

Application: Ivy Hill Preparatory Charter School

Ambrosia Johnson - ajohnson@ivyhillprep.org
Annual Reports

Summary

ID: 0000000346
Status: Liaison Review
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Aug 3 2020

[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 2019-20 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, 2020)** 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 331800861146

a1. Popular School Name

Ivy Hill Preparatory Charter School

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #18 - BROOKLYN

d. DATE OF INITIAL CHARTER

6/2018

e. DATE FIRST OPENED FOR INSTRUCTION

8/2019

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. All children, regardless of demographics, will rise to the expectation set for them. We believe all children, regardless of race or zip code, should be prepared to succeed academically in the college or university of their choice, and the foundation for that choice starts in early elementary school. 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. When scholars enter our building, we will welcome them into an environment that has been proven

successful in other high-performing schools: one that is predictable, structured, encouraging, rigorous, and joyful. Within this environment, students will be equipped with the academic tools and character foundation necessary to thrive in high school and succeed in college. 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. Our K-5 scholars will be able to read at or above grade level, with the ability to analyze, think critically, and discuss challenging texts. At Ivy Hill Prep, the environment will be predictable, the work will be challenging, and the supports in place will provide our scholars with an experience that develops them academically and professionally.

KDE 2

Reading is fundamental. Literacy is power. Kofi Annan said, "Literacy is a bridge from misery to hope." Children from low-income homes enroll in school at a significant disadvantage, due to their exposure to approximately 30 million fewer words than experienced by their more affluent peers. The "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. Scholars will have 225 minutes of literacy instruction Mon-Thu and 135 minutes on Fridays as they master decoding, fluency, accuracy, and comprehension. 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

Student success requires a data-driven approach and a relentless commitment to results. With uncompromising attention to data-driven instruction, we will use a proven system to collect and analyze different types of data throughout the academic year. We will use data to evaluate the effectiveness of every aspect of our program and evaluate our performance against the goals defined in Section I.A. We will use daily exit tickets, internally created interim assessments, STEP assessments, standardized exams, and nationally norm-referenced assessments to evaluate scholars' progress toward ambitious goals. We will administer STEP every six weeks. Interim assessments, aligned to the NYS Common Core Learning Standards, will be administered six times per year. Students will take the nationally-normed NWEA MAP assessment at the beginning, middle, and end of each year. Once we enroll students in third grade, we will administer state assessments according to the New York state assessment schedule. We will use collected data to evaluate student achievement, identify appropriate interventions for struggling students, and inform our whole-class curriculum and instruction. Teachers and staff will consistently collect and analyze meaningful data points on student academic progress and achievement, which will allow for effective instructional oversight and impactful individualized supports every day.

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. As described in Section III.D, 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 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 5

Intentional character development creates student leaders. Dr. Martin Luther King Jr. once said, towards achieving individual goals that have a direct impact on student achievement. “Intelligence plus character – that is the goal of true education. ”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. 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. According to studies that correlate grit and academic success, results affirm that “grit positively predicts achievement in challenging domains over and beyond mere talent. That grit – the tendency to pursue long-term challenging goals with perseverance and passion – [is] correlated with Black male collegians’ grades, holding not only power of concentration, but worthy objectives upon which to concentrate. All other factors constant, underscores the significance of this trait to achievement. 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. Each week, teachers will highlight and celebrate one scholar from each class that demonstrated that month’s core value. When the scholar is acknowledged, teachers will give concrete examples of how the scholar exemplified the value, with the goal of other scholars mirroring those actions.

KDE 6

Intentional character development creates student leaders. Dr. Martin Luther King Jr. once said, towards achieving individual goals that have a direct impact on student achievement. “Intelligence plus character – that is the goal of true education. 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.11 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. According to studies that correlate grit and academic success, results affirm that "grit positively predicts achievement in challenging domains over and beyond mere talent. That grit – the tendency to pursue long-term challenging goals with perseverance and passion – [is] correlated with Black male collegians' grades, holding not only power of concentration, but worthy objectives upon which to concentrate. all other factors constant, underscores the significance of this trait to achievement. 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. Each week, teachers will highlight and celebrate one scholar from each class that demonstrated that month's core value. When the scholar is acknowledged, teachers will give concrete examples of how the scholar exemplified the value, with the goal of other scholars mirroring those actions.

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 teachers, 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. 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)

www.ivyhillprep.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

120

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

116

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served

K, 1

I1. 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 2020-2021?

No, just one site.

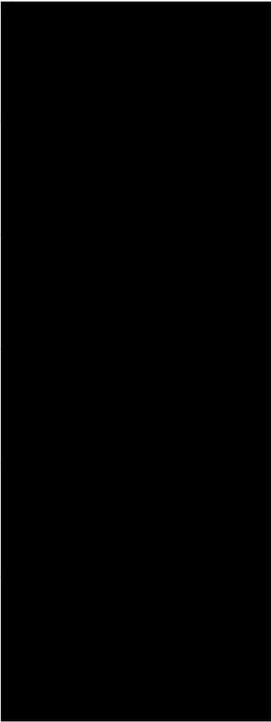
School Site 1 (Primary)

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 East 57th Street, Brooklyn, NY 11203	917-789-8959	NYC CSD 18	K-2	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Ambrosia Johnson			ajohnson@ivyhillprep.org
Operational Leader	Brandon Parker			bparker@ivyhillprep.org
Compliance Contact	Brandon Parker			bparker@ivyhillprep.org
Complaint Contact	Ambrosia Johnson			ajohnson@ivyhillprep.org
DASA Coordinator	Diana Williams			dwilliams@ivyhillprep.org
Phone Contact for After Hours Emergencies	Shanell Torres			storres@ivyhillprep.org

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

Private Space

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, 2020.

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy.](#)

Filename: Certificate of Occupancy. **Size:** 559.5 kB

Site 1 Fire Inspection Report

[Fire Inspection Certificate.pdf](#)

Filename: Fire Inspection Certificate.pdf **Size:** 355.5 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 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 District or CSD of Location	Changing CSD from 23 to 18	April 25, 2019	June 25, 2019
2	Change in admissions/enrollment policy	Revision of Kindergarten and 1st grade enrollment numbers. Kindergarten: Previously 60, and currently: 88. 1st Grade Previously: 60, Currently: 32	May 29, 2019	June 25, 2019
3	Change in schedule/calendar	Changing total number of school days from 191 to 185.	May 29, 2019	June 25, 2019
4				
5				

More revisions to add?

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Ambrosia Johnson
Position	Founder & Head of School
Phone/Extension	917-789-8959
Email	ajohnson@ivyhillprep.org

p. 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. Check **YES if you 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

A large, stylized handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Arbina Jones".

Signature, President of the Board of Trustees

Two handwritten signatures in black ink on a light gray background. The signature on the left is cursive and appears to read "Tasha". The signature on the right is also cursive and appears to read "Tasha".

Date

Aug 3 2020

Thank you.



Entry 2 NYS School Report Card

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

IVY HILL PREPARATORY CHARTER SCHOOL 331800861146

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one.

Please type "URL is not available" in the space provided.)

URL is not available

Entry 3 Progress Toward Goals

Completed Aug 3 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or 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".

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-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, 2020.

1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2019-2020 school year, any academic 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".

2019-20 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
		Literacy To evaluate progress toward attainment of literacy goals, classroom teachers assessed students in literacy using the		Literacy: Due to the unexpected closure of COVID-19, Ivy Hill Prep could not assess the STEP assessment during

<p>Academic Goal 1</p>	<p>Literacy</p> <ul style="list-style-type: none"> • At least 70% of K will reach STEP 4 by end of year • At least 80% of 1st Graders will reach STEP 7 by end of year (Student at IHP for 2yrs) • 90% of students will grow a minimum of 3 step levels each year. 	<p>University of Chicago's STEP assessment every 6 weeks. After collecting the academic data, instructional teachers and leaders assessed the data to identify concrete steps to include the results into direct instruction to close academic gaps. At the end of each 6-week cycle, instructional teachers and leaders compared the current status of students to the periodic benchmarks pre-selected to assess if a student is or is not on track to achieving the EOY benchmark.</p>	<p>Unable to Assess</p>	<p>the final four months of school.</p> <p>However, Ivy Hill Prep adapted a similar assessment created by Lifelong Readers. This assessment is closely aligned to the STEP assessment. Each level mirrored STEP in the areas of text complexity, pictures vs. words, and text count.</p> <p>Ivy Hill Prep was able to administer this assessment virtually. Upon completion, Ivy Hill Prep was able to meet this goal: 72% of Kindergarteners passed STEP 3 and reached STEP 4.</p>
	<p>NWEA Map</p>	<p>NWEA Map 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 results in Quarter 1, the instructional leadership team</p>		

Academic Goal 2	<ul style="list-style-type: none"> • 5% growth until average score is 85% • All students will achieve 1 year of growth every year 	<p>assessed the data to identify specific misconceptions. 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.</p>	Unable to Assess	
Academic Goal 3				
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

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 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”.

2019-2020 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
Org Goal 1	<p>Goal 1: Culture, Climate, and Family Engagement As measured by an annual survey:</p> <ul style="list-style-type: none"> • 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 	<p>Goal 1: To evaluate progress toward attainment of Goal 1, Ivy Hill Prep analyzes survey results from our in-house Ivy Hill Preparatory Charter School survey as well as the NY DOE Survey.</p>	Met	

	Hill Prep's frequency and quality of communication.			
Org Goal 2	<p>Goal 2: Board Oversight & Governance</p> <ul style="list-style-type: none"> • The Board will complete an annual evaluation of the school leader. • The Board will review monthly applicable data against charter goals. 	<p>Goal 2:</p> <ul style="list-style-type: none"> • 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 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>Goal 3: Organizational Capacity</p> <ul style="list-style-type: none"> • School leadership will effectively recruit, hire, manage, train, and retain staff. • The School 	<p>Goal 3:</p> <ul style="list-style-type: none"> • 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. 		

Org Goal 3	<p>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.</p>	<ul style="list-style-type: none"> • 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 surrounding PD and its effectiveness. 	Met	
Org Goal 4	<p>Goal 4: Enrollment, Recruitment, and Retention</p> <ul style="list-style-type: none"> • 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. 	<p>Goal 4:</p> <ul style="list-style-type: none"> • To evaluate progress towards bullets 1, 2, and 4, Ivy Hill Prep’s Head of School academic monthly 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 	Not Met	<p>Goal 4:</p> <ul style="list-style-type: none"> • The school meets or exceeds projected enrollment by October 1 of each year. – The school will recruit and aim to have a healthy waitlist for each grade, summer school retention aimed initiatives during the summer months to keep families excited about returning/starting. • The average daily rate of attendance is 95% or higher. – The school will continue to set attendance expectations and

		school community.		will follow up on routine lateness's and absenteeism daily.
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

2019-2020 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.	Partially Met	
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 2019- 2020 school year.		Goal 2: Results of the 2019- 2020 independent financial audit have not been published.
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2019-2020 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 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Aug 3 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

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 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**
- **SUNY- Authorized Charter Schools: [Trustee Financial Disclosure Form](#)**

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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.

IHP Board of Trustees Financial Disclosure Forms - 2020

Filename: IHP Board of Trustees Financial DisclorRKp6g.pdf **Size:** 1.8 MB

Entry 8 BOT Membership Table

Completed Aug 3 2020

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 8 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 331800861146

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and 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/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Marsha D. Michael Email: [REDACTED]	Chair	Governance, Academic Achievement, HOS Evaluation & Support, (Temporary Membership: Finance, Development)	Yes	1	07/1/2018	07/1/2020	12
2	Nataki Williams Email: [REDACTED]	Treasurer	Finance (Chair), Development, HOS Evaluation & Support	Yes	2	07/1/2018	07/1/2020	12
3	Kimberly Wedderburn-Henderson, Esq., [REDACTED]	Secretary	Governance & Academic Achievement	Yes	1	07/29/2019	6/30/2020	11

4	Adam Jimenez-Schulman Email: [REDACTED]	Trustee/Member	Academic Achievement, Finance, HOS Evaluation & Support (Chair) Finance & Development	Yes	1	07/1/2018	07/1/2020	5 or less
5	Derrick Lewis Email: [REDACTED]	Trustee/Member	Finance & Development	Yes	1	07/1/2018	07/1/2021	7
6	Jennifer Small Email: [REDACTED]	Trustee/Member	Academic Achievement	Yes	1	10/28/2019	10/28/2021	9
7	Maimouna Kane Email: [REDACTED]	Trustee/Member	Development	Yes	1	02/24/2020	02/24/2022	6
8	Tanisha James Email: [REDACTED]	Trustee/Member	Finance, Development	Yes	1	02/24/2020	02/24/2021	5 or less
	Adam							

9	Laniyan Email: [REDACTED]	Trustee/M ember		Yes	1	02/24/20 20	02/24/20 22	6
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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, 2020	9
b.Total Number of Members Added During 2019-2020	4
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 3 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

[Meeting Minutes Fiscal Yr 19-20 \(1\)](#)

Filename: Meeting Minutes Fiscal Yr 19 20 1.pdf Size: 1.4 MB

Entry 10 Enrollment & Retention

Completed Aug 3 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, 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 2020-2021.

IVY HILL PREPARATORY CHARTER SCHOOL 331800861146

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<p>To recruit all students, including students with disabilities, economically disadvantaged, or ELLs, we have tabled and held information sessions on 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides. 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.</p> <p>To recruit ELLs or students with disabilities, Ivy Hill Prep has built 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 host Open Houses for prospective families. Due to COVID-19, Ivy Hill Prep's team is currently brainstorming different ways to host virtual Open Houses to show parents digitally what Ivy Hill offers its students and families. 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.</p> <p>All printed marketing materials will continue to specify that Ivy Hill Prep desires and accepts students who are economically disadvantaged.</p>
	To recruit all students, including students with disabilities,	

English Language Learners/Multilingual Learners

economically disadvantaged, or ELLs, we have tabled and held information sessions on 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides. 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 recruit ELLs or students with disabilities, Ivy Hill Prep has built 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.

To continue to make progress towards our enrollment targets for the upcoming year, Ivy Hill Prep will continue to host Open Houses for prospective families. Due to COVID-19, Ivy Hill Prep's team is currently brainstorming different ways to host virtual Open Houses to show parents digitally what Ivy Hill offers its students and families. 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.

All printed marketing materials will continue to specify that Ivy Hill Prep desires and accepts students who are English Language Learners.

To recruit all students, including students with disabilities, economically disadvantaged, or ELLs, we have tabled and held information sessions on 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York

To continue to make progress

Students with Disabilities	<p>where our target population resides. 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.</p> <p>To recruit ELLs or students with disabilities, Ivy Hill Prep has built 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>towards our enrollment targets for the upcoming year, Ivy Hill Prep will continue to host Open Houses for prospective families. Due to COVID-19, Ivy Hill Prep’s team is currently brainstorming different ways to host virtual Open Houses to show parents digitally what Ivy Hill offers its students and families. 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.</p> <p>All printed marketing materials will continue to specify that Ivy Hill Prep desires and accepts students with disabilities.</p>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>To retain students who are economically disadvantaged, Ivy Hill Prep supported our students and families by utilizing funds in</p>	<p>Ivy Hill plans to continue our current plans of retaining students who are economically disadvantaged by continuing to utilize funds in our budget to purchase necessary materials for learning. By Ivy Hill Prep taking on this financial responsibility, it</p>

<p>Economically Disadvantaged</p>	<p>our budget to purchase necessary materials for learning. By Ivy Hill Prep taking on this financial responsibility, it took the burden off of our families. Ivy Hill Prep purchased all learning materials, all Life's Work materials, provided lunch and snack, etc.</p>	<p>takes the burden off of our families. Ivy Hill Prep purchases all learning materials, all Life's Work materials, provides lunch and snack, etc.</p> <p>This year, our Social Worker will provide our families with a book of resources that include information surrounding jobs, food, transportation, health benefits, etc.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>To retain students who are English Language Learners, Ivy Hill Prep provided these students with additional phonics instruction during classroom time, communicated frequently with their families, and provided all members of their learning team with the appropriate data points necessary to appropriately propel their learning.</p>	<p>To retain students who are English Language Learners in the upcoming year, Ivy Hill Prep will continue to provide these students with additional phonics instruction during classroom time, continue to communicate frequently with their families, and continue to provide all members of their learning team with the appropriate data points necessary to appropriately propel their learning.</p>
<p>Students with Disabilities</p>	<p>To retain our students with disabilities, this past year Ivy Hill Prep's staff ensured students received all required special services, as well as offering additional supports to students who did not have IEPs to support the struggles that many encountered academically.</p>	<p>To retain our students with disabilities in the upcoming year, Ivy Hill Prep's staff will continue to ensure that all students receive all required special services. We will continue to offer additional supports to students who did not have IEPs to support the struggles that many encountered academically.</p> <p>This year, our RTI model will be enhanced as we create Ujima plans for each student with an IEP. Ujima plans will clearly list out additional bite-sized benchmarks for all students, with a clear breakdown of</p>

responsibilities for all constituents: Students, SPED team, teachers, and parents. Ujima meetings will be pre-scheduled to allot time for parents to meet with school staff to discuss progress towards goals.

Entry 12 Percent of Uncertified Teachers

Completed Aug 3 2020

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.

Entry 12 Uncertified Teachers

School Name: **IVY HILL PREPARATORY CHARTER SCHOOL 331800861146**

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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category A: 5 or 30% whichever is less	2.0

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

	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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	5
Total Category B: not to exceed 5	5.0

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, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	0.0

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	3

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	10



Thank you.

Entry 13 Organization Chart

Completed Aug 3 2020

[Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

[Organizational Chart 20](#)

Filename: Organizational Chart 20.pdf Size: 159.3 kB

Entry 14 School Calendar

Completed Sep 28 2020

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools 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.

[Year2_IHP Academic v2](#)

Filename: Year2_IHP Academic v2.pdf Size: 149.3 kB

Entry 15 Links to Critical Documents on School Website

Completed Aug 3 2020

Instructions

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

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. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: Ivy Hill Preparatory Charter School

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

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. Most Recent Annual Report (i.e., 2018-19)	https://www.ivyhillprep.org/annual-report
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://app2.boardontrack.com/public/ifDB0a/meetingsList
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://app2.boardontrack.com/public/ifDB0a/meetingsList
3. Link to NYS School Report Card	https://www.ivyhillprep.org/annual-report
4. Most Recent Lottery Notice Announcing Lottery	https://www.ivyhillprep.org/annual-report
5. Authorizer-Approved DASA Policy	https://www.ivyhillprep.org/2019-2020-student-family-handbook
6. District-wide Safety Plan	https://www.ivyhillprep.org/annual-report
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.ivyhillprep.org/2019-2020-student-family-handbook
7. Authorizer-Approved FOIL Policy	https://www.ivyhillprep.org/annual-report
8. Subject matter list of FOIL records	https://www.ivyhillprep.org/annual-report
9. Link to School Reopening Plan	https://576414cd-1780-4a26-8016-7b9c1a373b1f.filesusr.com/ugd/1df452_0a45f12a3e6042a9894b800cc80e2cb3.pdf

Thank you.



Entry 16 COVID 19 Related Information

Completed Aug 3 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the

last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Ivy Hill Preparatory Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	116	93	111

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of

nt Title															Parti cipa ting Stud ents
Lifel ong Rea ders Lite racy Ass ess me nt - Ali g ned with STE P ass ess me nt	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	
	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	



IVY HILL PREPARATORY CHARTER SCHOOL

Board of Directors

Tanisha James
Maimouna Kane
Adam Laniyan
Derrick Lewis
Marsha D. Michael, *Board Chair*
Adam Jimenez-Schulman
Jennifer Small
Nataki Williams, *Treasurer*

Head of School

Ambrosia Johnson

Director of Operations

Brandon Parker

DISCLOSURE OF FINANCIAL INTEREST BY A CURRENT OR PROPOSED BOARD OF TRUSTEE MEMBER

Please find attached the forms for the following board members:

1. Tanisha James
2. Maimouna Kane
3. Adam Laniyan
4. Derrick Lewis
5. Marsha D. Michael
6. Adam Jimenez-Schulman
7. Jennifer Small
8. Nataki Williams

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:
Tanisha A James

**Name of Charter School Education Corporation (for an unmerged school,
this is the Charter School Name):**

Ivy Hill Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member

2. Is the trustee an employee of any school operated by the Education Corporation?

___ Yes ___ X No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

___ Yes ___ X No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself

None	None	None	None
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write **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
None	None	None	None	None

Tanya A. L.

7-21-2020

Signature

Date

Please note that 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. Personal contact information

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[REDACTED]

[REDACTED] [REDACTED] [REDACTED] [REDACTED]

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Maimouna Kane

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Ivy Hill Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).
2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

Please write “None” if applicable. Do not leave this space blank.

None	None	None	None
------	------	------	------

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “**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
None	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Maimouna Kane

07/21/2020

Signature

Date

Please note that 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. Personal contact information provided below will be redacted.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Adam Laniyan

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Ivy Hill Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?
 Yes X **No**

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

3. Are you related, by blood or marriage, to any person employed by the school

No.

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No.

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No.

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

Please write “None” if applicable. Do not leave this space blank.

None	None	None	None
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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “**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
<i>None</i>				

Adam Laniyan
Signature

7/19/20
Date

Please note that 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. Personal contact information provided below will be redacted.

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Derrick H. Lewis

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):
Ivy Hill Prep Charter School**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

General Board Member

2. Are you an employee of any school operated by the education corporation?
 Yes X **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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 X No

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

None

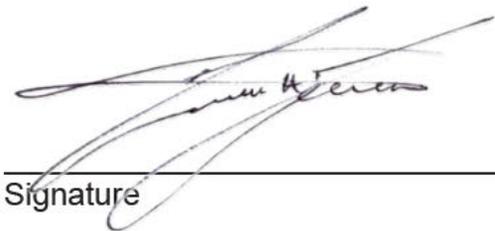
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “**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



07/21/2020

Signature

Date

Please note that 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. Personal contact information provided below will be redacted.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Marsha D. Michael

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Ivy Hill Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair of the Board of Trustees

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>NONE</i>			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write "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
NONE				


 Signature _____ Date 7/10/2020

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last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Adam Jimenez-Schulman

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Ivy Hill Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair, Head of School Evaluation Committee

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

6. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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None			
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8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “**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
None				



Signature

Date 7/5/2020

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last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Jennifer Small

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Ivy Hill Preparatory Charter School

List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Finance and Development Committees member

1. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

2. Are you related, by blood or marriage, to any person employed by the school?
No.

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

3. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? No.

If **Yes**, please describe the nature of your relationship and how this person 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 this school? No.

If Yes, please describe the nature of your relationship and how 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 or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

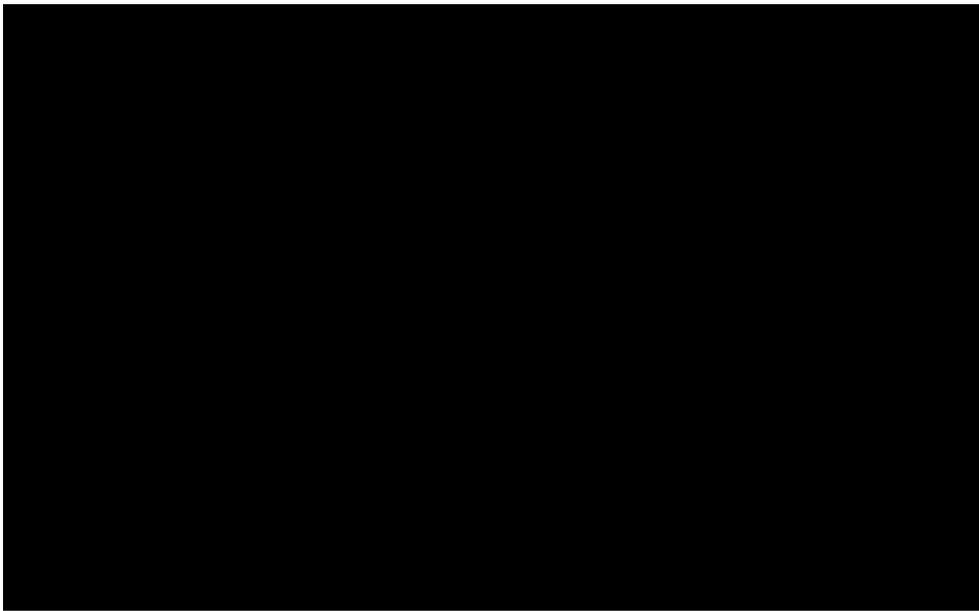


10th July 2020

Signature

Date

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last revised 06/8/2020

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:
Nataki Williams

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):
Ivy Hill Preparatory Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative). **Treasurer**

2. Are you an employee of any school operated by the education corporation?
 Yes **No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
NO

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

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

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

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

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

6. 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

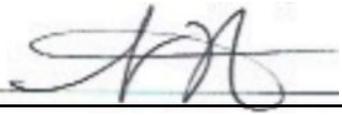
If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house 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-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE			

8. 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) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are 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, write “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
<i>NONE</i>				

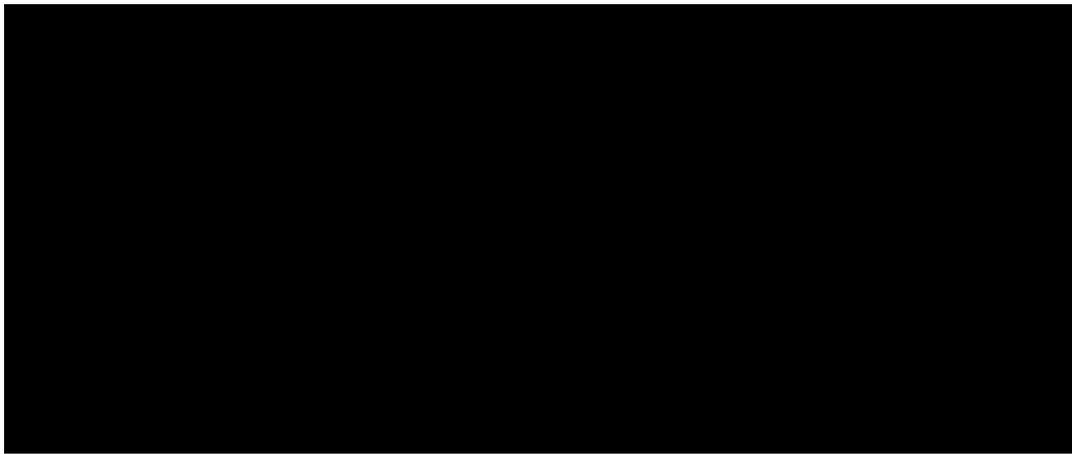


 Signature

07/21/2020

 Date

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last revised 06/8/2020



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

- I. Call to Order- The meeting was called to order at 6:33pm by Board Chair Marsha Michael.
- a. Roll Call by Secretary, Nataki Williams.

Board of Trustee Present:

Member
Adam Schulman
Marsha Michael
Nataki Williams
Derrick Lewis
Kimberly W Henderson
Rebecca May (not present at the meeting)

It was determined that a quorum was present by Board Chair, Marsha Michael. Also present was Head of School, Ambrosia Johnson and board candidate Maimouna Kane, Jennifer Small, Adam Laniyan and Tanisha James.

b. Approval of Meeting Minutes

- i. A motion to approve the minutes of the Board Meeting held, on June 24, 2019, was made by Marsha Michael. The motion to approve the minutes of the Board Meeting was seconded by Adam Schulman.
- ii. The secretary took the roll call of the vote to approve the Board Meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

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



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

c. Approval of Agenda

- i. A motion to approve the meeting agenda was made by, **Marsha Michael** Board Chair. The motion to approve the meeting agenda was seconded by **Adam Schulman**.

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

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

II. Governance Committee

a. Update on 50(c) 3

- i. Ivy Hill Prep has attained 501(c)3 status. The application for sales tax exemption was submitted three weeks ago and is still being processed. There is a potential for retroactive reimbursement or sales tax that has already been paid.

b. Vote to Finalize Annual Retreat Meeting Date

- i. The Board discussed the date and location of the annual retreat meeting. The annual retreat meeting is an opportunity to conduct a board assessment of current board members, discuss the roles of newer board members, and the plan for the growth of the board. The Board will also discuss using Board on Track and meet with a representative from the company.

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



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

- ii. A motion to set the date for the annual retreat meeting for Sunday, September 8, 2019 at 1:00PM was made by, **Marsha Michael, Board Chair.** The motion to approve the meeting agenda was seconded by **Nataki Williams, Trustee.**
- iii. The secretary took the roll call of the vote to set Sunday, September 8, 2019 1-3pm as the date for the board annual retreat meeting, subject to availability of a representative from Board on Track. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

III. Finance Committee

a. Review / Vote to Approve New Back Office Provider

- i. The current Back Officer Provider of Ivy Hill Prep has shown a history of inadequate service, including not completing tasks in a timely manner, providing poor financial advisement and most recently making glaring errors that have strained the budget. The Finance Committee requested and received bids from several other Backoffice providers and the Board reviewed and discussed all of the Bids.
- ii. A motion to change BackOffice Provider was made by **Marsha Michael, Trustee.** The motion to approve change the back-office provider as was seconded by **Kimberly Henderson, Trustee.**

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



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

- iii. The secretary took the roll call of the vote to change back office providers. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

- iv. After reviewing bids from a number of back office providers, the Finance Committee invited a representative from Accounting Solutions to the Board Meeting. Accounting Solutions is a New York based company with strong consistent recommendations. Board treasurer, Nataki Williams spoke to two board treasurers and two DOOs that have worked with Accounting Solutions. All reported similar impressions of Accounting Solutions. They cited the company’s great responsiveness, strong attention to detail, and wealth of knowledge about charter schools and human resources as well as strong negotiation skills.
- v. Accounting Solutions president Digant Bahl, CPA spoke to the Board. Mr. Bahl explained his personal background and the history of his company. The company currently has 18 full time employees and 70-75 clients, including approximately 11 New York charter schools. For new schools such as Ivy Hill Prep, he usually appoints one accountant to come to campus one day per week. Mr. Bahl or his vice president would participate in finance committee meetings and would also attend important board meetings.
- vi. A motion to retain Accounting Solutions as a back-office provider was made by **Nataki Williams, Trustee**. The motion to retain Accounting Solutions as the back-office provider as was seconded by **Derrick Lewis, Trustee**.

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



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

- vii. The secretary took the roll call of the vote to retain Accounting Solutions as back office providers. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

c. Review Current Financial Status

- i. Treasurer, Nataki Williams reported on Key Findings from Year 0. The revenue expectations were met and the current financial indicators were generally unremarkable and below threshold. There was a savings in compensation primary due to hiring a Direction of Operations later than expected.
- ii. The Profit and Loss statement shows some discrepancies that have been discussed at previous board meetings, such as shifting of costs due to the late hiring of a Director of Operations. There is also significant savings in Board expenses due to donations by Board Chair Marsha Michael. Unfortunately, this savings cannot be shifted to Year 1.
- iii. The Board discussed moving some line items to a more appropriate place. For example Staff Meals is currently 34% of the staff recruitment and would be more appropriately placed under travel and expenses. Further, the staff recruitment budget may be reduced in Year.
- iv. The finance committee meeting will be moved to the third Monday on the month at 6:30pm.

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



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

IV. Academic Achievement Update

a. Safety Plan

- i. The Board reviewed the Safety Plan and discussed some potentially conflicting language. After further discussion, the Board determined that the language can remain as is.
- ii. A motion to approve Safety Plan was made by Adam Schulman. The motion was seconded by Nataki Williams, Trustee.
- iii. The secretary took the roll call of the vote to approve Safety Plan. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

a. Ivy Hill Prep Wellness Policy

- i. A motion to approve Ivy Hill Prep Wellness Policy was made by Adam Schulman. The motion was seconded by Nataki Williams, Trustee.
- ii. The secretary took the roll call of the vote to approve Hill Prep Wellness Policy. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

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



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

a. Vote to Approve Board Chair Letter regarding Americans with Disabilities Act Compliance

- i. A motion to approve Board Chair Letter regarding Americans with Disabilities compliance was made by Marsha Michael. The motion was seconded by Derrick Lewis, Trustee.
- ii. The secretary took the roll call of the vote to approve Board Chair Letter regarding compliance with the Americans with Disabilities Act. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

b. Staff Certification

- i. The Board reviewed the Ivy Hill Prep staff certifications and staff fingerprint report. The Academic Committee reviewed the staff's current certification and discussed the staff certification requirements under New York State Education

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



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

Law § 2854. The Board determined that the current composition of teachers meets the New York State requirements.

IV. Development Committee

a. Ribbon Cutting Ceremony

- i. The Ivy Hill prep Ribbon-Cutting Ceremony is planned for August 17, 2019. There was a discussion on whether the event should be postponed to allow for additional planning and preparation of the school. The Board determined that the ribbon cutting ceremony will remain at the same time. The Board also agreed to each invite ten friends and family members.
- ii. The Development Committee meeting will be held on Wednesday, July 31 at 7:30pm.

V. Update by Head of School

a. Enrollment

- i. There are currently 86 kindergarteners and 33 first graders enrolled. 62 students are on the kindergarten waitlist and there are 0 students on the first grade waitlist. The goal is to continue recruitment efforts and build up a first grade waitlist.
- ii. 232 Students came to accepted students night on July 18, 2019. There will be a Back to School BBQ In parking lot on August 10, 2019.

b. Hiring

- i. The Head of School reported that two hired teachers will not be joining Ivy Hill Prep this fall. A demo day is planned. The Dance teacher position has been filled and approval for hiring a nurse through DOE has been attained.
- ii. The Authorizer is scheduled for a pre-opening approval tour on August 7, 2019.

VI. Motion to adjourn the meeting

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



Ivy Hill Prep

Board of Trustees Meeting Minutes

Monday July 29, 2019 | Time: 6:30 – 8:30 pm

475 E 57th St, Brooklyn, NY 11203

- i. A motion to adjourn the meeting was made by **Marsha Michael, Board Chair at 9:17pm.** The motion to adjourn the meeting was seconded by **Kimberly Henderson, Trustee.**

- ii. The secretary took the roll call of the vote to adjourn the meeting. The motion passed by a unanimous vote with the following Trustees voting in favor of the motion:

Member	Vote Yes	Vote No
Adam Schulman	✓	
Marsha Michael	✓	
Nataki Williams	✓	
Derrick Lewis	✓	
Kimberly W Henderson	✓	
Rebecca May	(Not present at meeting)	

CERTIFICATE OF THE SECRETARY

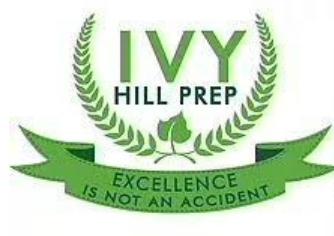
The undersigned does hereby certify that the undersigned is the Secretary of the Corporation, an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees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

Secretary: Nataki Williams

Date: August 26, 2019

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

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday September 30, 2019 at 6:30 PM

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Brooklyn NY

PLEASE REVIEW THE ATTACHED MEETING DOCUMENTS PRIOR TO THE MEETING

Directors Present

D. Lewis, K. Wedderburn-Henderson, M. Michael, N. Williams

Directors Absent

A. Jimenez-Schulman

Guests Present

A. Johnson, Angela Blackshear, T. James

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 Sep 30, 2019 @ 6:34 PM at Ivy Hill Prep Charter School, 475 East 57th Street, Brooklyn NY.

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

M. Michael made a motion to approve minutes from the Board of Trustees Meeting - Ivy Hill Prep on 08-26-19 Board of Trustees Meeting - Ivy Hill Prep on 08-26-19.

N. Williams seconded the motion.

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

D. Approval of Meeting Agenda

N. Williams made a motion to Approve Minutes.
K. Wedderburn-Henderson seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Governance

A. Vote to Approve Board of Trustees Officers

B. Vote to Approve Adding Jennifer Small as a Board of Trustee Member

M. Michael made a motion to Approve Adding Jennifer Small as a Board of Trustee Member.
N. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Planning Ahead

There will be tutorial on Open Meeting Law at the next board meeting. The Board continued discussion on increasing board engagement. Board member will be required to RSVP to meetings at least one week in advance. Each committee will develop committee goals and action plans. The action items will be on the Board on Track dashboard. It is important for board member to use the dashboard to manage their assigned tasks.

T. James arrived late.

D. Update Policies

The Board discussed amending the employee handbook to include an exit plan for employees that resign or are terminated. The goal is to make a smoother transition that includes official policy for handing over passwords, equipment, and information needed for Ivy Hill Prep to continue running successfully with minimal disruption. The new policy will be vetted through the Governance Committee and then the board will vote on the amended employee handbook.

E. Governance Update - Political landscape

The New York State Legislature is becoming more progressive and may move away from funding charter schools. The Board would like to be proactive in building relationships with local elected officials. The Board discussed visiting the local offices of elected officials and then planning visits during the school day.

III. HOS Evaluation & Support Committee

A. Approve HOS Evaluation Process Timeline

M. Michael made a motion to Approve HOS Evaluation Process Timeline.
D. Lewis seconded the motion.
The motion unanimously did not carry.

B. Approve HOS Planning Year Evaluation

The Board reviewed the Head of School Evaluation Rubric for the planning year. The rubric for Year 1 will be reviewed at the next meeting.

C. Approve HOS Year 1 Goals

The Year 1 HOS Goals were discussed at the meeting. The Board will vote on the goals at a later date.

IV. Finance

A. Review Financial Dashboard for July & August

Once Ivy Hill Prep fully transitions to the new Back Office provider, Accounting Solutions of New York, there will be changes in the format of the financial report. The current financial report shows satisfactory ratios for the financial indicators. There are still some issues with the finances from the previous back office provider that are still being fixed. Previously, payroll taxes were not properly budgeted for, causing a \$10,000 variance. Accounting Solutions will fix this.

B. Update on Amended Budget Process

Accounting Solutions is still adjusting the Year 1 budget.

V. Academic Achievement

A. Update on Academic Dashboard

The Board reviewed and discussed the Academic Dashboard. It was recommended that performance data and student retention data for important sub-groups such as students with IEPs, English Language Learners (ELLs), and also high-achieving students should be included.

VI. Development

A. Ribbon Cutting Overview

The Donor list was reviewed at the meeting. All of the donors will receive thank you notes for their contributions. Any changes to the donor list should be sent to Head of School, Ambrosia Johnson.

VII. HOS Update

A. Executive Session

M. Michael made a motion to go into Executive Session due to sensitivity of the topics to be discussed.

K. Wedderburn-Henderson seconded the motion.

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

VIII. Closing Items

A. Meeting Evaluation

B. Adjourn Meeting

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

The motion unanimously did not carry.

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:52 PM.

Respectfully Submitted,

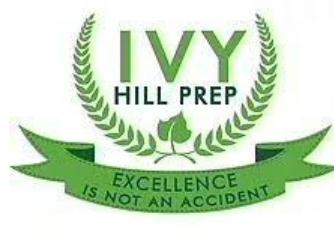
M. Michael

M. Michael made a motion to adjourn the meeting.

N. Williams seconded the motion.

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

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday October 28, 2019 at 6:30 PM

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES
OCTOBER 2019 BOARD MEETING

Directors Present

A. Jimenez-Schulman (remote), D. Lewis (remote), J. Small, K. Wedderburn-Henderson, M. Michael, N. Williams

Directors Absent

None

Guests Present

A. Johnson, A. Laniyan (remote), M. Kane

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 Oct 28, 2019 @ 6:38 PM at Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL.

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

M. Michael made a motion to approve minutes from the Board of Trustees Meeting - Ivy Hill Prep on 09-30-19 Board of Trustees Meeting - Ivy Hill Prep on 09-30-19.

N. Williams seconded the motion.

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

Roll Call

A. J menez-Schu man	Aye
J. Sma	Absta n
N. W ams	Aye
D. Lew s	No
K. Wedderburn-Henderson	Aye
M. M chae	Aye

M. Michael made a motion to approve minutes from the Board of Trustees Meeting - Ivy Hill Prep on 09-30-19 Board of Trustees Meeting - Ivy Hill Prep on 09-30-19.

N. Williams seconded the motion.

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

Roll Call

M. M chae	Aye
K. Wedderburn-Henderson	Aye
A. J menez-Schu man	Aye
N. W ams	Aye
J. Sma	Absta n
D. Lew s	Absent

II. Head of School Evaluation & Support Committee

A. Discuss and Vote to Approve HOS Evaluation for Planning Year

The overarching goal of the Head of School Evaluation is to foster dialogue between the Board and Ambrosia Johnson. The Board discussed the committee findings.

N. Williams made a motion to Approve Head of School Evaluation.

K. Wedderburn-Henderson seconded the motion.

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

B. Discuss Plan for Year 1 Evaluation Process & Timeline

C. HOS Goals for Year 1

This will be discussed at a later date. Boarch Chair and HOS are still discussing goals.

III. Finance Committee

A. Review Financial Dashboard for September YTD

The Board reviewed the amended Year 1 Budget. A discussion ensued around the various amendments with the Treasurer reporting on the finance committee's recommendations. There was a discussion surrounding the capital budget and the need to time expenses to ensure there was an appropriate amount of cash flow. There was also a discussion surrounding the capital budget being contingent upon management timing expenditures within the necessary time frame for reimbursement from the CSP grant.

The Board also discussed funding for students with IEPs. The Board questioned whether Ivy Hill Prep would be eligible for additional funding for students who receive special education services, even if they are not taught by certified special education teachers. HOS stated that as long as the classroom teacher is certified, the school will receive the additional funding. Mrs. Johnson received this information with the Authorizer.

B. Vote to Approve Amended Year 1 Budget

N. Williams made a motion to Approve Year 1 Budget.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

A. J menez-Schu man	Aye
M. M chae	Aye
J. Sma	Aye
N. W ams	Aye
K. Wedderburn-Henderson	Aye
D. Lew s	Absent

IV. Governance

A. Vote to Approve Board Vetting & Recruitment Policy

M. Michael made a motion to Approve.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

M. M chae	Aye
N. W ams	Aye
J. Sma	Aye
K. Wedderburn-Henderson	Aye
A. J menez-Schu man	Aye

B. Vote to Approve On-Boarding Policy

Same

M. Michael made a motion to Vote to Approve On-Boarding Policy.

K. Wedderburn-Henderson seconded the motion.

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

C. Discuss Board Development & Webinar Schedule

The Board reviewed the results of the board assessment and focused specifically on the weak areas. Board Chair Marsha Michael suggested scheduling a webinar viewing as well as an in-person training. The Board will schedule these two events this month.

D. Confirm Attendance for Board Mixer November 10, 2019

V. Development

A. Discuss Development Committee Action Plan

The Development Committee has developed an action plan to raise \$10,000. The goal is to use these funds to fix student bathrooms on the second floor. The Development Committee is also planning to provide backpacks and supplies for all scholars by September 2020.

The Board is currently planning a toy drive for December 19. The Scholars will write holiday wish list letters and the Board will partner with a corporate sponsor to provide toys for all of them.

VI. Academic Achievement

A. Review Academic Dashboard

The Board reviewed the current Academic Assessments. The first math interim assessment will be added to the Dashboard by the next Board Meeting.

VII. Head of School Update

A. HOS Report

The 2020-2021 application went live on October 1. There will be open houses once per week for prospective parents. HOS also plans to reengage all of the preschools she worked with last year.

The Baseline Reading Assessment from the beginning of the year revealed that 60% students were performing below grade level. Now, two months into the school year, that number has dropped to 15%. This shows that the majority of students have made significant progress in reading. The results from the Math Interim Assessment will be available at the next meeting.

VIII. Closing Items

A. Meeting Evaluation

Board Member Jennifer Small evaluated the Board Meeting. She noted that all of the items on the agenda were discussed and the meeting still ended on time. She also suggested that all the meeting materials be made available prior to the board meeting as HOS passed out new information during the course of the meeting.

B. Adjourn Meeting

M. Michael made a motion to adjourn the meeting.

J. Small seconded the motion.

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

Roll Call

M. Michael Aye

A. J. Menez-Schuman Aye

K. Wedderburn-Henderson Aye

N. Williams Aye

J. Small Aye

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

IX. Certification of the Secretary

A. Certification of Minutes

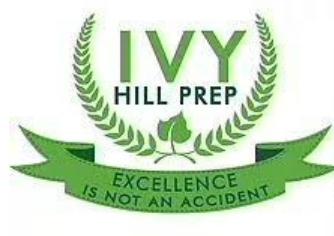
The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New

York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of said Corporation.

Secretary: Kimberly Wedderburn-Henderson

Date: November 25, 2019

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday November 25, 2019 at 6:30 PM

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES
NOVEMBER 2019 BOARD MEETING

Directors Present

J. Small, M. Michael, N. Williams

Directors Absent

A. Jimenez-Schulman, D. Lewis, K. Wedderburn-Henderson

Guests Present

T. James

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

Meeting called to order at 6:39pm

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

Vote Tabled as there was not quorum for the vote.

D. Vote to Approve Agenda

Vote Tabled as there was not quorum for the vote.

II. Head of School Evaluation & Support Committee

A. Discuss Evaluation Meeting w/HOS

Committee provided HOS with finalized board approved evaluation on November 22, 2019. Committee discussed next steps for support going forward.

B. Discuss Next Steps in Process

Discussion that committee would do ongoing support keeping in line with 12 month evaluation time frame.

III. Finance Committee

A. Vote to Approve Amended Year 1 Budget

Vote tabled as there was not quorum necessary for a vote.

B. Review Financial Dashboard for Month Ending October 2019

Committee reviewed financial data

IV. Governance

A. Vote to Approve Staff Resignation Policy

Vote tabled as there was not quorum necessary for a vote.

B. Discuss Updates on Continued Board Development

C. Discuss Adding New Trustees and Succession Planning

D. Discuss Electrical Issue with Nazareth

Board Chair spoke with board chair from Nazareth regarding looking into the issue and Nazareth will get back to Board Chair as to where issue may be.

E. Discuss December Board Meeting Date

V. Development

A. Vote to Approve Development Goal

Vote tabled as there was not quorum necessary for a vote.

B. Discuss Development Initiatives

Giving Tuesday initiative discussed.

VI. Head of School Update

A. HOS Report

HOS provided detailed discussion regarding improvements made in assessment results by scholars.

VII. Closing Items

A. Meeting Evaluation

B. Adjourn Meeting

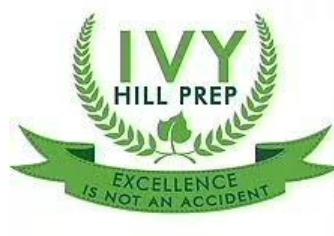
Meeting adjourned at 8:08pm - No Vote taken to adjourn meeting as quorum not present. There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:09 PM.

Respectfully Submitted,
M. Michael

Documents used during the meeting

- Ivy Hill Financial Report for Period Ending 10.31.19 (1).pdf
- Employee Resignation Policy.pdf
- Board of Trustees-Bylaws Provisionsvf.pdf
- 2019 Development Goal Resolution.pdf
- Giving Tuesday.1.pdf
- Giving Tuesday.2.pdf
- Giving Tuesday.3.pdf
- Giving Tuesday.4.pdf
- Giving Tuesday.5.pdf
- Academic Dashboard - November.pdf
- Head of School Report_November.docx
- Board Meeting Evaluation.docx

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday January 27, 2020 at 6:30 PM

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

J. Small (remote), K. Wedderburn-Henderson, M. Michael, N. Williams

Directors Absent

A. Jimenez-Schulman, D. Lewis

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 Jan 27, 2020 @ 6:58 PM at Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL.

B. Record Attendance and Guests

C. Approve Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-28-19.

N. Williams seconded the motion.

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

D. Approve Minutes from November Meeting

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 11-25-19.

N. Williams seconded the motion.

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

E. Vote to Approve Agenda

M. Michael made a motion to Vote to Approve Agenda.

K. Wedderburn-Henderson seconded the motion.

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

II. Head of School Evaluation & Support Committee

A. Discuss Ongoing Support

The Head of School Evaluation & Support Committee has engaged in ongoing discussions on how to support the Head of School. The Board will continue to provide support as outlined in the Head of School Evaluation 12-month timeline.

III. Governance

A. Vote to Approve Staff Resignation Policy

The Staff Resignation Policy was developed to ensure an effective transition after Ivy Hill Prep employees resign. The policy was vetted through Lawyers Alliance to confirm compliance with employment law.

N. Williams made a motion to Vote to Approve Staff Resignation Policy.

M. Michael seconded the motion.

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

B. Vote to Approve Adding 3 New Trustees to Board of Trustee

N. Williams made a motion to Vote to Approve Adding 3 New Trustees to Board of Trustee.

K. Wedderburn-Henderson seconded the motion.

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

C. Discuss Recruiting New Trustees and Succession Planning

The Board is always actively recruiting new board members. The Board is currently seeking candidates with experience in development and education.

The Board also needs to appoint a Vice Chair. It is best practice to appoint a Vice Chair to fill in for the Chair when she is not available and to take over the role of Chair, if ever needed.

D. Vote to Approve 2020 Board Meeting & Committee Meeting Calendar

The Board reviewed the 2020 Board Meeting & Committee Meeting Calendar and agreed to change the May meeting to May 18, 2020, the June meeting to June 22, 2020, and the December meeting to December 14, 2020.

M. Michael made a motion to Vote to Approve 2020 Board Meeting & Committee Meeting Calendar with the discussed date changes.

K. Wedderburn-Henderson seconded the motion.

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

IV. Finance Committee

A. Review Financial Dashboard for Month Ending November 2019 & December 2019

The November Cash on Hand is below benchmark, but primarily due to the timing of an installment payment from the Department of Education. The Financial Dashboard also revealed that the margin ratio is trending below target. The finance committee discussed with management that spending should be curtailed to the extent feasible. The December Financial Dashboard revealed \$200,000 more revenue than originally planned. The additional revenue is due to a higher than expected student enrollment. The Board also discussed the Department of Youth & Community Development (DYCD) grant. To date, the application has not been released.

B. Vote to Approve Amended Year 1 Budget

M. Michael made a motion to Vote to Approve Amended Year 1 Budget.

K. Wedderburn-Henderson seconded the motion.

Staff Appreciation budget changed to \$10,000 from \$5,000. The board **VOTED** to approve the motion.

Roll Call

M. Michael	Aye
K. Wedderburn-Henderson	Aye
A. J. Menez-Schuman	Absent
D. Lewis	Absent
J. Smith	No
N. Williams	Aye

V. Development

A. Vote to Approve Development Goal

M. Michael made a motion to Vote to Approve Development Goal.

N. Williams seconded the motion.

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

B. Discuss Development Initiatives

The Development committee is planning a Trivia Night and a Silent Auction. Additional details will be provided at the next board meeting.

VI. Academic Achievement

A. Review Academic Dashboard

The Academic Dashboard will be discussed during the HOS report.

B. Review IHP Academic Philosophy

The Board reviewed the IHP Academic Philosophy. Discussion will continue at future board meetings.

VII. Facilities Update

A. Vote to Approve 3rd Floor Renovation Plan and Bid

The Board discussed the third floor renovation plan and bid from NSOS. The Board expressed concern about the timing of the renovation plan. The funds earmarked for this plan must be spent by June 30, 2020. The bid did not specify a specific timeline and the payment schedule was not aligned to completion of specific projects.

The Board tabled voting on the renovation plan and bid until a more detailed timeline tied to a payment schedule was presented by NSOS. A special meeting will be held on February 5, 2020 at 8:30PM to vote on the final renovation plan and bid.

M. Michael made a motion to Special Meeting to Vote on the Maintenance Overhaul Approve 3rd Floor Renovation Plan and Bid.

J. Small seconded the motion.

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

B. Vote to Approve Maintenance Overhaul

The Board recommended that the frequency in which tasks be completed by included. The Board also suggested that language about boiler maintenance be omitted.

K. Wedderburn-Henderson made a motion to Vote to Approve Maintenance Overhaul with Changes Discussed.

N. Williams seconded the motion.

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

VIII. Head of School Update

A. HOS Report

The HOS reported there are currently 300 kindergarten applications for the 2020-2021 school year, exceeding the IHP management goal of 180 applications.

The Math Interim Assessment (Math IA) was administered on November 4 and 5 of 2019. The kindergarten students met their goal of 75% and the first grade missed their goal by one percentage point. On the literacy assessment (STEP), the kindergarten round 2 goal was met but the first grade goal was not met. There will be a round 2.5 STEP administered in early February.

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 9:00 PM.

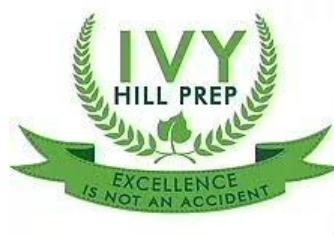
Respectfully Submitted,
K. Wedderburn-Henderson

Documents used during the meeting

- November Board Meeting Minutes for Approval - no Quorum.pdf
- 12 Month Work Plan for Evaluation Process.pdf
- Resignation Policy.pdf
- Resolution Adding ADAM LANIYAN as BM.pdf
- Resolution Adding Maimouna Kane as BM.pdf
- Resolution Adding TANISHA JAMES as BM.pdf

- Board Committee Meetings Calendar 2020.pdf
- Ivy Hill Monthly Financials - December 2019 (1).xlsx
- Ivy Hill Monthly Financials - November 2019 (12.16.19).xlsx
- Final Budget Approved on 11-25-19.xlsx
- 2019-2020 Development Resolution Goal.pdf
- Academic Dashboard October 2019 - Jan 2020.xlsx
- IHP_Academic Philisophy_19-20.pdf
- IHP 3rd Floor Renovation Bids.pdf
- Facilities Support Associate.pdf
- Maintenance Overhaul.pdf
- Head of School Report_December.docx
- Head of School Report_January.pdf

APPROVED



Ivy Hill Prep Charter School

Minutes

Special Meeting

Date and Time

Wednesday February 5, 2020 at 8:30 PM

Location

<https://zoom.us/j/9699543901>

Directors Present

D. Lewis (remote), J. Small (remote), K. Wedderburn-Henderson (remote), M. Michael (remote), N. Williams (remote)

Directors Absent

A. Jimenez-Schulman

Guests Present

A. Johnson (remote), A. Laniyan (remote), B. Parker (remote), M. Kane (remote)

I. Opening Items**A. Record Attendance****B. Call the Meeting to Order**

M. Michael called a meeting to order on Wednesday Feb 5, 2020 @ 8:34 PM at

<https://zoom.us/j/9699543901>

.

C. Renovation Plan

The Board continued the previous discussion on the timeline of the renovation plan and the alignment of the work with the compliance with grant money. The Board discussed the feasibility of the construction occurring during school hours and whether there would be any safety concerns including whether the use of the nurse's office would be impacted. Management explained that safety was accounted for when the plan was proposed. The Board discussed whether a penalty needed to put in place to hold the contractor to the

agreed upon timeline. Ultimately the Board decided that payment being contingent on finishing each phase was sufficient. Management also represented that reimbursement from CSP was possible upon receipt of an invoice alone. Management indicated it was advised of this fact by the back office provider and while this was not the Board's impression of the reimbursement scheme the Board ultimately voted to approve the plan.

J. Small made a motion to Approve the Renovation Plan.

K. Wedderburn-Henderson seconded the motion.

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

II. Closing Items

A. Adjourn Meeting

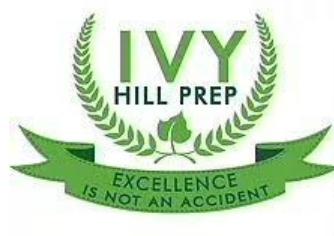
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 PM.

Respectfully Submitted,
K. Wedderburn-Henderson

Documents used during the meeting

- IHP Construction Contract Agreement 2-4-20.pdf

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday February 24, 2020 at 6:30 PM

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

A. Laniyan, D. Lewis, K. Wedderburn-Henderson (remote), M. Kane, M. Michael, N. Williams, T. James

Directors Absent

A. Jimenez-Schulman, J. Small

Directors Arrived Late

N. Williams

Guests Present

A. Johnson, B. Parker

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 Feb 24, 2020 @ 6:57 PM at Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL.

B. Record Attendance and Guests

C. Approve January 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 01-27-20.

A. Laniyan seconded the motion.

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

D. Approve Minutes from Special Meeting

M. Michael made a motion to approve the minutes from Special Meeting on 02-05-20.

A. Laniyan seconded the motion.

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

E. Vote to Approve Agenda

M. Michael made a motion to Approve Agenda.

A. Laniyan seconded the motion.

The only change may be that we may move through the schedule faster. The board **VOTED** unanimously to approve the motion.

II. Head of School Evaluation & Support Committee

A. Discuss Ongoing Support

Discussed ongoing support around finalizing goals for HOS.

III. Governance

A. Discuss Ongoing Governance Issues

The Board discussed the development of a board handbook. The board handbook will serve as a centralized resource for all Ivy Hill Prep documents which would be helpful to trustees. It will not only be beneficial for board recruitment, but also for ongoing board development.

B. Discuss Recruiting New Trustees and Succession Planning

There are currently nine board members. It is the board's goal to continue active recruitment to ensure that board continues to grow and remains fully populated. Trustee members should continue to think about succession on officers.

N. Williams arrived late.

IV. Finance Committee

A. Review Financial Dashboard for Month Ending January 2020

Treasurer Nataki Williams presented the financial report.

- **Cash on Hand:** Cash on hand is below the 90-day benchmark. Ivy Hill Prep is currently spending more than it is receiving in revenue during the reporting period. Management did not provide any details regarding not meeting the cash on hand benchmark. However, the Finance Committee proposed working with IHP management to determine a better ways to manage the timing of expenditures to increase the benchmark.
- **Income:** IHP is receiving more income than anticipated because the attrition rate is lower than expected. This has resulted in more income than planned for in the budget but even with increased revenue cash on had benchmark is not where the Board would like to see it. It was also explained that the DOE is also reimbursing the entire expense around the facilities costs.
- **Outstanding Revenue:** There is still an outstanding grant of \$232,000. However, management reported that it is very unlikely that these funds will come in prior to the

end of the fiscal year. The Board asked management if this delay is standard. Management is seeking out information from other charter schools who have received the grant in the past.

B. Vote to Approve Public Announcement System Bid

A. Laniyan made a motion to To Approve Bid for Public Announcement system.

T. James seconded the motion.

After a discussion around whether the bids were comparable to each other, the finance committee recommended that vote be taken to approve the bid recommended because having a functioning Public Announcement System was an important safety mechanism the school needed to have in place. The board **VOTED** unanimously to approve the motion.

V. Development

A. Reminder of Board Giving Goal

Board Chair Marsha Michael reminded the Board of the importance of individual board giving committment.

B. Discuss Development Initiatives

The Development Committee is planning a trivia event at The Chelsea Bell. Th event will be scheduled late April or early May.

VI. Academic Achievement

A. Review Academic Dashboard

Main academic benchmarks discussed including enrollment, attrition, attendance and new applications.

B. Vote to Approve Enrollment Policy

M. Michael made a motion to Approve IHP's Enrollment policy.

N. Williams seconded the motion.

Enrollment policy needed to be amended to reflect a one day enrollment policy where parents completed the enrollment procedure in one day. The board **VOTED** unanimously to approve the motion.

C. Vote to Approve Year 2 Academic Calendar

T. James made a motion to Vote to Approve Year 2 Academic Calendar.

A. Laniyan seconded the motion.

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

D. Webinar on Academic Achievement Oversight

Academic Achievement Committee recommended that board view a training webinar on the board's oversight role pertaining to academic achievement. The webinar was created by Board on track but due to technical difficulties webinar could not be played during the course of the board meeting. However, the link to the webinar and slides for the webinar were provided as part of the board meeting materials.

VII. Facilities Update

A. Update on Renovation Process

The renovation began on February 10. The lockers were removed and the classrooms were skim coated and covered. This week represented the first week that renovations would be occurring at the same time as when scholars were in the building.

VIII. Head of School Update

A. HOS Report

- **Enrollment:** The Head of School reported that there are now 116 students enrolled. The school has a capacity for 120 students.
- **Assessments:** The STEP Assessment revealed that only one out of the the four classes met the goal. There will be a new STEP Assessment in early March and the data will be reviewed during the next board meeting.
- **Suspensions:** A suspension was reported for February. The Board discussed the issue of suspending young students. Management discussed that there a number of interventions in place prior to suspension and suspensions are only used a last resort.
- **Updates on School Culture & Events:** There will be a Black Wax Museum event to celebrate Black History month.
- **Staffing:** The teaching fellow was hired and new social worker was hired.

IX. Closing Items

A. Meeting Evaluation

B. Adjourn Meeting

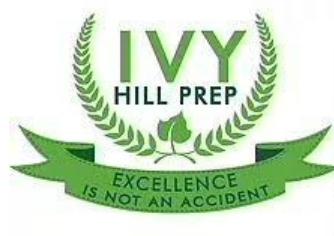
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:03 PM.

Respectfully Submitted,
K. Wedderburn-Henderson

Documents used during the meeting

- Feb Special Meeting Minutes.pdf
- Ivy Hill Monthly Financials - January 2020 (002).xlsx
- Charter Technology PA Proposal.pdf
- Head of School Report_February.pdf

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday March 23, 2020 at 6:30 PM

Location

DUE TO CURRENT MANDATES - BOARD MEETINGS CAN BE ACCESSED VIA VIDEO CONFERENCING VIA OUR ZOOM LINK UNTIL FURTHER NOTICE - <https://zoom.us/j/9699543901> - THE PUBLIC MAY DIAL IN TRUSTEES SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

A. Laniyan (remote), J. Small (remote), K. Wedderburn-Henderson (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent

A. Jimenez-Schulman, D. Lewis

Guests Present

A. Johnson (remote), B. Parker (remote)

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 Mar 23, 2020 @ 6:35 PM at

DUE TO CURRENT MANDATES - BOARD MEETINGS CAN BE ACCESSED VIA VIDEO CONFERENCING VIA OUR ZOOM LINK UNTIL FURTHER NOTICE - <https://zoom.us/j/9699543901> - THE PUBIC MAY DIAL IN TRUSTEES SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES
Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

B. Record Attendance and Guests

C. Approve February 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-24-20.

J. Small seconded the motion.

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

Roll Call

M. M chae	Aye
A. J menez-Schu man	Absent
D. Lew s	Absent
T. James	Aye
N. W ams	Aye
J. Sma	Absta n
M. Kane	Aye
K. Wedderburn-Henderson	Aye
A. Lan yan	Aye

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-24-20.

J. Small seconded the motion.

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

Roll Call

M. Kane	Aye
T. James	Aye
N. W ams	Aye
D. Lew s	Absent
A. Lan yan	Aye
M. M chae	Aye
K. Wedderburn-Henderson	Aye
J. Sma	Absta n
A. J menez-Schu man	Absent

D. Vote to Approve Agenda

M. Michael made a motion to Approve Agenda.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

A. Lan yan	Aye
D. Lew s	Absent
T. James	Aye
N. W ams	Aye
K. Wedderburn-Henderson	Aye
M. M chae	Aye
A. J menez-Schu man	Absent
J. Sma	Aye
M. Kane	Aye

M. Michael made a motion to Approve Agenda.

K. Wedderburn-Henderson seconded the motion.
 The board **VOTED** to approve the motion.

Roll Call

T. James	Aye
N. Williams	Aye
A. J menez-Schu man	Absent
M. M chae	Aye
A. Lan yan	Aye
D. Lew s	Absent
J. Sma	Aye
K. Wedderburn-Henderson	Aye
M. Kane	Aye

II. Governance

A. Governance Amidst COVID 19 Outbreak

- New York State Education Department has suspended the 180-day requirement for all schools in New York State until April 11, 2020. The Board anticipates this suspension to be extended again.
- The Open Meeting Laws have been suspended and all meetings can be held remotely. The meeting must be recorded and later transcribed.
- Management will attend a meeting to discuss distance learning plan requirements. Board Chair Marsha Michael will be present at the meeting
- Despite the limitations on in-person meetings, The Board will continue to govern Ivy Hill Prep. The Board will still pass the budget in May 2020, no board meetings will be cancelled, and the governance committee will remain in contact with the management and remain informed through webinars.
- All communication with the public should be directed to the Head of School. The Board should not be communicating with the public directly.

B. Vote on Emergency Succession Planning for Board Officers - Amidst COVID 19

The Board discussed the importance of an emergency succession plan in case the current board chair or treasurer fall ill. Jennifer Small volunteered to be Board Vice Chair. The current Board Chair, Marsha Michael, will train her. Adam Laniyan will become Treasurer if Nataki Williams is unable to continue this role due to illness.

M. Michael made a motion to Emergency Succession Planning for Board Officers.
 T. James seconded the motion.

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

Roll Call

N. Williams	Aye
M. Kane	Aye
D. Lew s	Absent
J. Sma	Aye
M. M chae	Aye
T. James	Aye
K. Wedderburn-Henderson	Aye
A. J menez-Schu man	Absent
A. Lan yan	Aye

C. Discuss Renewal Benchmarks

A document was created to track school performance around the renewal benchmarks set by the authorizer. The plan is to review every benchmark annually and allow that review to inform board decisions on areas which need improvement. The benchmarks and documents were created using the authorizer's renewal performance framework.

The board discussed using the benchmark document as a way to self assess schools progress and the assessment should take place during the respective committee meetings.

Board discussed whether we should include additional comments outside of the ratings of meets, approaches, falls below benchmarks. We will eventually have a large format document with additional documents. For now, we are looking at individual bullets and determining how we accomplished the goal under that bullet.

III. Finance Committee

A. Discuss COVID 19 Impact on Finances

It is very important to have a surplus. For example: it was essential for each child to have a chromebook so that they can access the distance learning program. If an emergency happens, like the current situation we need additional surplus so that we can continue to pay teachers and other basics while remaining afloat.

B. Discuss Financial Dashboard

Treasurer Natak Williams presented the Financial Dashboard.

The financial indicators revealed suitable asset to liability ratio, cash on hand, and debt to asset ratio. The Profit and Loss Summary revealed some savings in staff compensation. However, there is a -\$48,373 variance in income due to delays in anticipated grant money. The Board has been in close contact with management to ensure spending is timed appropriately, since there is some uncertainty on what funding IHP will be eligible for and the timing of grant money.

There is a possibility of a loss of special education funding. It is unclear if the distance learning instruction will be eligible for continued special education funding. The Board confirmed with Management once again that teachers did not need to be certified in special education for a class to be classified as a special education service. HOS confirmed that this is the information she received from the authorizer.

CSP funding is currently being used for the renovation project. IHP has already submitted invoices for the first two installments for our renovation. Finance Committee is hopeful that the reimbursement will come in this fiscal year, but it is possible that it will not receive it until next fiscal year.

C. Vote to Approve Debit Card Policy

M. Michael made a motion to Approve Debit Card Policy.

J. Small seconded the motion.

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

Roll Call

- J. Sma Aye
- A. J menez-Schu man Absent
- N. W ams Aye
- M. M chae Aye
- T. James Aye
- D. Lew s Absent
- A. Lan yan Aye
- M. Kane Aye
- K. Wedderburn-Henderson Aye

D. Vote to Approve Erate Recommendations by Management

Management recommended using Charter Technology Solutions ("CTS") as the E-rate services company. E-rate services are federally funded and designated specifically for internet hardware. IHP is currently under contract with Charter Technology Solutions for internet services. CTS is familiar with the IHP facilities. IHP received formal proposals from four vendors. The bids were vetted through the Finance Committee. The Finance Committee did note that they had some concern about the other bids being disproportionately high compared to Charter Technology.

M. Michael made a motion to to Approve E-rate Recommendations by Management.

J. Small seconded the motion.

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

Roll Call

M. Michael	Aye
J. Small	Aye
N. Williams	Aye
A. J. Menez-Schuman	Absent
M. Kane	Aye
A. Lanyan	Aye
T. James	Aye
K. Wedderburn-Henderson	Aye
D. Lewis	Absent

IV. Academic Achievement

A. Academic Achievement Amidst COVID 19

School Closure: Decision was made on Friday March 13, 2020 to close schools prior to NYC determination to close DOE schools and provided parents with more lead time. Students received packets for a two week period and remote instruction is scheduled to begin. HOS reported on details of the program.

B. Discuss Academic Dashboard

General discussion on Enrollment and upcoming lottery.

V. Head of School Evaluation & Support Committee

A. Discuss Emergency Succession Planning for HOS amidst COVID 19

In light of the COVID-19 pandemic, it is imperative that there is a written plan which enables the board, school staff, and families to be clear on which staff would be responsible for key responsibilities and which staff would report to the board in the event that a sudden emergency prevented the HOS from continuing in his or her role.

B. Discuss Ongoing Support

Plan to work on new employment contract for HOS as well review job description. Committee will also continue provide ongoing support.

VI. Development

A. Reminder of Board Giving Goal

Board Chair Marsha Michael reminded the board giving obligations.

B. Discuss Development Initiatives

Trivia Night may have to be cancelled if the ban on non-essential gatherings continues. Whether or not the event occurs, the Board is still encouraged to talk to our networks about giving and fundraising.

VII. Facilities Update

A. Update on Renovation Process

The renovation plan will continue as planned. Lockers are scheduled to arrive the first week of April.

VIII. Head of School Update

A. HOS Report

Dashboard

The Head of School reported that the current enrollment is 116 students. There was no attrition and no out-of-school suspensions during the month of March. One teacher has been terminated. It was determined that the teacher was not a mission-fit and that Ivy Hill Prep is not the best place for her. The position will not be filled this academic year and management made assurances that the scholars' education will not be hindered.

Lottery

The lottery for the 2020-2021 will be held, but will be recorded and transcribed. There was a discussion on the requirement for news media outlets. Last year, the lottery was posted on social media and on the Ivy Hill Prep website; however there may be an additional requirement to post in on social media, the school website and a local newspaper.

Assessments

The Math Interim Assessment took place on March 11 and March 12. The results will be ready at the next board meeting. The Academic Committee spoke about the potential of the benchmarks being too high. HOS is considering changing the timing of the assessments and adding an additional assessment. The Board was concerned about kindergarten students at Step 2 not making progress. HOS explained that the jump from Step 2 to Step 3 is significant, so it takes longer for students to get from step 2 to step 3. The Board will continue to review the data from assessments and determine changes for next school year.

Distance Learning Plan

IHP has a Distance Learning Plan three-part distance learning plan that will be rolled out on Thursday, March 26.

Distance Learning Binders

- Binders are leveled based on academic functioning in literacy and math.
- Includes an ideal schedule for each of the students.

Chromebooks

- Every child will have a Chromebook
- Parents are given a resource list of websites and apps that they can use.

Zoom

- Zoom videoconferencing platform will be used for instructional sessions.

- Teachers will work with meet with each student for 2-3 instructional sessions per week.
- The HOS will teach a group of 2-3 students. If it is successful, instructional groups will be considered for other students as well.

IX. Closing Items

A. Meeting Evaluation

Tanisha James will complete the meeting evaluation.

B. 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

Documents used during the meeting

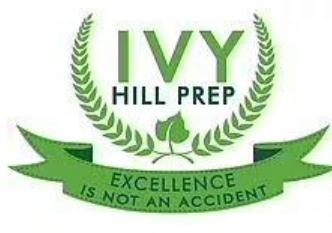
- COVID 19 Compliance Updates.pdf
- Covid 19 Governance Concerns.pdf
- Resolution on Emergency Succession Planning.pdf
- IHP - NYSED Renewal Chart.pdf
- Ivy Hill Monthly Financials - February 2020 (ammendment).xlsx
- Amended Debit Card Usage Policy.pdf
- 2020-21_IVY HILL_Bid Matrix for Erate by Management.xlsx
- E-rate Management Recommendation Letter.doc
- IHP Academic Dashboard as 3-11-2020.xlsx
- Emergency Succession Planning for HOS.pdf
- Head of School Report_March.pdf
- Board Meeting Evaluation.pdf

CERTIFICATE OF THE SECRETARY

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

Secretary: Kimberly Wedderburn-Henderson
Date: April 27, 2020

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday April 27, 2020 at 6:30 PM

Location

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

TRUSTEES SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

A. Laniyan (remote), D. Lewis, J. Small (remote), K. Wedderburn-Henderson (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent

A. Jimenez-Schulman

Directors Arrived Late

D. Lewis

Guests Present

A. Johnson (remote), B. Parker (remote)

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 Apr 27, 2020 @ 6:34 PM at **Pursuant to Governor Cuomo’s Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP’s Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>**

TRUSTEES SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES

B. Record Attendance and Guests

C. Approve March 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-23-20.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

N. Wams	Aye
J. Sma	Aye
M. Kane	Aye
M. Michael	Aye
K. Wedderburn-Henderson	Aye
A. Lanyan	Aye
D. Lewis	Absent
T. James	Aye
A. J menez-Schuman	Absent

D. Vote to Approve Agenda

M. Michael made a motion to Approve Agenda.

T. James seconded the motion.

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

Roll Call

M. Michael	Aye
J. Sma	Aye
K. Wedderburn-Henderson	Aye
T. James	Aye
A. J menez-Schuman	Absent
D. Lewis	Absent
A. Lanyan	Aye
M. Kane	Aye
N. Wams	Aye

M. Michael made a motion to Approve Agenda.

T. James seconded the motion.

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

Roll Call

D. Lewis	Absent
N. Williams	Aye
A. J menez-Schu man	Absent
M. M chae	Aye
A. Lan yan	Aye
J. Sma	Aye
M. Kane	Aye
K. Wedderburn-Henderson	Aye
T. James	Aye

II. Governance

A. Governance Amidst COVID 19 Pandemic

B. Vote on Remote Instruction Staff Policy

C. Discuss Authorizer Baseline Check-In

The Authorizer Baseline Check-in outlines the framework for the authorizer desk audit. It outlines the documents requests and the responsible party for managing those documents.

D. Discuss Authorizer Board Evaluation Criteria

NYSED will also evaluate our board meetings. The Board will look into the evaluation criteria and make sure the meetings meet the requirements set forth by the authorizer.

E. Discuss Commonly Used Charter School Terms

The Common Charter School terms is a tool for Board Members without an education background.

D. Lewis arrived late.

F. Board Development - Prospective Trustee Questionnaire

The Prospective Trustee Questionnaire will be used for prospective board members.

III. Finance Committee

A. Review Current Financial Dashboard

The financial indicators reveal suitable asset to liability ratio, currently the ratio is 2.77 and should never drop lower than 1. Cash on Hand is at 83 days, but should be over 90. The difference is not drastic, but we have struggled to keep it above 90 all fiscal year. At this rate, we are at risk of having only one-month of cash on hand by June because the monthly expenditures are \$260,000 and we currently only have a cash balance of \$365,000. Our total spending vs. revenue margin is negative but should be positive. The Debt to Asset Ratio is at .77 and should be below .9. \$130,316 in grant fund were received as of 3.31.2020.

The fiscal year is 75% complete and we have received 73% of our revenue. Our expenses are at 56% trending below the 75% mark. We received the final payment from the DOE on April 24, 2020 for general education and special education students.

B. Review Year2 Draft Budget

The 2020-2021 draft budget will continue to be fleshed out by the Finance Committee. Some notable changes are the addition of the Special Education Teacher and the removal of the Operations Fellow position. Payroll services numbers still need to be amended.

The Board also discussed the cost of instructional staff development. The Board recommended using more creative and economical ways of continuing professional development due to these uncertain times.

C. Vote to Approve Salary Bands -Vote Tabled to May Meeting

D. Vote/Discuss Director of Finance Position - Tabled to May Meeting

The Board discussed the addition of the Director of Finance position. The Back-office provider may not be the best fit for our goal of financial prudence. The vote on a Finance Director was tabled for a meeting in the future. The Year 2 Budget must be finalized by June 30, so we will need to determine if these salary bands are sustainable.

Head of School stated that she is looking forward to talking with a facilitator. She does not agree with having an In-House Director of Finance and stated that other Charter Schools have found that a Director of Finance did not work well. She went on to state that the current Back Office Provider is doing a deep dive into the finances and so far it has revealed that the financials are in a good place both short and long term.

E. Vote to Approve School Furniture Bid

Management sought out quotes from four Vendors, but only three vendors were presented to the Board. One vendor could not align with our color scheme and therefore was omitted from consideration. The school furniture bid will supply enough furniture for Ivy Hill Prep through the fifth year.

Management recommended the Chameleon Group furniture bid of \$34,129.20.

The Board questioned the timing of such a large expenditure and inquired if this order could wait. Management explained that CSP funds are available and expire at a certain date.

M. Michael made a motion to Approve School Furniture Bid.

J. Small seconded the motion.

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

Roll Call

N. Williams	Aye
K. Wedderburn-Henderson	Aye
T. James	Aye
A. Lanyan	Aye
A. J menez-Schu man	Absent
D. Lewis	Aye
M. M chae	Aye
M. Kane	Aye
J. Sma	Aye

IV. Academic Achievement

A. Academic Achievement Amidst COVID 19 Pandemic

- Continuity of Education Plan was due to the authorizer on March 27, 2020 . The authorizer expects for the plan to be a living breathing document and evolve over time.
- The Academic Achievement Committee had a discussion with Management about the definition of instructional time. The Committee interpreted instructional time as time in which teachers are working directly with students over Zoom. Management believes this also included independent work time.
- The Committee decided to continue using Zoom, despite the DOE discontinuing use of the platform.

B. Vote to Approve Amended Enrollment Policy

- The enrollment policy was amended to include a process by which parents can submit documentation online.

M. Michael made a motion to approve amended enrollment policy.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

N. Williams	Aye
K. Wedderburn-Henderson	Aye
A. Lanyon	Aye
M. Kane	Aye
D. Lewis	Aye
J. Sma	Aye
M. Michael	Aye
T. James	Aye
A. J menez-Schuman	Absent

V. Head of School Update

A. Discuss Academic Dashboard

M. Michael made a motion to approve Amended Enrollment Policy.

M. Kane seconded the motion.

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

Roll Call

A. Lanyon	Aye
K. Wedderburn-Henderson	Aye
D. Lewis	Aye
N. Williams	Aye
M. Kane	Aye
M. Michael	Aye
T. James	Aye
A. J menez-Schuman	Absent
J. Sma	Aye

B. HOS Report

Dashboard

The Head of School reported that there is no change in the demographics of the school. The current enrollment is 116 students. There was no attrition and no out-of-school suspensions during the month of April.

Assessments:

The Math Interim assessment was held on March 11 and March 12. All but one class hit the benchmark of 75%.

Literacy assessment will resume on Monday May 4.

2020-2021 Enrollment

All 60 kindergarten seats are filled with a healthy waitlist of 159 students. 9 out of 10 first grade seats have been filled and 2 out of 2 second grade seats are filled.

Distance Learning Plan

The first version of virtual learning expired on April 21. This plan included the distance learning included 1:1 video conferencing instruction, distance learning binders, packets, and online games.

Ivy Hill Prep Distance Learning Plan is currently in version 2.0. The students will no longer be using the distance learning binder and will have increased instructional time with their teachers and submit work to be graded.

Every Monday, a video model of a teacher working with a student will be posted on youtube. Parents watch the video model and can use it to guide home instruction. 1:1 video sessions have continued, but have increased to four times per week. The students will use the Lexia app 40 minutes/day. Some parents voiced concerns about keeping up with submitting work, but generally the feedback from families has been positive overall.

School Culture

Ivy Hill Prep held a virtual spirit week. The feedback from families have been very positive so far. The school culture is also continued through virtual martial arts and dance lessons that include parents.

VI. Facilities Update

A. Update on Renovation Process

Student lockers have arrived. The renovation process is currently in phase III and there are no delays anticipated.

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

The HOS contract and evaluation rubric are not finalized yet. The goal is for the rubric to be finalized by May 2020 and the Evaluation Process to be complete by July 2020.

VIII. Development

A. Reminder of Board Giving Goal

The Board was reminded of the Board Giving Goal.

B. Discuss Development Initiatives

Trivia Night is on pause until the shutdown is over. Once the pandemic is over and restaurants reopen, a new date will be scheduled.

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.

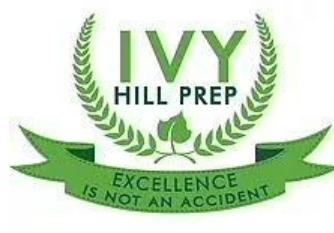
Respectfully Submitted,
M. Michael

CERTIFICATE OF THE SECRETARY

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

Secretary: Kimberly Wedderburn-Henderson
Date: May 25, 2020

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday May 25, 2020 at 6:30 PM

Location

Pursuant to Governor Cuomo's Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP's Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>

TRUSTEES SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

A. Jimenez-Schulman (remote), A. Laniyan (remote), J. Small (remote), K. Wedderburn-Henderson (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent

D. Lewis

Directors Arrived Late

N. Williams

Guests Present

A. Johnson (remote), B. Parker (remote)

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 May 25, 2020 @ 6:37 PM at **Pursuant to Governor Cuomo’s Executive Order 202.1 issued, on March 12, 2020, suspending the in-person public participation provisions of the Open Meetings Law, IVY HILL PREP’s Board Meeting will be held electronically via <https://zoom.us/j/9699543901>, until further notice. Members of the public may listen to or view the board meeting by also connecting to the zoom link at <https://zoom.us/j/9699543901>. A recording of the meeting will be transcribed and posted on Ivy Hill Prep's website at: <https://www.ivyhillprep.org/home>**

TRUSTEES SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES

B. Record Attendance and Guests

C. Approve April 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from April 27, 2020 Board of Trustees Meeting - Ivy Hill Prep on 04-27-20.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

A. Lan yan	Aye
A. J menez-Schu man	Aye
N. W ams	Absent
J. Sma	Aye
M. M chae	Aye
D. Lew s	Absent
K. Wedderburn-Henderson	Aye
M. Kane	Aye
T. James	Aye

D. Vote to Approve Agenda

M. Michael made a motion to Vote to Approve Agenda.

J. Small seconded the motion.

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

Roll Call

T. James	Aye
N. W ams	Absent
K. Wedderburn-Henderson	Aye
J. Sma	Aye
M. M chae	Aye
A. Lan yan	Aye
D. Lew s	Absent
M. Kane	Aye
A. J menez-Schu man	Aye
N. Williams	arrived late.

II. Governance

A. End of Year Compliance - Annual Report

The annual report is due to the authorizer by August. The Board will review sample annual reports from peer schools. The annual budget will have to conform to a specific template and individual board members will have to submit a disclosure of financial interest.

B. Renewal Chart - Year 2 Goals

The renewal chart outlines the benchmarks for year one and year two goals. The Board will continue to review the renewal chart to remain prepared for the renewal process.

C. Trustee Succession Planning

The Board plans to solidify an appropriate trustee succession plan by July. The terms of some Board members terms are close to expiration and officer positions will be opening.

Board Chair Marsha Michael will be connected to another board chair in Brooklyn to talk about succession planning. Marsha has also been asked to participate in a panel discussion.

Head of School informed the board of a Building Excellent School ("BES") board training that will be offered for free in July. The training will be scheduled during the day, so many board members will not be able to participate.

III. Finance Committee

A. Review Current Financial Dashboard

The financial indicators reveal suitable asset to liability ratio, currently the ratio is 2.2 and should never drop lower than 1. Cash on Hand is at 97 days, which is an improvement from last month. Our total spending vs. revenue margin is negative but should be positive. The Debt to Asset Ratio is at .9 which is also a decrease from last month. This is due the receipt of deferred revenue.

There are no significant changes to the balance sheet from last month. We received the final payment from the DOE. No material changes in revenue between now and the end of the year are expected. BES through the Walton Foundation made a recent donation of \$10,000, which will show up next month. There are also no material changes to expenses.

B. Vote to Approve Year 2 Budget

M. Michael made a motion to Vote to Approve Year 2 Budget.

N. Williams seconded the motion.

DISCUSSION

The committee focused on creating a conservative budget during a very time consuming process dedicated being fiscally conservative based on the current economic climate. The current state budget permits the NYS Governor to cut funding to schools by 20% if state revenue is not increased or there is no federal funds provided to account for the significant revenue loss due to COVID 19 pandemic. The committee wanted to be able provide programs and services for students, while also being prepared for funding cuts. The committee determined that it should account for 10% student attrition (162 students) similar to how it was done for this year.

Under the proposed budget the schools net Income will be \$800,000 once we remove all items that do not have a cash impact. We anticipate facility funding at the full amount. It was also important to budget for getting a SPED teacher and provided COLA increases for existing staff. A capital budget was not approved and tabled for further discussion later in the fiscal year when there is more information regarding funding and the committee is able to do a more in depth analysis of the actual capital needs of the school.

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

Roll Call

D. Lew s	Absent
J. Sma	Aye
M. M chae	Aye
K. Wedderburn-Henderson	Aye
T. James	Aye
N. W ams	Aye
A. J menez-Schu man	Aye
A. Lan yan	Aye
M. Kane	Aye

C. Vote to Approve Salary Bands

J. Small made a motion to Vote to Approve Salary Bands.

A. Laniyan seconded the motion.

DISCUSSION

Salary bands were created in order to ensure that salaries at the school are sustainable as school grows. The salary bands can be reviewed on a yearl basis. Salary bands also give management a framework and flexibility in terms of offers which can be made to prospective employees. The board **VOTED** to approve the motion.

Roll Call

A. J menez-Schu man	Aye
M. Kane	Aye
A. Lan yan	Aye
T. James	Aye
K. Wedderburn-Henderson	Aye
D. Lew s	Absent
M. M chae	Aye
N. W ams	Aye
J. Sma	Aye

D. Vote to Approve Bids

J. Small made a motion to Cafeteria Tables Bid, Security Bid and Technology Management Services Bid.

T. James seconded the motion.

DISCUSSION

Management recommended Chamelon Marketing Group as vendor for cafeteria tables based on its contention that it was:

1. The lowest bid
2. The vendor will assit in setting up the tables
3. The vendor will provide the tables prior to June 30th.

Management also recommended Arrow Security to fullfill security needs based on the tiered level of security services which could be provided. Arrow was not the cheapest bid but management was satisfied that the level of service, flexibility of service provider and level of communication provided by the vendor was far superior to the other vendors.

Management recommended EDIT as the technology service provider based on the exceptional services already provided by EDIT and was the most affordable option.

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

Roll Call

K. Wedderburn-Henderson	Aye
D. Lewis	Absent
N. Williams	Aye
A. J menez-Schu man	Aye
A. Lan yan	Aye
T. James	Aye
M. M chae	Aye
M. Kane	Aye
J. Sma	Aye

IV. Academic Achievement

A. Academic Dashboard

Dashboard discussed as part of the HOS report.

V. Head of School Update

A. HOS Report

Dashboard

The Head of School reported that there is no change in the demographics of the school. The current enrollment is 116 students. There was no attrition and no out-of-school suspensions during the month of May.

2020-2021 Enrollment

All 60 kindergarten seats are filled with a healthy waitlist of 159 students. 9 out of 10 first grade seats have been filled and 2 out of 2 second grade seats are filled. As of May 11 there were 374 applications. A virtual open house was held to answer questions and engage new families.

Assessments:

Students are seen daily for instruction. Literacy assessments resumed this month. IHP previously used University of Chicago's STEP Assessment. However, the test administrator announced that their exams cannot be used virtually. IHP is using a similar assessment created by Lifelong Readers. The metrics and level of rigor are supposed to be the same.

HOS also confirmed that the test had been normed against the STEP assessment. The Board asked that it be noted in the academic dashboard that a literacy assessment other than STEP was used during the shutdown.

Reopening Plan:

HOS discussed creating a re-opening committee to begin reopening plan and will continue to flesh out this plan over the next three months. HOS plans to utilize a board member to be a part of the committee.

Family Survey Results

HOS conducted an internal family survey and the results exceeded 80% participation and 80% of participants. IHP scored above 95% of all metrics with exception of communication. Management investigated further and discovered there were some technical issues in the system used for mass communication. However, the independent DOE survey had not been distributed to parents and notice of the survey will go to families next week. The authorizer benchmarks are based on this survey but they will look at the data from both surveys.

VI. Facilities Update

A. Update on Renovation Process

There were delays attributed to the locker installation, but renovations are still on track to be completed on time. Additionally, the bathroom repairs have started and they should be complete with the tiling etc., process.

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

Progress of Year 1 Evaluation: Committee is still working through the process and will update the full board in June. However, there will be opportunity for coaches Ambrosia works with to speak on her progress this year at the June meeting. The committee wanted to make sure that rubrics and coaches input are connected to charter requirements and benchmarks.

Committee in the process of finalizing the Year 2: Head of School Contract and Job Duties document with attorneys and should have a final version to share with HOS in another week or so.

VIII. Development

A. Reminder of Board Giving Goal

Committee reminded board of board giving commitment. It was clarified that the donations submitted online are processed through donor box and then submitted to the schools bank account within 24 hours. Also noted was to ensure that donations reflected contribution for this fiscal year.

The Ivy Hill Prep June meeting is scheduled for June 22.

B. Discuss Development Initiatives

Development initiatives are still at a standstill due to the pandemic.

IX. Miscellaneous Discussion

A. Next Meeting Date

Discussion regarding any objection to maintaining the next board meeting scheduled for June 22 and there was no objection.

X. 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

CERTIFICATE OF THE SECRETARY

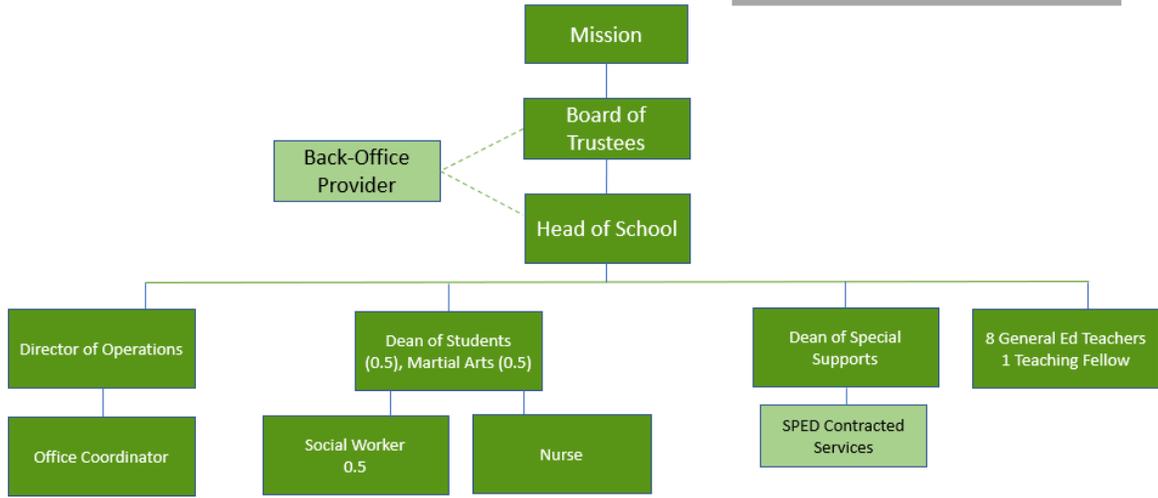
The undersigned does hereby certify that the undersigned is the Secretary of the Corporation an education Corporation duly organized and existing under the law of the State of New York; and that the Meeting Minutes of said Corporation were duly and regularly adopted as such by the Board of Trustees of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

Secretary: Kimberly Wedderburn-Henderson

Date: June 22, 2020

Operational Year 1

2019-2020, K-1, 120 students, 15.5 FTE



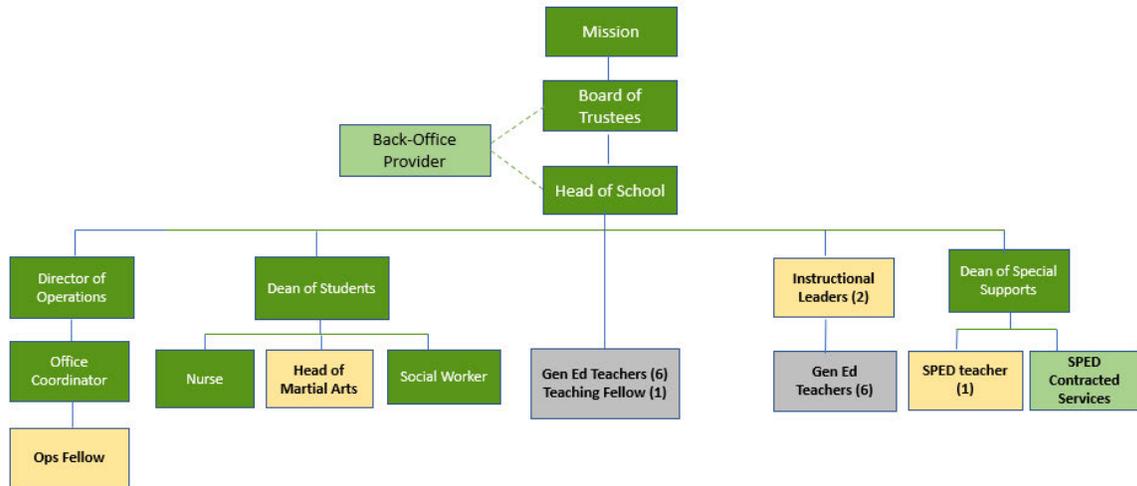
Operational Year 2

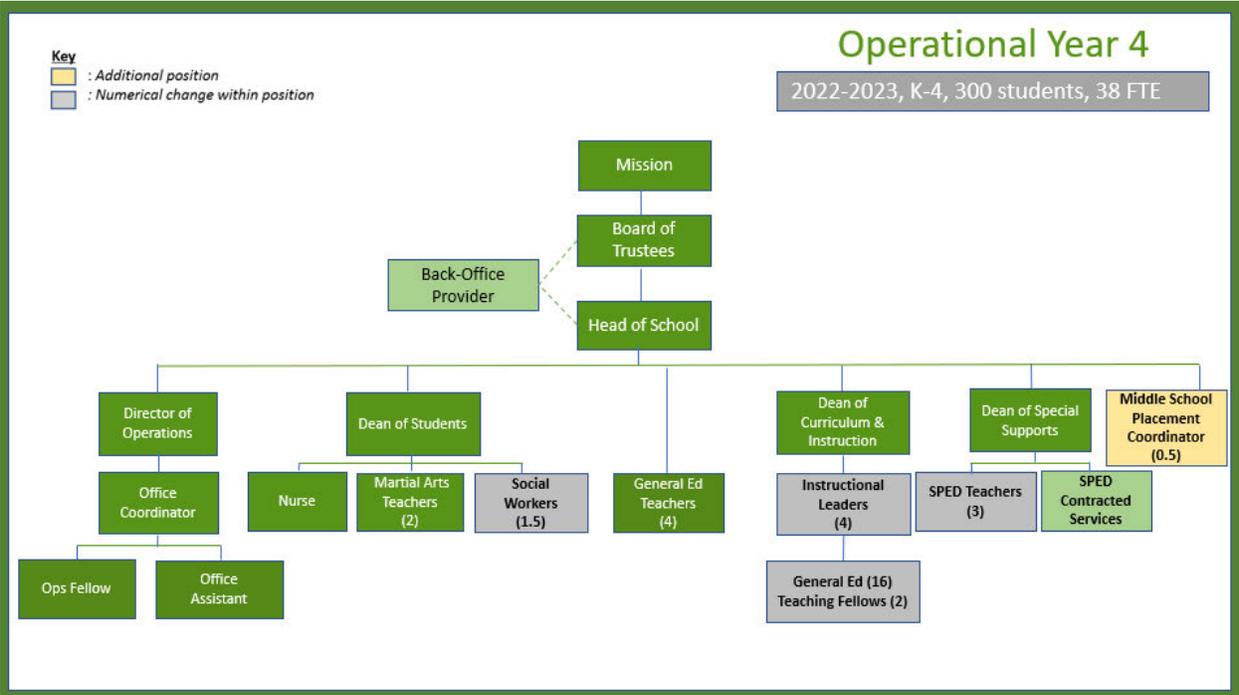
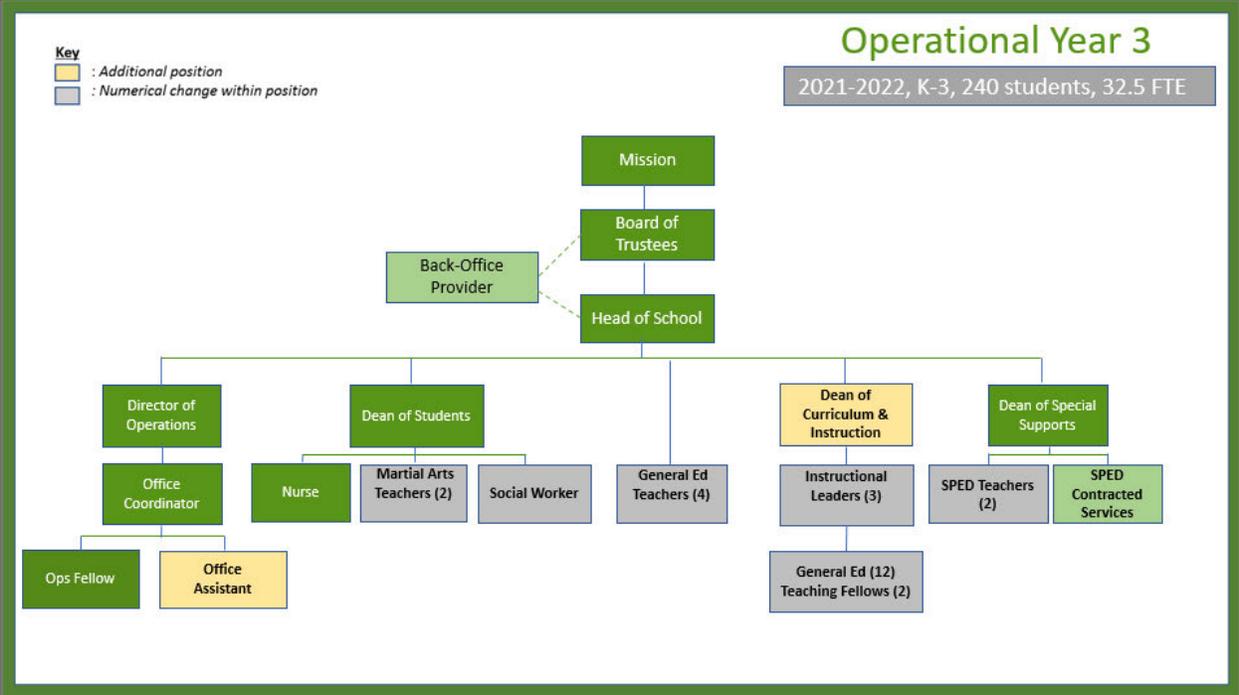
2020-2021, K-2, 180 students, 23 FTE

Key

: Additional position

: Numerical change within position

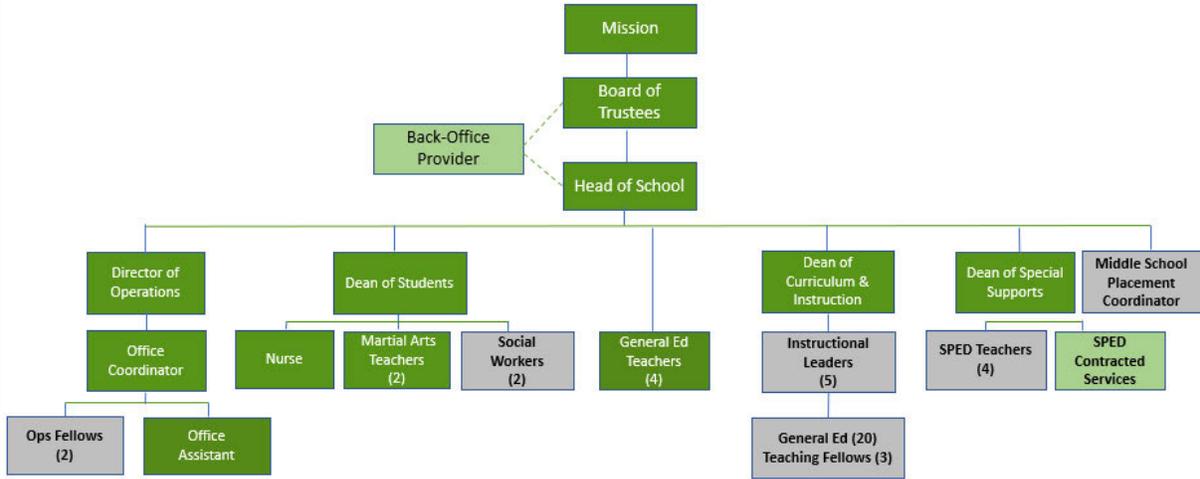




Operational Year 5

2023-2024, K-5, 360 students, 46 FTE

Key
 : Additional position
 : Numerical change within position





2020 - 2021 ACADEMIC CALENDAR

No School

Interim Assessments

Family Events

July 2020						
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	

July	
15	Ivy Hill Leader Institute
29	Ivy Hill Summer Institute

January 2021						
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						

January	
1 2	No School - New Year's Day
4	No School for Students Only
18	No School - Dr. MLK Day

August 2020						
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					

August	
3	Summer Institute Day 1
25	First Day: All Students
25	Phase 1 Begins

February 2021						
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						

February	
1 2	Math Interim Assessment 2
15 19	No School - February Break
22-26	STEP Literacy Assessment Round 2

September 2020						
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			

September	
7	Labor Day - No School

March 2021						
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			

March	
1 5	STEP Lit Assessment Round 2
16 17	Report Card Conference 1/2 Day
8	Quarter 3 Begins

October 2020						
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

October	
1 2	NWEA Map Assessment 1
5 16	STEP Lit Assessment Round 1
12	No School
13	Phase 2 Begins - Tentative Date
30	Storybook Character Day

April 2021						
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	

April	
12 16	No School - Spring Recess
20 21	Math Interim Assessment 3

November 2020						
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					

November	
2 3	Math Interim Assessment 1
6	Quarter 2 Begins
17 18	Report Card Conference 1/2 Day
25-27	No School - Thanksgiving
30	Phase 3 Begins - Tentative Date

May 2021						
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	
3 14	STEP Lit Assessment Round 3
31	No School - Memorial Day

December 2020						
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		

December	
4 17	STEP Lit Assessment Round 2
18	Holiday Pajama Day
21-31	No School - Winter Break

June 2021						
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	
8 9	NWEA Map Assessment 2
18	Last Day of School - 1/2 Day



Friday Dismissal - 1:30PM

Total School Days: 185



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 57th Street
Brooklyn NY 11203

Ivy Hill Preparatory Charter School
475 East 57th 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.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU