. Review Financial Dashboard**

A discussion was held about the special events budget line and the possibility of there being an overage in that line. A review of the 2020 school tax return was reviewed, and a vote is needed in order to sign off and approve the

N. Williams made a motion to approve the minutes from 1099 Tax Academic Achievement Committee Meeting on 02-09-22.

D. Lewis seconded the motion.

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

**Roll Call**

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

## IV. Academic Achievement

### A. Review Dashboard and HOS Report

Issues with sidewalk, pooling of water at the driveway, and snow shoveling at the school. IA HOS wants to receive clarity as to who is responsible for making these repairs. The security cameras, boiler, and heat concerns need to be addressed as well. Management will communicate with Management and the board will follow up with the board of Nazareth. A discussion was held about the resources sent home and knowing whether parents find it to be effective or not. IA HOS plans to use parent-teacher night and parent surveys to receive feedback from families. A discussion was held about the school dropping of the mask mandates as the city is moving to remove the mandate. A parent survey was given and parents do not feel comfortable with the removal of masks. Discussion was held about the removal of desk shields as they are not sustainable, can cause possible injuries from falling over, and need constant repair. Further discussions will be held with the board to formalize the shift of the mask mandate.

### B. Updated COVID Protocol

A. Jimenez-Schulman made a motion to Approve the updated COVID protocol.  
T. James seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

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

## V. CEO Support And Eval

### A. Coaching contract

A. Jimenez-Schulman made a motion to Approve coaching contract for the remainder of the year.  
N. Williams seconded the motion.  
The board **VOTED** to approve the motion.

#### Roll Call

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

## VI. Other Business

### A. Executive session (as needed)

A. Jimenez-Schulman made a motion to Executive session.

D. Lewis seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

A. Jimenez-Schulman made a motion to Approve Hiring of new HOS.  
T. James seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

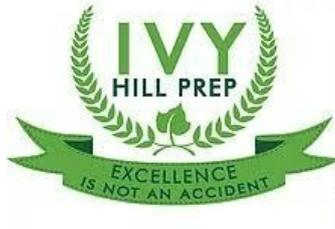
**VII. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday April 25, 2022 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://us02web.zoom.us/j/82354088638>, from a public location and must have their video capacity enabled for meeting/voting purposes.

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**Directors Present**

A. Jimenez-Schulman, A. Laniyan, D. Lewis (remote), M. Kane, T. James

**Directors Absent**

M. Michael, N. Williams

**Guests Present**

A. Coleman, D. Williams

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**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Apr 25, 2022 at 6:32 PM.

**B. Record Attendance****C. Approve Minutes**

A. Jimenez-Schulman made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-28-22.  
T. James seconded the motion.

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

**Roll Call**

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

**D. Approve agenda**

A. Jimenez-Schulman made a motion to approve the minutes from.

T. James seconded the motion.

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

**Roll Call**

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

**II. Finance**

**A. Review Financial Dashboard**

Juned made a suggestion to be aware of the COVID related expenses that may need to be anticipated as we move into the upcoming school year. Question asked about the timeline for sharing the budget for next year. Draft of the budget was sent to the management team and the Finance Committee to share feedback. There was a push for the budget to be finalized by this upcoming June.

**B. Proposed adjustments for 2022-23**

The changes that will occur for the 2022-2023 school will impact part the existing organizational chart. All changes to the organizational chart must be first approved by the authorizer.

**III. Governance**

**A. General Updates**

Discussion held about the target number of candidates for new board members. It was suggested to recruit twelve members specifically in the areas of finance, development and academic achievement.

**B. Trustee membership/ recruitment**

Discussion held about the target number of candidates for new board members. It was suggested to recruit twelve members specifically in the areas of finance, development and academic achievement.

Discussion held about the target number of candidates for new board members. It was suggested to recruit twelve members specifically in the areas of finance, development and academic achievement.

**C.**

### **School Events**

Discussion held about board members attending school events to foster relationships with parents, staff and students.

### **D. NYSED Mid-term Visit**

## **IV. Academic Achievement**

### **A. Review Dashboard and HOS Report**

Question was posed by A. Jimenez-Schulman about the retention of teachers, and the reason why teachers have not committed to returning next year. What is the number one reason why teachers do not want to come back. Teachers that have yet to commit have shared concerns about salary and others are exploring options at other schools. Question asked about benefits being a factor of why teachers may not return. HOS suggested that we should focus on the benefits package to benefit. HOS has been in conversation with multiple vendors for benefits packages.

The leadership vacancies are the Director of Finance and Dean of Students. Discussion held about the status of hiring the DOF. Discussion held about the receptiveness of teacher coaching since the transition of HOS. Specialized instruction for math and science will occur whole school and not specifically for a group of students.

Building relationships with CBO's to provide options for after school programs for students. Potential parents have been concerned with after school programming not being available. It was suggested to reach out to after school programs to get information about bussing and after school program fees. Partnering with Nazareth to possibly bring in an after school program.

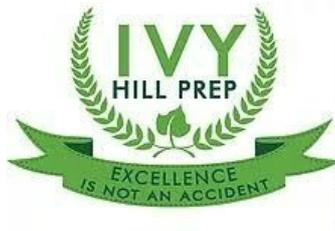
## **V. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:40 PM.

Respectfully Submitted,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday March 28, 2022 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://us02web.zoom.us/j/82354088638>, from a public location and must have their video capacity enabled for meeting/voting purposes.

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**Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), M. Kane (remote), N. Williams (remote)

**Directors Absent**

D. Lewis, M. Michael, T. James

**Guests Present**

A. Coleman (remote), D. Williams (remote)

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**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Mar 28, 2022 at 6:33 PM.

**B. Record Attendance****C. Approve Minutes**

A. Jimenez-Schulman made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-28-22.

A. Laniyan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**D. Approve agenda**

A. Jimenez-Schulman made a motion to Approve agenda.  
M. Kane seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**II. Finance**

**A. Review Financial Dashboard**

**B. Proposed adjustments for 2022-23**

N. Williams made a motion to Approve 8% COL increase for staff for 2022-23 SY.  
A. Laniyan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**III. Other Business**

**A. Executive session (as needed)**

A. Jimenez-Schulman made a motion to Move into executive session to discuss personnel matter.  
A. Laniyan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

M. Kane	Aye
N. Williams	Aye

**Roll Call**

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

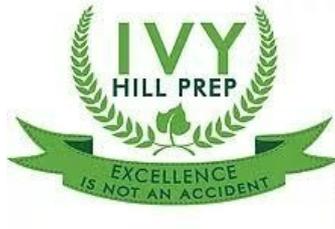
**IV. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:54 PM.

Respectfully Submitted,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday May 23, 2022 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://us02web.zoom.us/j/82354088638>, from a public location and must have their video capacity enabled for meeting/voting purposes.

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**Directors Present**

A. Jimenez-Schulman, A. Laniyan, D. Lewis (remote), M. Kane (remote), N. Williams (remote), T. James (remote)

**Directors Absent**

M. Michael

**Guests Present**

A. Coleman, D. Williams

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**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday May 23, 2022 at 6:38 PM.

**B. Record Attendance****C. Approve Minutes**

T. James made a motion to approve the minutes from April Board of Trustees Meeting - Ivy Hill Prep on 04-25-22.

N. Williams seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**D. Approve agenda**

T. James made a motion to Approve Agenda.  
N. Williams seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

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

**II. Governance**

**A. Trustee membership/ recruitment**

Two perspective board members were present for the board meeting. They have been attending and observing committee meetings. Current members shared plans to remain or transition from the position.

**B. NYSED Mid-term Visit**

**C. Annual Board Retreat**

Discussion held about the board retreat date to be held in July, and if board members are comfortable with the perspective date.

**III. Finance**

**A. Review Financial Dashboard**

Changes for the organizational chart due to budget adjustments for the 2022-2023 school year. The personnel line within the budget will increase due to the growth of the student body for the upcoming year.

D. Lewis made a motion to approve the budget for 2022-2023.

A. Laniyan seconded the motion.

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

**Roll Call**

N. Williams	Aye
A. Jimenez-Schulman	Aye
M. Kane	Aye
D. Lewis	Aye

**Roll Call**

A. Laniyan	Aye
M. Michael	Absent

**B. Org Chart changes**

Discussion held about the need for a middle school coordinator position and whether the role should be full-time or not due to middle school being lottery based.

N. Williams made a motion to Approve Org Chart for 2022-2023.

D. Lewis seconded the motion.

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

**Roll Call**

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

**C. Stipends**

Base pay rate is aligned with what we are currently doing this year. DOE per diem rate was used to guide stipend pay to create equity and alignment. This will only be used for coverages for classes and coaching support. Clear roles will be provided to teachers to establish teacher leader roles.

D. Lewis made a motion to Stipend Policy.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

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

**D. FY23 Budget**

**E. DoF Update**

**IV. Academic Achievement**

**A. Review Dashboard and HOS Report**

Board member asked about the community day event. The HOS shared that it was very successful. Current parents and students, as well as potential families enjoyed themselves.

Adjusting expectations for academic target that are aligned for the charter goals based on the gaps created by the pandemic. The same charter goals will be present, but goals should be established for year four and year five to meet the goals. There was never a change to the goals to the rules, authorizer stated the

goals will not change due to COVID. Suggestion provided to gather data to then plan on how to close the gap for students.

Question asked about E-Rate and if they will be providing tech support. An email has been sent, the leadership team is waiting for a response. Discussion held about what the connectivity option provided and if they provide reimbursement for tech equipment. DOO will follow up with the representative.

Question asked about the involvement of parents to help with recruitment of students for the upcoming year and beyond. The leadership team is working to create a PTA to help build that support of canvassing.

Question asked by board member about the use to the iPads in the classroom. HOS shared that the iPads will be used to enhance digital reading skills. Board member advised to do research about the reading skills via tech versus a physical book and not to create an additional gap.

## **B. School Events**

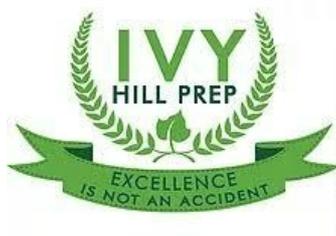
## **V. Closing Items**

### **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,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday June 27, 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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**Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), M. Kane, N. Williams (remote), T. James (remote)

**Directors Absent**

D. Lewis

**Guests Present**

A. Coleman (remote), J. Haque (remote), N. Olisma (remote), Winsome Warden (remote)

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**I. Opening Items****A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Jun 27, 2022 at 6:34 PM.

**B. Record Attendance****C. Approve Minutes**

T. James made a motion to approve the minutes from May Board of Trustees Meeting - Ivy Hill Prep on 05-23-22.

A. Laniyan seconded the motion.

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

**Roll Call**

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

**D. Approve agenda**

N. Williams made a motion to Approve the agenda.  
T. James seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**II. Governance**

**A. Trustee membership/ recruitment**

A. Jimenez-Schulman made a motion to Approve resolution to add Nancy Olisma as a new Trustee, pending background check and NYSED approval.  
N. Williams seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

A. Jimenez-Schulman made a motion to Approve resolution to add Winsome Warden as a new Trustee, pending background check and NYSED approval.  
N. Williams seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

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

**B. Annual Board Retreat**

Suggestions were taken about where to hold the board retreat whether it be at IHP or another venue. Board members shared thoughts on the value of choosing a place other than IHP. T. James offered her work conference room to hold the board retreat.

**C.**

## Resolution approving Org Chart Changes

### D. NYSED Annual Report

## III. Finance

### A. Review Financial Dashboard

A discussion was held about additional variances that are in the financial report. Variances were reviewed and clarification was provided. Discussed the budget for next year and anticipated expenses for next year, modifications and preventions were suggested. The transition of Finance Committee chair will be dependent on the complete onboarding of the new board member.

### B. FY23 Budget

### C. Finance Transition Plan

## IV. Academic Achievement

### A. Review Dashboard and HOS Report

A discussion was held about the role of board members in school community events. HOS will provide more clarity as to how board members can support the events in the upcoming year.

HOS is planning to support students and teachers based on the baseline assessment students have taken. HOS will focus explicitly on math as it is stated in the charter. The question was asked to HOS about how to strategize to achieve the goal of academic achievement. HOS provided areas of priority based on the data gathered. Benchmarks will be put in place to measure the success of the plan that will be facilitated by management.

A discussion was held about recruitment initiatives for student enrollment. A consultant will be utilized to support the effort to increase enrollment applications.

### B. School Calendar

A. Jimenez-Schulman made a motion to Approve the 2022-23 school calendar.

N. Williams seconded the motion.

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

#### Roll Call

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

### C. 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 7:46 PM.

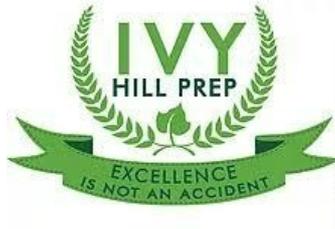
Respectfully Submitted,  
A. Jimenez-Schulman

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### **Documents used during the meeting**

- Resolution Amending Org Chart\_May 2022.pdf
- Ivy Hill Monthly Financials - May 2022.pdf
- 2022-23 School Calendar.pdf
- HOS June Meeting 306090.pdf

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**

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

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

## **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**

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

### **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**

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

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

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

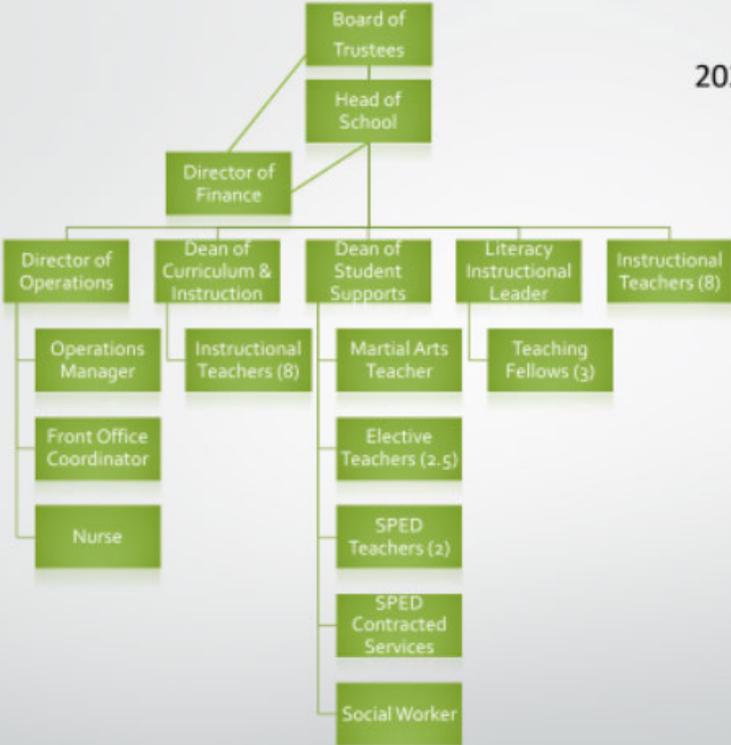
## **IX. Closing Items**

### **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

Operational Year 3  
2021-2022, K-3, 240 Students





			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
11	22	STEP Lit Assessment Round 1				
26	Parent Meeting: Chat & Chew					
29	Storybook Character Day					

April 2022						
Su	M	Tu	W	Th	F	Sa

April	
5	2022-2023 School Year Lottery
11	15 No School - Spring Recess
26	Parent Meeting: Chat & Chew
27	28 Math Interim Assessment 3
29	OPS Appreciation Day

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
2	3	Math Interim Assessment 1				
9	2nd & 3rd Grade Field Trip #1					
10	K & 1st Field Trip #1					
17	18	Report Card Conference 1/2 Day				
22	Picture Day					
23	Thanksgiving Fancy Feast					
24	26	No School - Thanksgiving				
30	Parent Meeting: Chat & Chew					

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May	
2	6 Teacher Appreciation Week
2	13 STEP Lit Assessment Round 4
18	2nd & 3rd Grade Field Trip #2
25	K & 1st Field Trip #2
26	Parent Meeting: Chat & Chew
30	No School - Memorial Day

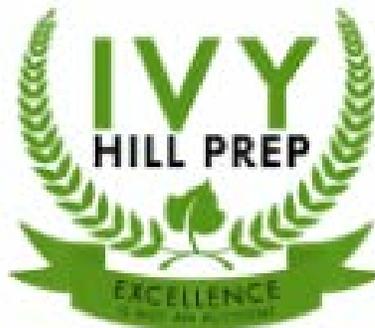
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
1	16	STEP Lit Assessment Round 2				
16	Winter Holiday Show					
17	Holiday Pajama Day					
20	31	No School - Winter Break				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June	
1	Principal's Appreciation Day
2	Spring Holiday Show
8	9 NWEA Assessment 2
13	Kinder Graduation & 1st Grade Step Up
14	2nd & 3rd Grade Step Up
17	Last Day of School - 1/2 Day

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	





# FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.12.2019.

### PREMISES

Ivy Hill Preparatory Charter School  
475 East 57<sup>th</sup> Street  
Brooklyn NY 11203

Ivy Hill Preparatory Charter School  
475 East 57<sup>th</sup> Street  
Brooklyn NY 11203

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **06.20.2019**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

\_\_\_\_\_ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

*Tomasz Korbas*

Examined by: \_\_\_\_\_  
Tomasz Korbas, Supervising Inspector, PBU

No. 188896

Date AUG 5 1964

**CERTIFICATE OF OCCUPANCY**

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C.26-181.0 to C.26-187.0 Inclusive Administrative Code 2.1.3.1. to 2.1.3.7. Building Code.)

This certificate supersedes C. O. No.

To the owner or owners of the building or premises:

THIS CERTIFIES that the new ~~structure~~ building premises located at  
 475 East 57th Street, northeast corner of 57th Street and Ditmas Avenue  
 Block 7915 Lot 10-13-15-17  
 28-41-46-58  
 62-66  
 69

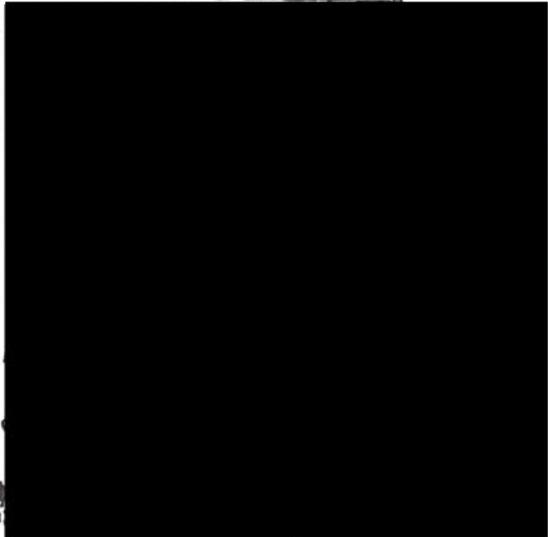
conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.B. ~~Block~~ No. 2494-1960 Construction classification— class 1 fireproof  
 Occupancy classification— Catholic High School height 4 stories, 48 feet  
 Date of completion— const. 8-4-64 . Located in Residence & Manu- Use District  
 plumb. 7-30-64 facturing  
 D Area Height Zone at time of issuance of permit

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

**PERMISSIBLE USE AND OCCUPANCY**

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Basement	ground	500	-	500	
		700		700	
First	100	982		982	
First	60 and 100	432		432	
Second	60 & 100	495		495	
Balcony	100	966		966	
Third	60. & 100	720		720	
Fourth	40	44		44	

TOTAL - Catholic High School

- Certificate of Approval #6665 Issued 1963 - fuel oil
- Fire Department approval Issued for Interior Fire Alarm system May 14, 1961
- Department of Air Pollution Control Certificate #737 of 1962 issued January 3, 1963

SEWER DISPOSAL: DOES  
 HAZARDOUS WASTE: DOES  
 STEEL FRAMING: DOES  
 William Koth

CERTIFICATE WILL BE NULL AND VOID IF ALTERED IN ANY MANNER OR ADDITIONS ARE MADE THERETO  
 Borough Superintendent  
 (Page 1) *William Koth*