Application: Ivy Hill Preparatory Charter School

Adam Jimenez-Schulman - a.jimenez.schulman@gmail.com
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Oct 29 2021

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 2020-2021 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, 2021)** 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 Prep

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

Please select the correct authorizer as of June 30, 2021 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. Our scholars should have the opportunity to attend a high-quality school in their neighborhood that prepares them for college; it is their civil right. We will introduce college to our students from the first day of kindergarten. College pennants will decorate walls, classrooms will be named after a college or university, classrooms will adopt the mascots of their namesake colleges and universities, school chants and expressions will reflect college matriculation and graduation expectations, students, with their families invited to join, will attend trips to colleges and universities, and Ivy Hill Prep leaders and teachers will speak often of their higher education experiences. We believe in the impact of high expectations and that every minute matters. To ensure that we are maximizing time, we implement an extended school day that includes double blocks of math and literacy. Scholars learn to build mathematical skills and conceptualize the tasks at hand.
KDE 2	Reading is fundamental. Literacy is power. The

	“word gap” plays a large role in the achievement gap, in school and in life. We will close this “word gap” starting in kindergarten. Robust literacy instruction will be the tool that will allow scholars to compete with their wealthier peers, and gain access to lives of promise and opportunity. Literacy instruction is coupled with teaching the majority of that in small groups. Scholars are grouped by literacy levels to ensure all scholars, including those with special needs and ELLs, receive the targeted skills necessary for their independent development. With a prioritized focus on literacy, we ensure that by the end of second grade, scholars are reading at grade level, able to engage in content across subject areas and communicate and defend their thoughts effectively and confidently.
KDE 3	Exceptional teaching produces exceptional results. Teacher quality is the single most important factor in student achievement. We hire individuals who are mission-aligned, eager to learn, and devoted to the academic achievement of our scholars. Leaders will deliver purposeful, frequent PD responsive to student and teacher needs. We will execute a continuous teacher observation and feedback loop to foster constant improvement. In Years 1 and 2, the Head of School will be responsible for coordinating, designing and/or delivering all PD, and in subsequent years, the Dean of Curriculum and Instruction will share these PD responsibilities. all teachers will be formally observed by their coach once per week. Coaches will record “glows and grows” observed during each teacher’s lesson and will diagnose the highest lever(s) for feedback that align with each teacher’s current PD goal. Within the same week of being observed, teachers will receive written feedback, have an in-person meeting with their coach to discuss and implement the feedback, and practice in front of their coach an upcoming lesson that incorporates the feedback. In addition to formal observations, it will be customary for the Head of School to give informal feedback daily during walk-ins. Teachers may receive live feedback or in-the-moment silent

	coaching with the expectation that they can immediately implement the feedback. Through verbal, non-verbal, video, and real-time coaching, teachers consistently work towards achieving individual goals that have a direct impact on student achievement
KDE 4	Exceptional teachers produce exceptional results. We know that impactful classroom teachers drive exceptional results for students. Our staff will demonstrate a growth mindset and will be equipped with the skills they need to be successful in the classroom. Beginning in the hiring process, we will seek out educators who are mission-aligned and hungry for feedback to further their development. Dedicating three weeks of Summer Professional Development before students arrive, teachers will be equipped with the tools necessary to manage a classroom effectively, engage students in a myriad of ways, internalize lesson plans, and execute with bite-sized goals at the forefront of their planning. All teachers will receive frequent, targeted feedback to rapidly improve their practice through weekly observations by their instructional coach to achieve their professional development goals and build the success of their scholars.
KDE 5	Intentional character development creates student leaders. Dr. Martin Luther King Jr. once said, “Intelligence plus character – that is the goal of true education. The complete education gives one not only power of concentration, but worthy objectives upon which to concentrate.” It is our responsibility to uplift our scholars, reiterate their worth and capabilities, and build leaders that will be agents of change as they grow and mature. We will support this personal development through intentional character lessons on Leadership, Excellence, Achievement, Growth, Uniqueness, and confidencE. 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. With

	our character foci centered around our IVY LEAGUE values, coupled with our Martial Arts curriculum as a schoolwide Character course, we are confident in the development of scholars who are academically equipped to succeed and equipped with the leadership and character tools necessary to face adversity.
KDE 6	It takes a village to raise a child. As educators, it is our primary goal to ensure that each scholar is equipped with the tools necessary to be successful in middle and high school, and eventually in a competitive college or university. Parent support in and out of school can foster a community that contributes to that goal, which is the academic success of our students. Before the academic year commences, staff will conduct home, engaging parents in conversations about the hopes and dreams they have for their children and share how Ivy Hill Prep will support their children in reaching their goals. We will regularly inform families of their child’s behavioral and academic growth. Daily, teachers will communicate with parents using a behavior log that will be on the first page of all scholars’ Life’s Work (Homework) binder. This behavior log will highlight their behavior for the day along with information about their completion and success rate of Life’s Work. Parents will sign this log each night. There will be an additional space for teacher and parent comments as an efficient way for parents and teachers to communicate. Parents will receive a minimum of one phone call each month to be updated on their child’s academic and behavioral progress in all classes. All parents are given teachers’ phone numbers and email addresses to encourage open and frequent dialogue. We will host multiple Math and Literacy Nights, during which teachers will provide all parents with resources and strategic academic tools to use at home. Parents will be invited to our school on a weekly basis to witness students receiving awards for attendance, academic and character achievement, and academic and leadership growth.

KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

(No response)

g1. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KDE 11	(No response)
KDE 12	(No response)
KDE 13	(No response)
KDE 14	(No response)
KDE 15	(No response)
KDE 16	(No response)
KDE 17	(No response)
KDE 18	(No response)
KDE 19	(No response)
KDE 20	(No response)

h. SCHOOL WEB ADDRESS (URL)

http://www.ivyhillprep.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2020-2021 SCHOOL YEAR (exclude Pre-K program enrollment)

180

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2021 (exclude Pre-K program enrollment)

174

k. GRADES SERVED IN SCHOOL YEAR 2020-2021 (exclude Pre-K program students)

Check all that apply

Grades Served	K, 1, 2

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

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2021-2022?

	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	1	9177898959	NYC CSD 18	K-3	Yes, K-3

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Ambrosia Johnson	917-789-8959		ajohnson@ivyhillprep.org
Operational Leader	Shanell Torres	917-789-8959		storres@ivyhillprep.org
Compliance Contact	Ambrosia Johnson	917-789-8959		ajohnson@ivyhillprep.org
Complaint Contact	Ambrosia Johnson	917-789-8959		ajohnson@ivyhillprep.org
DASA Coordinator	Diana Williams	917-789-8959		dwilliams@ivyhillprep.org
Phone Contact for After Hours Emergencies	Shanell Torres	917-789-8959		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, 2021.

Site 1 Certificate of Occupancy (COO)

Certificate of Occupancy.jpg

Filename: Certificate of Occupancy.jpg **Size:** 558.6 kB

Site 1 Fire Inspection Report

Fire Inspection Certificate Letter_NYSED.pdf

Filename: Fire Inspection Certificate Letter_NYSED.pdf **Size:** 839.1 kB

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2020-2021 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in organizational structure	Replacing Backoffice Provider with Director of Finance and Addition of Art Teacher	June 28, 2021	
2	Change in design or educational program	Addition of Virtual Summer School Program	June 28, 2021	
3				
4				
5				

More revisions to add?

No

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

Yes

ATTESTATIONS

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 our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the NYSED CSO Fingerprint Clearance Oct 2019 Memo. Click YES to agree.

Responses Selected:

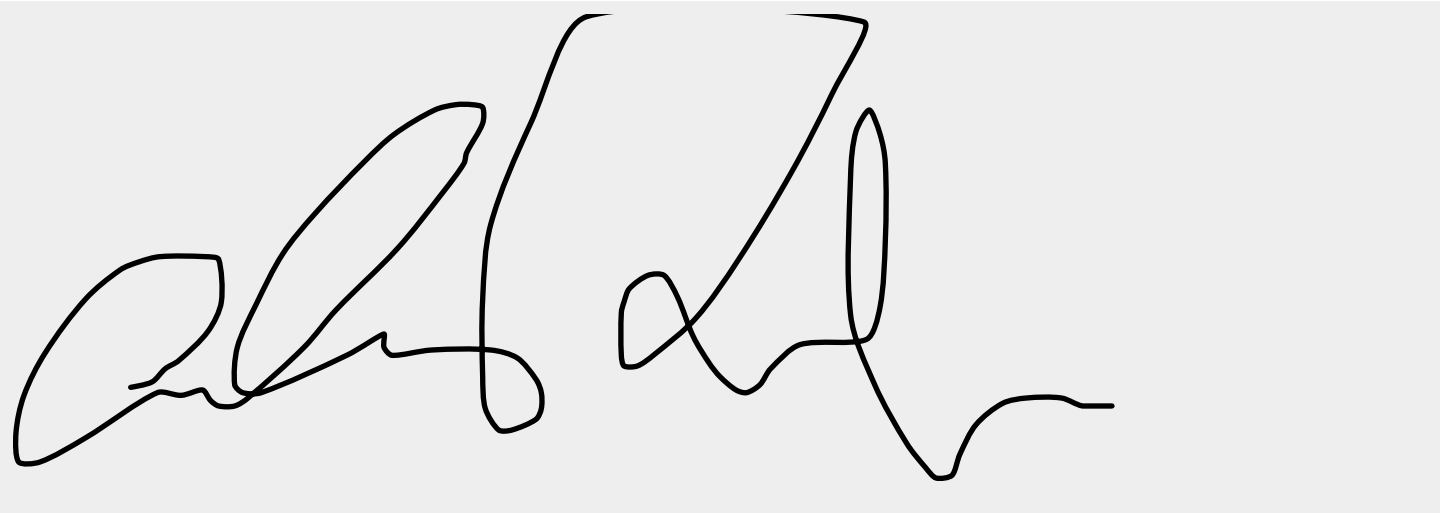
Yes

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

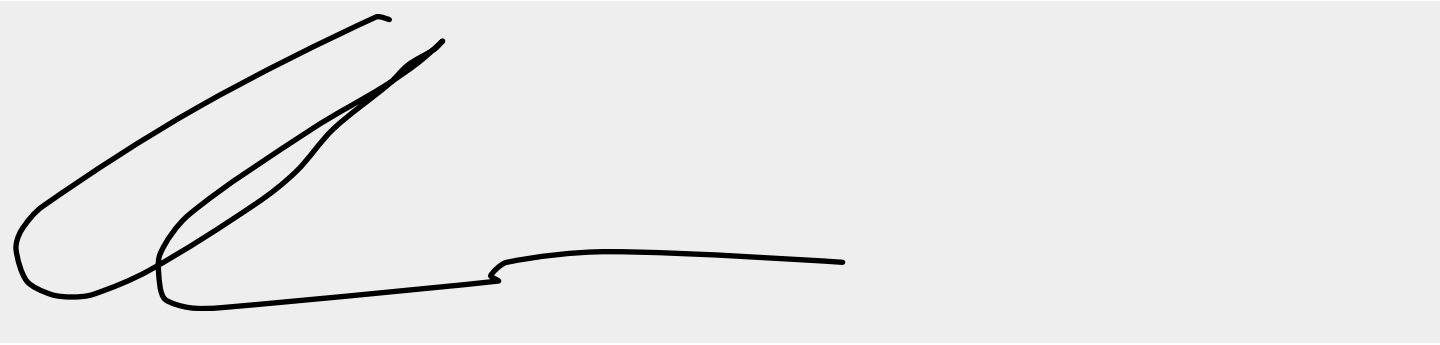
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2021

Thank you.

Entry 3 Progress Toward Goals

Completed Oct 29 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2020-2021 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". **Deadline is November 1, 2021.**

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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, 2021.

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1. ACADEMIC STUDENT PERFORMANCE GOALS

For the 2020-2021 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".

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take

		of Goal		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 University of Chicago's STEP assessment every 6 weeks. After		Due to the unexpected school closure due to the COVID-19 pandemic, scholars in grades K-2 were unfortunately not able to receive continuous in-person instruction, as Ivy Hill Prep was 100% remote for the 85% of the academic school year. To continue to measure academic success, Ivy Hill Prep continued to administer the STEP Assessment to assess growth in literacy. Scholars in grades K-2 did not meet the academic benchmarks for literacy that were initially outlined in our approved Charter. Though scholars did not meet the outlined literacy goals in our approved charter,

		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. 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 assessed the data to identify specific misconceptions. This data is then analyzed alongside		scholars in grades K-2 made considerable growth in literacy. Please see growth broken down by grade below: Kindergarten: 100% of students grew at least 1 reading level. 79% of students grew at least 2 reading levels. 52% of students grew at least 3 reading levels. 1st Grade 93% of students grew at least 1 reading level. 55% of students grew at least 2 reading levels. 23% of students grew at least 3 reading levels. 2nd Grade 87% of students grew at least 1 reading level. 48% of students grew at least 2 reading levels. 17% of students grew at least 3 reading levels. NWEA Map N/A – Due to the unexpected closure, Ivy Hill Prep was not able
Academic Goal 1	Literacy 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) At least 90% of 2nd Graders who have been enrolled for three years will reach STEP 9 by the end of the school year. 90% of students will grow a minimum of 3 step levels each year. NWEA Map 5% growth until average score is 85% All students will achieve 1 year of growth every year		Unable to Assess	

		classroom teachers to strategically include certain aspects into daily instruction. When assessed in Quarter 3, scholars' data reveal their academic growth over the course of the academic year.		to administer the NWEA assessment. ---- Literacy To ensure Ivy Hill Prep meets this goal with the STEP assessment, upon our return all students will be re-assessed on their most recent STEP level achieved. This will assess for accuracy and potential summer regression. After all data is received, teachers and leaders will collectively analyze the data and place students in small-groups based on their academic data. Teachers will then use the academic misconceptions to tailor their instruction. Scholars will continue to be assessed every six weeks to ensure progress towards the benchmark. NWEA Map N/A
Academic Goal 2				

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

4. ORGANIZATION GOALS

For the 2020-2021 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”.

2020-2021 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
	Goal 1: Culture, Climate, and Family			Goal 1 To ensure at least

Org Goal 1	Engagement As measured by an annual survey: At least 80% of families will respond to the survey. At least 80% of responding families will indicate they are satisfied with the overall Ivy Hill Prep program. At least 80% of responding families will indicate they are satisfied with Ivy Hill Prep's frequency and quality of communication.	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.	Not Met	80% completion in the upcoming school year, Ivy Hill will administer annual survey virtually and in-person during an event where all parents are present. Survey completion has been difficult for families during school closure. In years past, we have gotten high completion results while parents have had two options of virtual or in-person completion options.
Org Goal 2	Goal 2: Board Oversight & Governance The Board will complete an annual evaluation of the school leader. The Board will review monthly applicable data against charter goals.	Goal 2: 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	

Org Goal 3	Goal 3: Organizational Capacity School leadership will effectively recruit, hire, manage, train, and retain staff. The School Leader will lead staff through an annual evaluation of the school program against charter goals. As measured by staff survey, 80% of staff indicate PD is effective.	Goal 3: To evaluate progress toward Goal 3, the Head of School provides hiring data to the Board of Trustees throughout the year. Additionally, the Head of School develops staff weekly, as outlined in the charter application. To evaluate the school program against charter goals, members of the staff complete an annual survey at the close of the academic year. To evaluate the effectiveness of Staff PD, staff complete a survey which includes questions surrounding PD and its effectiveness.	Met	
	Goal 4: Enrollment, Recruitment, and Retention The school meets or exceeds projected	Goal 4: To evaluate progress towards bullets 1, 2, and 4, Ivy Hill Prep's Head of School provides an academic dashboard monthly that		Goal 4: 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, even during

Org Goal 4	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.	includes enrollment information, student population information, and average daily rate of attendance. To evaluate progress towards bullet 3, the Head of School provides the Board of Trustees with results from an Intent to Enroll survey given to the school community.	Not Met	summer months. The school will also plan 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 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

2020-2021 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 29 2021

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements in .pdf format into the SUNY Epicenter system no later than **November 1, 2021.** SUNY CSI will forward to NYSED CSO.

ALL Regents, NYCDOE, and Buffalo BOE authorized charter schools must upload final, audited financial statements to the Annual Report Portal no later than **November 1, 2021**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a .PDF file, ensuring that security features such as password protection are turned off.

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

Entry 4_2021 Ivy Hill Prep Charter School Audit Report with Mgmt Ltr[4]

Filename: Entry 4 2021 Ivy Hill Prep Charter psHGsMy.pdf **Size:** 413.5 kB

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

Completed Dec 20 2021

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the website at 2020-2021 Charter School Annual Report webpage. Upload the completed file in Excel format. **Due November 1, 2021.**

Education Corporations with more than one school should complete the Excel spreadsheet for the Education Corporation as a whole, not for the individual schools. Please submit the same Excel spreadsheet for each of the schools.

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

Ivy Hill Preparatory CS_BEDS-331800861146_2020-21

Filename: Ivy Hill Preparatory CS BEDS 3318 npLeWoL.xlsx **Size:** 75.2 kB

Entry 4c – Additional Financial Documents

Completed Oct 29 2021

Instructions - Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents in this section **by November 1, 2021**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the $750,000 Threshold.”

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

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

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

Entry4c_H - Audit Rep Letter and Escrow Statement

Filename: Entry4c H Audit Rep Letter and Es FKEL5Sj.pdf **Size:** 1.0 MB

Entry 4d - Financial Services Contact Information

Completed Oct 29 2021

Instructions: Please enter the contact information for school staff, firms or other entities providing financial services to the education corporation **by November 1, 2021**.

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Brian Andre	bandre@ivyhillprep.org	917-789-8959

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	PKF O'Connor	[redacted]	[redacted]	3

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	PKF O'Connor	Gus Saliba	500 Mamaroneck Avenue, Suite 301, Harrison, NY 10528	[redacted]	[redacted]	3

Entry 5 – Fiscal Year 2021-2022 Budget

Completed Oct 29 2021

Instructions - Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY21 Budget using the 2021-2022 Projected Annual Budget template in the portal or from the Annual Report website **by November 1, 2021**.

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

Instructions - SUNY authorized charter schools should download the 2021-2022 Budget and Quarterly Report Template on the SUNY website or Epicenter and upload the completed template into the portal **by November 1, 2021**.

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

NYSED final2021-2022 budget (IVY HILL PREP CHARTER SCHOOL)

Filename: NYSED final2021 2022 budget IVY HI eJLVinl.xlsx **Size:** 40.3 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed Oct 29 2021

Required of ALL Charter Schools by August 2

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 2020-2021 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: Disclosure of Financial Interest Form
- SUNY- Authorized Charter Schools: SUNY 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. Note: Docusign is accepted.

IHP_Board_of_Trustees_Financial_Dis_58T6syo

Filename: IHP Board of Trustees Financial Dis 58T6syo.pdf **Size:** 4.3 MB

Entry 7 BOT Membership Table

Completed Oct 29 2021

Instructions

Required of All charter schools

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

Entry 7 BOT Table

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

1. 2020-2021 Board Member Information (Enter info for each BOT member)

	Trustee	Trustee	Position	Commit	Voting	Number	Start	End	Board

	Name	Email Address	on the Board	tee Affiliations	Member Per By-Laws (Y/N)	of Terms Served	Date of Current Term (MM/DD/YYYY)	Date of Current Term (MM/DD/YYYY)	Meetings Attended During 2020-2021
1	Marsha D. Michael	[redacted]	Chair	Governance, Academic Achievement, HOS Evaluation & Support,	Yes	2	07/01/2020	07/01/2021	9
2	Nataki Williams		Treasurer	Finance (Chair), HOS Evaluation & Support	Yes	3	07/01/2020	07/01/2021	10
3	Adam Jimenez-Schulman		Vice Chair	Academic Achievement, HOS Evaluation & Support (Chair)	Yes	2	07/01/2020	07/01/2022	9
4	Derrick Lewis		Trustee/ Member	Finance & Development	Yes	1	06/01/2018	07/01/2021	7
5	Jennifer		Trustee/	Finance &	Yes	1	06/01/2	07/01/2	7

	Small	[redacted]	Member	Development			018	021	
6	Maimouna Kane		Secretary	Academic Achievement	Yes	1	02/01/2020	07/01/2022	6
7	Tanisha James		Trustee/ Member	Development, HOS Evaluation Committee	Yes	1	02/01/2020	07/01/2022	7
8	Adam Laniyan		Trustee/ Member	Finance, Development		1	02/01/2020	07/01/2022	7
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2021	8
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	15

3. Number of Board meetings held during 2020-2021

10

4. Number of Board meetings scheduled for 2021-2022

11

Thank you.

Entry 8 Board Meeting Minutes

Completed Oct 29 2021

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

Schools must upload a complete set of monthly board meeting minutes (July 2020-June 2021), which should match the number of meetings held during the 2020-2021 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 2, 2021.

Board_Meeting_Minutes_20-21_vF

Filename: Board Meeting Minutes 20 21 vF.pdf **Size:** 1.1 MB

Entry 9 Enrollment & Retention

Completed Oct 29 2021

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the good faith efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2021-2022.

Entry 9 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2020-2021 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2021-2022.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	To recruit all students, including students with disabilities, economically disadvantaged, or ELLs, we have done the following things: Held virtual information sessions on approximately 15 different	

Economically Disadvantaged	occasions. Tabled and canvassed in-person on approximately 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides. Conducted boots on the ground initiatives and disseminated informational materials to school personnel and families at approximately 25 different pre-school locations in the areas of East Flatbush, Brownsville and East New York. By being a community presence and answering direct questions from parents, we have been able to share our mission, engage their input, and recruit potential families. At the aforementioned preschools, a large portion of the population identify as students with disabilities, economically disadvantaged, or ELLs. When recruiting, we ensure to add on recruitment materials that we welcome and accept students with disabilities. To recruit ELLs or students with disabilities, Ivy Hill Prep has built and maintained partnerships with hospitals such as Brookdale, as well as with non-profits that support students with disabilities, such as Urban Strategies. These organizations already serve families with children who are ELL and have disabilities, and we have hosted information sessions and tabling sessions at these locations to recruit the parents of future students.	To continue to make progress towards our enrollment targets for the upcoming year, Ivy Hill Prep will continue to hold virtual information sessions, table and canvas, and host virtual Open Houses for prospective families. During Virtual Open Houses, parents watch videos of Ivy Hill Prep in action during multiple portions of the academic school day. Similar to our in-person Open Houses, we will block off time with families for Q&A’s to spend time discussing our special populations, our acceptance of all students, and a detailed plan of how we support and develop all students.

English Language Learners	To recruit all students, including students with disabilities, economically disadvantaged, or ELLs, we have done the following things: Held virtual information sessions on approximately 15 different occasions. Tabled and canvassed in-person on approximately 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides. Conducted boots on the ground initiatives and disseminated informational materials to school personnel and families at approximately 25 different pre-school locations in the areas of East Flatbush, Brownsville and East New York. By being a community presence and answering direct questions from parents, we have been able to share our mission, engage their input, and recruit potential families. At the aforementioned preschools, a large portion of the population identify as students with disabilities, economically disadvantaged, or ELLs. When recruiting, we ensure to add on recruitment materials that we welcome and accept students with disabilities. To recruit ELLs or students with disabilities, Ivy Hill Prep has built and maintained partnerships with hospitals such as Brookdale, as well as with non-profits that support students with disabilities,	To continue to make progress towards our enrollment targets for the upcoming year, Ivy Hill Prep will continue to hold virtual information sessions, table and canvas, and host virtual Open Houses for prospective families. During Virtual Open Houses, parents watch videos of Ivy Hill Prep in action during multiple portions of the academic school day. Similar to our in-person Open Houses, we will block off time with families for Q&A’s to spend time discussing our special populations, our acceptance of all students, and a detailed plan of how we support and develop all students.

	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.	
Students with Disabilities	To recruit all students, including students with disabilities, economically disadvantaged, or ELLs, we have done the following things: Held virtual information sessions on approximately 15 different occasions. Tabled and canvassed in-person on approximately 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides. Conducted boots on the ground initiatives and disseminated informational materials to school personnel and families at approximately 25 different pre-school locations in the areas of East Flatbush, Brownsville and East New York. By being a community presence and answering direct questions from parents, we have been able to share our mission, engage their input, and recruit potential families. At the aforementioned preschools, a large portion of the population identify as students with disabilities, economically disadvantaged, or ELLs. When recruiting, we ensure to add on recruitment materials that we welcome and accept students	To continue to make progress towards our enrollment targets for the upcoming year, Ivy Hill Prep will continue to hold virtual information sessions, table and canvas, and host virtual Open Houses for prospective families. During Virtual Open Houses, parents watch videos of Ivy Hill Prep in action during multiple portions of the academic school day. Similar to our in-person Open Houses, we will block off time with families for Q&A’s to spend time discussing our special populations, our acceptance of all students, and a detailed plan of how we support and develop all students.

	with disabilities. To recruit ELLs or students with disabilities, Ivy Hill Prep has built and maintained partnerships with hospitals such as Brookdale, as well as with non-profits that support students with disabilities, such as Urban Strategies. These organizations already serve families with children who are ELL and have disabilities, and we have hosted information sessions and tabling sessions at these locations to recruit the parents of future students.	

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
Economically Disadvantaged	To retain students who are economically disadvantaged, it's important for us to continue to provide supports to assist these families, such as DOE provided transportation, meals. As a school, we are also very hands-on with our economically disadvantaged families by consistently inquiring about their needs via check-ins and surveys. We've partnered with community organizations to have donated clothing on site in the event that they are in need. We are passionate about events surrounding the holidays to assist families in ensuring these times of the year are as enjoyable and joyous as possible.	Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.

English Language Learners	To retain ELL students, we will continue to ensure office staff are multilingual to ensure all families feel comfortable communicating. To continue to retain ELL students, we will also ensure all handouts are available in multiple languages to ensure all parents have access to information.	Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.
Students with Disabilities	To continue to retain students with disabilities, Ivy Hill Prep will continue to: 1) ensure parents of SWD have meetings with our Dean of SPED prior to their start at our school. This ensures that parents' needs are heard and communicated and a collaborative relationship is formed from the onset. 2) create UJIMA plans that outline the goals for each student participating in our RTI. UJIMA plans clearly outline the responsibilities of all constituents to ensure the success of students with disabilities.	Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.

Entry 10 – Teacher and Administrator Attrition

Completed Oct 29 2021

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

A. TEACH System – Employee Clearance

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

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

[1] Employees that must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers**. See NYSED memorandum dated October 1, 2019 at http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf or visit the NYSED website at: http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at http://www.p12.nysed.gov/psc/aboutcharterschools/lawsandregs/EmployeeFingerprintOct19.pdf.

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Oct 29 2021

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
Total Category A: 5 or 30% whichever is less	1.0

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, 2021)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	
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, 2021)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	2
Total Category C: not to exceed 5	4.0

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	8

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	4

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	12

Thank you.

Entry 12 Organization Chart

Completed Oct 29 2021

Instructions

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

Upload the 2020-2021 **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 13 School Calendar

Completed Oct 29 2021

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 2, 2021. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 2nd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2021**.

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

Board of Regents-authorized charter schools 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.

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

2021-22 Calendar

Filename: 2021 22 Calendar.2.pdf **Size:** 124.1 kB

Entry 14 Links to Critical Documents on School Website

Completed Oct 29 2021

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., 2019-2020 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 14 Links to Critical Documents on School Website

School Name: Ivy Hill Preparatory Charter School

Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	https://www.ivyhillprep.org/annual-report
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	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. Lottery Notice announcing date of lottery	https://www.ivyhillprep.org/events
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://www.ivyhillprep.org/public-documents
6. District-wide Safety Plan	https://www.ivyhillprep.org/public-documents
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.ivyhillprep.org/public-documents
7. Authorizer-Approved FOIL Policy	https://www.ivyhillprep.org/public-documents
8. Subject matter list of FOIL records	https://www.ivyhillprep.org/public-documents

Thank you.

Ivy Hill Preparatory Charter School

Financial Statements

June 30, 2021 and 2020

PKF O'CONNOR DAVIES
ACCOUNTANTS AND ADVISORS

Independent Auditors' Report

Board of Trustees
Ivy Hill Preparatory Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Ivy Hill Preparatory Charter School (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses, and cash flows for the year ended June 30, 2021 and for the period from June 12, 2018 (inception) to June 30, 2020, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the year ended June 30, 2021 and for the period from June 12, 2018 (inception) to June 30, 2020 in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2021, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

PKF O'Connor Davies, LLP

Harrison, New York
October 18, 2021

Ivy Hill Preparatory Charter School

Statements of Financial Position

	June 30, 2021	June 30, 2020
ASSETS		
Current Assets		
Cash	$ 1,924,273	$ 744,349
Grants and contracts receivable	45,165	183,357
Prepaid expenses and other current assets	89,499	7,383
Total Current Assets	2,058,937	935,089
Property and equipment, net	303,993	358,472
Security deposit	93,750	93,750
Restricted cash	50,000	20,000
	$ 2,506,680	$ 1,407,311
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	$ 83,077	$ 171,472
Accrued payroll and payroll taxes	65,453	62,849
Refundable advances	23,745	4,770
Deferred rent, current portion	451,938	701,938
Total Current Liabilities	624,213	941,029
Deferred rent	1,175,938	224,000
Total Liabilities	1,800,151	1,165,029
Net Assets		
Without donor restrictions	696,529	242,282
With donor restrictions	10,000	-
Total Net Assets	706,529	242,282
	$ 2,506,680	$ 1,407,311

See notes to financial statements

Ivy Hill Preparatory Charter School

Statement of Activities
Year Ended June 30, 2021

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

See notes to financial statements

Ivy Hill Preparatory Charter School

Statement of Activities
Period from June 12, 2018 (Inception) to June 30, 2020

REVENUE AND SUPPORT WITHOUT DONOR RESTRICTIONS	
State and local per pupil operating revenue	$ 2,075,770
State and local per pupil facilities funding	521,828
Federal grants	905,916
Contributions and grants	381,422
Other revenue	2,364
Total Revenue and Support	3,887,300
EXPENSES	
Program Services	
Regular education	2,139,006
Special education	908,900
Total Program Services	3,047,906
Supporting Services	
Management and general	563,324
Fundraising	33,788
Total Expenses	3,645,018
Change in Net Assets	242,282
NET ASSETS, WITHOUT DONOR RESTRICTIONS	
Beginning of period	-
End of period	$ 242,282

See notes to financial statements

Ivy Hill Preparatory Charter School

Statement of Functional Expenses
Year Ended June 30, 2021

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

See notes to financial statements

Ivy Hill Preparatory Charter School

Statement of Functional Expenses
Period from June 12, 2018 (Inception) to June 30, 2020

	No. of Positions	Program Services			Management and General	Fundraising	Total
		Regular Education	Special Education	Total			
Personnel Services Costs							
Administrative staff personnel	4	$ 95,048	$ 108,245	$ 203,293	$ 281,012	$ 12,383	$ 496,688
Instructional personnel	10	426,918	164,190	591,108	-	-	591,108
Non-instructional personnel	2	19,807	26,057	45,864	-	-	45,864
Total Salaries and Staff	16	541,773	298,492	840,265	281,012	12,383	1,133,660
Fringe benefits and payroll taxes		103,222	56,871	160,093	53,540	2,359	215,992
Legal fees		-	-	-	1,104	-	1,104
Accounting/audit services		-	-	-	118,107	-	118,107
Other Purchased/professional/consulting services		33,236	15,393	48,629	6,885	578	56,092
Facility expense		941,048	405,375	1,346,423	86,866	14,478	1,447,767
Repairs and maintenance		109,197	47,039	156,236	10,080	1,680	167,996
Insurance		20,423	8,798	29,221	1,885	314	31,420
Supplies and materials		62,066	10,507	72,573	-	-	72,573
Equipment/furnishings		32,572	5,514	38,086	-	-	38,086
Staff development		43,645	8,769	52,414	487	81	52,982
Marketing/recruitment		47,433	8,030	55,463	-	-	55,463
Technology		90,870	15,383	106,253	-	-	106,253
Student services		35,509	6,011	41,520	-	-	41,520
Office expense		40,588	6,871	47,459	-	-	47,459
Depreciation		25,422	10,951	36,373	2,347	391	39,111
Other		12,002	4,896	16,898	1,011	1,524	19,433
Total Expenses		$ 2,139,006	$ 908,900	$ 3,047,906	$ 563,324	$ 33,788	$ 3,645,018

See notes to financial statements

Ivy Hill Preparatory Charter School

Statements of Cash Flows

	Year ended June 30, 2021	Period from June 12, 2018 (inception) to June 30, 2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	$ 464,247	$ 242,282
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	72,983	39,111
Deferred rent	701,938	925,938
Changes in operating assets and liabilities		
Grants and contracts receivable	138,192	(183,357)
Prepaid expenses and other current assets	(82,116)	(7,383)
Security deposit	-	(93,750)
Accounts payable and accrued expenses	(88,395)	171,472
Refundable Advances	18,975	4,770
Accrued payroll and payroll taxes	2,604	62,849
Net Cash from Operating Activities	1,228,428	1,161,932
CASH FLOWS FROM INVESTING ACTIVITY		
Purchases of property and equipment	(18,504)	(397,583)
Net Change in Cash and Restricted Cash	1,209,924	764,349
CASH AND RESTRICTED CASH		
Beginning of period	764,349	-
End of period	$ 1,974,273	$ 764,349

See notes to financial statements

1. Organization and Tax Status

Ivy Hill Preparatory Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on June 12, 2018 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on June 12, 2018 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The charter expires on June 30, 2023. The School's mission is to educate kindergarten through fifth grade scholars to thrive in middle and high schools, graduate from the college of their choice, and access lives of promise and opportunity through high quality curriculum and instruction, intentional leadership development, and a commitment to excellence. The School provided education to approximately 175 students in kindergarten through second grade during the 2020-2021 academic year.

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

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

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

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

Net Assets Presentation

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

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

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions as of June 30, 2020.

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

Restricted Cash

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

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

	2021	2020
Cash	$ 1,924,273	$ 744,349
Restricted cash	50,000	20,000
	$ 1,974,273	$ 764,349

Property and Equipment

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

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

Furniture and fixtures	7 years
Computers and equipment	3 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the periods ended June 30, 2021 and 2020.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which they are revenue.

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

Deferred Rent

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

Revenue and support

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

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

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the periods ended June 30, 2021 and 2020 was $32,005 and $55,463.

Functional Expense Allocation

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

Accounting for Uncertainty in Income Taxes

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

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 18, 2021.

3. Grants and Contracts Receivable

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

4. Property and Equipment

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

	2021	2020
Furniture and fixtures	$ 113,814	$ 105,714
Computers and equipment	143,273	132,869
Leasehold improvements	159,000	-
Construction in progress	-	159,000
	416,087	397,583
Accumulated depreciation and amortization	(112,094)	(39,111)
	$ 303,993	$ 358,472

Construction in progress at June 30, 2020 is comprised of costs related to the School renovating a floor in the building and was placed in service August 1, 2020.

5. Liquidity and Availability of Financial Assets

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

	2021	2020
Cash - unrestricted	$ 1,924,273	$ 744,349
Grants and contracts receivable	45,165	183,357
	1,969,438	927,706
Donor-imposed restrictions for specific purposes	(10,000)	-
	$ 1,959,438	$ 927,706

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in liquid instruments until it is required for operational use.

6. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2021 and 2020, approximately $1,724,000 and $513,000 of cash was maintained with institutions in excess of FDIC limits.

7. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the periods ended June 30, 2021 and 2020, the School received approximately 96% and 67% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

8. Commitment

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

2022	$ 1,000,000
2023	1,250,000
2024	1,500,000
2025	1,530,000
2026	1,560,600
Thereafter	13,662,473
	$ 20,503,073

Rent expense is recognized on the straight-line basis. The differences between cash payments under the lease agreement and the straight-line rent have been recognized as deferred rent in the accompanying statement of financial position from inception of the lease. The difference between rent cash payments and straight-line rent recorded in the statement of financial position amounted to $1,627,876 and $925,938 at June 30, 2021 and 2020. Facility expense for the periods ended June 30, 2021 and 2020 was $1,451,938 and $1,447,767.

9. Net Assets with Donor Restrictions

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

10. Contingency

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

11. Risk and Uncertainties

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

*****

PKF O'CONNOR DAVIES
ACCOUNTANTS AND ADVISORS

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

Independent Auditors' Report

Board of Trustees
Ivy Hill Preparatory Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Ivy Hill Preparatory Charter School (the "School"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 18, 2021.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

PKF O'Connor Davies, LLP

Harrison, New York
October 18, 2021

PKF O'CONNOR DAVIES
ACCOUNTANTS AND ADVISORS

Board of Trustees
Ivy Hill Preparatory Charter School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Ivy Hill Preparatory Charter School (the "School") as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above.

This communication is intended solely for the information and use of management, audit committee, board of Trustees, state, and local awarding agencies, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

PKF O'Connor Davies, LLP

Harrison, New York
October 18, 2021

IVY HILL PREPARATORY CHARTER SCHOOL

Additional Financial Documents

Advisory/Management Letter	Attached below
Federal Single Audit	N/A
CSP Agreed-Upon Procedure	N/A
Evidence of Required Escrow Account for Each School	Attached below
Corrective Action Plan for Audit Findings and Management Letter Recommendations	N/A

PKF O'CONNOR DAVIES
ACCOUNTANTS AND ADVISORS

Board of Trustees
Ivy Hill Preparatory Charter School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Ivy Hill Preparatory Charter School (the "School") as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

PKF O'Connor Davies, LLP

Harrison, New York
October 18, 2021

JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

Primary Account: [redacted]
For the Period 5/29/21 to 6/30/21

IVY HILL PREPARATORY CHARTER SCHOOL
ESCROW ACCOUNT
475 E 57TH ST
BROOKLYN NY 11203

J.P. Morgan Team

Jpms Banking Service Team	(877) 576-2818
Jpms Banking Service Team	
For assistance after business hours, 7 days a week.	(800) 576-6209
Deaf and Hard of Hearing	(800) 242-7383
Online access: **www.jpmorganonline.com**	

JPMorgan Classic Business Checking

Checking Account Summary	Instances	Amount
Beginning Balance		50,000.00
Ending Balance	0	$50,000.00

Update on the cessation of the London Interbank Offered Rate ("LIBOR")

By 2023, LIBOR, which is a widely used interest rate benchmark, will no longer be published. We may have already contacted you about what this may mean to you, depending on your investments or credit products. The following is important additional information about LIBOR's cessation from its administrator, the ICE Benchmark Administration ("IBA").

On March 5, 2021, the IBA publicly stated[1] the following:

- Immediately after the dates noted below, it will stop publishing all 35 settings of LIBOR, as it will not have access to input data necessary to calculate the LIBOR settings on a representative basis after these dates.
    - **December 31, 2021**: One-week and two-month USD LIBOR, and all settings of euro, sterling, Swiss franc and Japanese yen
    - **June 30, 2023**: All other USD settings (overnight/spot next, one-month, three-month, six-month and 12-month LIBOR)
- The U.K. Financial Conduct Authority (the "FCA"), the regulatory supervisor of the IBA, may, at a later date, use new proposed powers to require the IBA to publish LIBOR settings on a changed methodology (or "synthetic") basis. The IBA did not identify a successor administrator that will continue to provide LIBOR.
- The FCA made a separate announcement[2] acknowledging that the IBA had notified it of its intent to cease providing all LIBOR settings. In its announcement, the FCA confirmed that all 35 LIBOR settings will either no longer be published or be considered representative as of the dates noted above. The FCA also noted that, subject to the establishment of the new proposed powers, it would consult on the issue of requiring the IBA to produce certain LIBOR tenors on a synthetic basis.

What you need to know

- This communication is an update to any prior communications or disclosures you may have received from J.P. Morgan regarding the cessation of LIBOR.
- There may be changes to the LIBOR transition timeline noted above, and as a result, the information in this communication is subject to change without notice.
- This communication should not be relied on as legal, financial, tax, accounting or investment advice to make decisions. You should consult your own tax, legal and accounting advisors for advice regarding any impact that the IBA and FCA statements may have on any financial arrangements to which you are party.

For more information

For additional information on the changes to Interbank Offered Rates and other benchmark rates, visit:

- **www.jpmorgan.com/disclosures/interbank_offered_rates or**
- **www.jpmorgan.com/solutions/cib/markets/leaving-libor**

If you have any questions, please contact your J.P. Morgan team.

1 https://www.theice.com/publicdocs/ICE_LIBOR_feedback_statement_on_consultation_on_potential_cessation.pdf
2 https://www.fca.org.uk/publication/documents/future-cessation-loss-representativeness-libor-benchmarks.pdf

Please note this account had no activity during this statement period. The date of last activity for this account was 10/14/20.

Fees and Charges for Deposit Accounts

Fees

Description	Volume	Allowed	Excess	Unit Price	Fees
000000758158724					
Monthly Service Fee	1.00	0	1	0.00	0.00
Total Fees					**$0.00**

Important Information About Your Statement

In Case of Errors or Questions About Your Electronic Funds Transfers

Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-consumers, use your J.P. Morgan Team contact information) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

In Case of Errors or Questions About Non-Electronic Transactions:

Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC

Bank products and services are offered by JPMorgan Chase Bank, N.A. and its affiliates. Securities are offered by J.P. Morgan Securities LLC, member FINRA and SIPC.

Investment Products: Not FDIC insured • No bank guarantee • May lose value

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 Prep Academy

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

   Board Vice Chair, Chair of HOS 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?
   Yes_____**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?
   Yes_____**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?
   Yes_____**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	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

6/27/2021

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]

last revised 06/8/2020

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

Name:

Tanisha A. James

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).

   Board Member & Co-Chair of the Development Committee

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.

   N/A

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

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

   No

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

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

   No

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?

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

No

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.

N/A

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	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

July 13, 2021

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]

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** _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.

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** __x__**No**

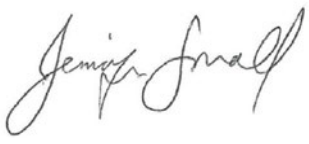
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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**
None	*None*	*None*	*None*

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**
None	*None*	*None*	*None*	*None*



28th June 2021

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: 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

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

   Board Chair, Chair of governance committee.

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.

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**
None				

Signature

Date 7/19/2021

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]

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

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

   Board Member on the Development & Finance committees.

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.

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**
None				

Adam Laniyan 07/20/21

Signature Date

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[redacted]

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

last revised 06/8/2020

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

Name: Derrick Harry 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 Preparatory Charter School

---

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

   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?

   X **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.

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**
None				

Signature

10/16/2021

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]

last revised 06/8/2020

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 Prep

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

   Secretary

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.

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	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

_____ _____

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).

   Board Treasurer

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.

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**
NONE				

Signature

10/20/21
Date

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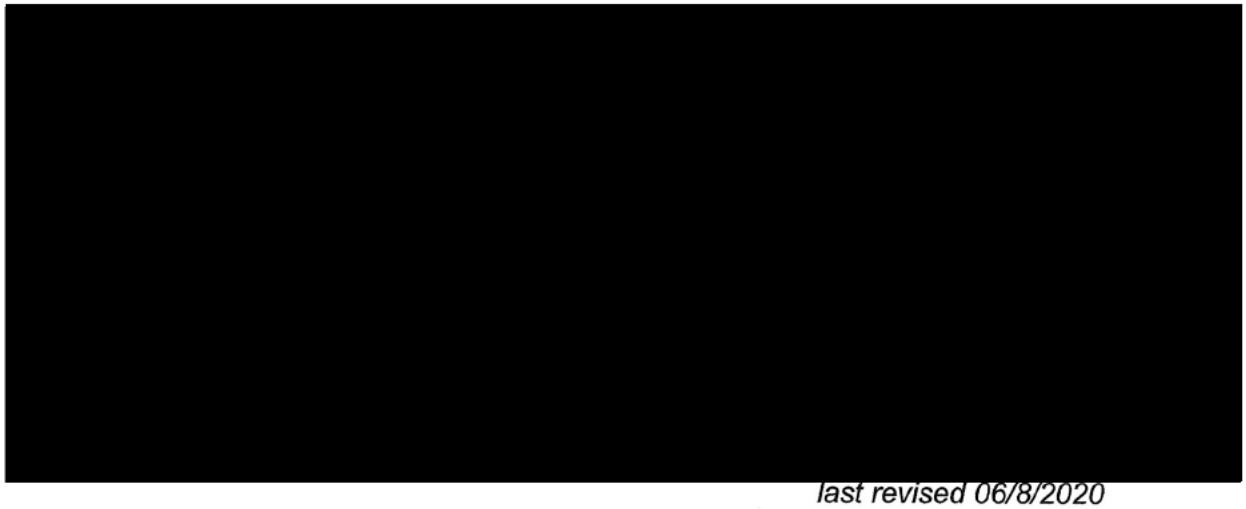


last revised 06/8/2020

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday July 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. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis, J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent
None

Guests Present
A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), Diana Williams, K. Wedderburn-Henderson (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 Jul 27, 2020 at 6:38 PM.

B. Record Attendance and Guests

C. Approve June 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 06-22-20.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Approve June Special Meeting Minutes

M. Michael made a motion to approve the minutes from Special Meeting on 06-29-20.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

E. Vote to Approve Agenda

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

Roll Call

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

II. Governance

A. Annual Meeting - Vote on Trustee Officers for Fiscal Year 20-21

Board member nominated Marsha Micheal to continue to be the Board Chair.
A. Jimenez-Schulman made a motion to Nominate Marsha Micheal for Board Chair.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

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

M. Michael made a motion to Nominate Adam Jeminez- Schulman as Vice Chair.
T. James seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
D. Lewis	Aye
M. Michael	Aye
M. Kane	Aye
A. Laniyan	Aye
N. Williams	Aye
T. James	Aye
J. Small	Aye

M. Michael made a motion to Extend Nataki's term.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

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

J. Small made a motion to Nataki Williams as Treasurer.
M. Michael seconded the motion.
Discussion was held in support of Nataki remaining as treasurer. Question was posed to the board as to whether a less conservative financial view was needed and board agreed Nataki's perspective was in line with the board view. Discussion of board goal of cash on hand was also held. HOS indicated she reached out to David Frank who made certain representations about number of days of cash on hand for a first year school. HOS indicated she would share email correspondence with board chair and treasurer. The board **VOTED** to approve the motion.

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

M. Michael made a motion to Adopt Committee Assignments.

A. Jimenez-Schulman seconded the motion.
Discussion was held as to adding Tanisha James to HOS support and evaluation committee. The board **VOTED** to approve the motion.

Roll Call

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

B. Annual Meeting - Vote on Committee Members

M. Michael made a motion to Maimouna Kane as Secretary.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

M. Michael made a motion to Adopt Standing meeting and committee dates.
A. Jimenez-Schulman seconded the motion.
Discussion was held about making changes to the start time of committee meetings to the early morning hours but discussion on change tabled to see if committee members could meet in the morning. The board **VOTED** to approve the motion.

Roll Call

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

M. Michael made a motion to Have August Board Meeting on the last Monday of the month, August 31, 2020.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

C. Annual Meeting - Board Strategic Planning

Discussion held that committees will develop its goals at the next committee meeting.

D. Annual Report

M. Michael made a motion to Approve annual report.
A. Jimenez-Schulman seconded the motion.
Discussion held regarding giving board more time to review Annual Report before voting on it. HOS sent over the final version of the report the same day of the board meeting leaving members only a few hours to review it. The board **VOTED** to approve the motion.

Roll Call

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

III. Finance Committee

A. Review Current Financial Dashboard

Discussion was held on differed rent credit. Treasurer explained why differed rent was included in our statements and the benefit to reflecting it down the line.
Discussion was held on free and reduced lunch.

B. Vote to Approve Surplus Recommendation

A. Laniyan made a motion to Approve the Surplus Transfer to Savings account.
M. Michael seconded the motion.
Discussion held on approving to transfer surplus to savings account while keeping 20K in a line item for Contingency Covid -19 funds. The board **VOTED** to approve the motion.

Roll Call

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

C. Approve 990 Tax Filing

M. Michael made a motion to Approve 990 Tax Filing.
T. James seconded the motion.
Discussion held about making sure board had sufficient time to review the filing prior to submission. The board **VOTED** to approve the motion.

Roll Call

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

D. Vote to Approve Finance Director Taskforce

Discussion held on the need for a Finance Taskforce. Board members volunteered to be on the taskforce.
J. Small made a motion to Creating Director of FInance Hiring Taskforce.
A. Laniyan seconded the motion.
Nataki Williams, Jennifer Small and Adam Jimenez-Schulman agreed to be members of the taskforce. The board **VOTED** to approve the motion.

Roll Call

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

IV. Academic Achievement

A. Vote Approve Amended Student & Family Handbook - TABELED TO NEXT MEETING

B. Vote to Approve Homeless Student and Transportation Policy - TABLED TO NEXT MEETING

C. Academic Dashboard

Discussion held on student retention and adding data to the dashboard.

V. Head of School Update

A. HOS Report

B. Vote to Approve Re-Opening Plan

M. Michael made a motion to Approve Re-Opening Plan.
A. Jimenez-Schulman seconded the motion.
Discussion held on making changes to the reopening plan in eliminating the "floor" and keeping the "ceiling". Discussion held on age appropriate masks. The board **VOTED** to approve the motion.

Roll Call

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

VI. Facilities Update

A. Update on Renovation Process

Renovations are practically completed.

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

Committee in the final stages of completing HOS contract and updating job description.

VIII. Development

A. Update on Development

Committee to meet and decide on committee chair and report back on the goals created for the committee.

IX. Executive Session

A. Vote for Executive Session

M. Michael made a motion to Go into executive session.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

M. Michael made a motion to Pay Diana Williams $4000.
T. James seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

M. Michael made a motion to approve a COLA increase for Head of School.
M. Kane seconded the motion.
The motion did not carry.

Roll Call

J. Small	No
D. Lewis	Absent
A. Laniyan	No
T. James	No
M. Kane	No
A. Jimenez-Schulman	No
M. Michael	No
N. Williams	No

X. Closing Items

A. Adjourn Meeting

M. Michael made a motion to To adjourn meeting.
T. James seconded the motion.
The board **VOTED** 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 8:30 PM.

Respectfully Submitted,

M. Kane

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: *Maimouna Kane*
Date: August 31, 2020

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday August 31, 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), D. Lewis (remote), J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote)

Directors Absent
T. James

Guests Present
A. Johnson (remote), A. Leon-Soon (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 Aug 31, 2020 at 6:34 PM.

B. Record Attendance and Guests

C. Approve July 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 07-27-20.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Vote to Approve Agenda

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

Roll Call

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

II. Governance

A. Review Staff Handbook

Discussion held to change days off for bereavement and victim of crime.

B. Update Committee Details

M. Michael made a motion to Add Derick Lewis to the Finance Director Task Force.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

III. Finance Committee

A. Review Current Financial Dashboard

Discussion held.

B. Vote on contingency line item in Year 2 Budget

N. Williams made a motion to amend year 2 budget for COVID related items.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Discussion held on the flexibility provided to HOS to buy items and how to monitor spending to not exceed budget.

C. Review Financial Goals

Discussion held on review of the financial goals. Shortening committee meetings.

D. Review Financial Deliverables

IV. Academic Achievement

A. Vote Approve Amended Student & Family Handbook

A. Jimenez-Schulman made a motion to Approve the amended Students and Family Handbook.
M. Michael seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Vote to Approve Homeless Student and Transportation Policy

M. Michael made a motion to Approve Homeless Student and Transportation Policy.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

N. Williams	Aye

C. Academic Dashboard

V. Facilities Update

A. Update on Renovation Process

No update

VI. Development

A. Update on Development

Derrick Lewis and Jennifer Lewis shared Development updates and potential partnerships.

VII. Executive Session

A. Vote for Executive Session

M. Michael made a motion to Move into executive session to review the evaluation report.

J. Small seconded the motion.

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

Roll Call

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

Ambrosia's contract renewal terms.

A. Jimenez-Schulman made a motion to Approve HOS employment contract term for 1 year with automatic renewal clause.

A. Laniyan seconded the motion.

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

Roll Call

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

VIII. 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

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday September 28, 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
J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent
A. Jimenez-Schulman, A. Laniyan, D. Lewis

Guests Present
A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), Britteny Jacobs (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 Sep 28, 2020 at 6:33 PM.

B. Record Attendance and Guests

C. Approve August 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 08-31-20.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to Approve agenda.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Governance

A. Approve Staff Handbook

Discussion held on held on "Witness and Crime Victim Leave" section of the handbook, as well as the unpaid leave. Board recommended that crime victim leave should be more broadly written. Board Chair also noted that the current policies prohibited the school from permitting an employee to take extended personal unpaid leave and perhaps we should consider changing policy.
M. Michael made a motion to approve the handbook and media release.
T. James seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

A. Jimenez-Schulman	Absent

III. Finance Committee

A. Review Current Financial Dashboard

Discussion held on escrow amount.

B. Review Financial Goals

Finalizing of finance goals were discussed.
Finalizing of finance goals were discussed.

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

Discussion held on the time frame of posting.

B. Vote to Approve Job Description

J. Small made a motion to Approve director of finance job description.
T. James seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

V. Academic Achievement

A. Academic Dashboard

B. HOS Report

Discussion held on the coding of departure code. Discussion held on hiring SPED teacher in house as opposed to an agency. Board again expressed interest in hiring internal SPED teacher over contracting out services. Discussion held on cost analysis of SPED teacher. Discussion held on the number of students who are part of the RTI and in turn have Ujima plans. HOS explained that response to intervention plans were created for two 1st graders and 2 kindergarten students and all students and stakeholders were 100% engaged. The 2 Kindergarten students are the students who were held back last year. HOS also provided feedback on parents who were happy with the re-opening and read some testimonials.

C. Update on Re-Opening

Discussion held on the rates of COVID currently and its impact on the re-opening plan. 15% of students were in person and phase two was pushed back with 85% of students remaining in remote learning. HOS also reported staff doing very well as part of the re-opening plan. Mental wellness for staff has been prioritized, weekly observation and feedback also going very well.

D. Update on Re-Opening Phases

Discussion held on the changes to the phase 2 re-opening plan. Discussion held on the number of in person students for phase 2. Discussion help on the number of classrooms prepared for increase of students.

VI. Development

A. Update on Development

Discussion held on resolution on goals to set for the year.

VII. Executive Session

A. Vote for Executive Session

M. Michael made a motion to go into executive session.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

J. Small made a motion to remove policy prohibiting unpaid personal leave.
T. James seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

M. Michael made a motion to approve Ivy Hill Preps' Paid Time Off policy.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

VIII. 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

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday October 26, 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), D. Lewis (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote)

Directors Absent
J. Small, T. James

Guests Present
A. Johnson (remote), A. Leon-Soon (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 Oct 26, 2020 at 6:34 PM.

B. Record Attendance and Guests

C. Approve September 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from September 2020 Board of Trustees Meeting - Ivy Hill Prep on 09-28-20.
D. Lewis seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Vote to Approve Agenda

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

Roll Call

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

II. Governance

A. Discuss Governance Strategic Governance Issues

Making sure the organizational chart is updated in case amendments need to be made by HOS. Creating a calendar to identify items that need to be approved in a particular time frame. HOS is creating a document that has a specific timeline. Making updates to the job description for the Dean of Special Supports. Discussion was held on the educational requirements for the Dean of Special Supports.

B. Approve Updated Job Description for Dean of Special Supports

M. Michael made a motion to Approve updated job description for Dean of Special Supports.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

J. Small	Absent
T. James	Absent
A. Jimenez-Schulman	Aye

Roll Call

D. Lewis	Aye
A. Laniyan	Aye
M. Michael	Aye
M. Kane	Aye
N. Williams	Aye

III. Finance Committee

A. Review Audit Report and Management Letter

Audit held with the finance committee. Auditors advised to increase the escrow account.

N. Williams made a motion to Approve Audit Report.

A. Laniyan seconded the motion.

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

Roll Call

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

B. Review Financial Dashboard

Discussion was held on COVID line item in the financials in case testing needs to be paid for. The cost of testing per week was discussed. Commitee didn't recommend to adjust budget for development.

N. Williams made a motion to Approve...

M. Michael seconded the motion.

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

Roll Call

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

N. Williams made a motion to Approve Finance Goals 2020-2021.

M. Kane seconded the motion.

Discussion held on the ability to item on finance goal more board to cover more areas. Discussion held on rewording an item on the financial goals to lessen restrictions. Providing rationale as to where line items are directly related to academic results. The board **VOTED** to approve the motion.

Roll Call

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

C. Approve Finance Resolutions

IV. Academic Achievement

A. Review Academic Program - Academic Dashboard

Enrollment: 172 students, **Attendance**: 88% **Attrition**: 6 students Waitlist: 0 for 1st grade. Early enrollment will begin to increase the waitlist. The average attendance is 1 under the budgeted amount.
Hiring: Two teachers need to be hired as well as a special education teacher. HOS is interviewing potential candidates. Discussion held on potential hire.
School updates: Third week of remote instruction. Zero percent COVID infection rate for staff and students. All related services are rendered virtually: Speech, OT, PT, and Hearing.

B. Review Teaching and Learning

Discussion held on the prerecorded instructional videos. Every student is remote, receiving synchronous and asynchronous instruction. Students are in homogenous groups of no more than 15.

C. Discuss Culture and Climate

Discussion held on teacher workload in creating videos. HOS provided video examples of remote instruction in math and guided reading. STEP assessments are concluding. Discussion held on step assessments being allowed virtually. Discussion held on initial assessment for kindergarten students. October 9th, 2020 last day of in-person instruction.

D. Discuss Updated Re-Opening Plan

Discussion held on reopening of school. Discussion held on certification of COVID test administration. Suggested four-week interims to consider in-person or remain remote.

E. Review NYSED Survey

HOS presented data from a NYS parent survey

V. Development

A. Update on Development

Date secured for Giving Tuesday. The fundraising goal for Giving Tuesday is $10,000. Community Food Giveaway will be held November 21st, 2020.

VI. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

In the process of finalizing evaluation for HOS.

VII. Executive Session

A. Vote for Executive Session

M. Michael made a motion to Move into executive session.
D. Lewis seconded the motion.
The board **VOTED** to approve the motion.

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

VIII. 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

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday November 30, 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), D. Lewis, M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent
A. Laniyan, J. Small, M. Kane

Directors who arrived after the meeting opened
D. Lewis

Guests Present
A. Johnson (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 Nov 30, 2020 at 6:37 PM.

B. Record Attendance and Guests

Quorum not present at the time meeting was called to order at 6:37pm. Quorum achieved at 7:10pm when Derrick Lewis arrived at the meeting.

C. Approve October 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-26-20.
N. Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Vote to Approve Agenda

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

Roll Call

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

II. Governance

A. Discuss Governance Strategic Governance Issues

Committee Items on the radar:

- No recommendation to the organizational charts. Director of Finance would be
- Compliance calendar was provided by HOS and during the next round of review committee will plug in some considerations for board approval. Governance committee will add in deliverables from the full board perspective. Committee will also flesh out some of the deliverables.

B. Committee Recommendation on Exit Interview Process

Exit interview process - there is a policy in our handbook but committee needs to fine tune the process so that it is neutral process to implement. By the next board meeting committee to provide an amended policy for approval.

III. Finance Committee

A. Review Financial Dashboard

Key financial indicators were met or above benchmark.

- 1.9 million in assets including pre-paid expenses
- Grants receivable at about 23K and Management will submit for reimbursement
- 2.3 million total assets
- Total liabilities are at 1.8 million
- Total enrollment slightly lower than what was budgeted for (162 - budgeted for total enrollment is 160)
- Budgeted for 27 SPED students but currently only have 15 students and this is having a negative impact on revenue. (Management explained that budget next year will under estimate the roll over) The biggest impact on the budget is for the greater than 60 percentile were school budgeted for 15 students but we only have 5 students. Financial impact is around $50K - 100K in terms of revenue.
- Title grant appears to be trending lower but in effect it is not trending lower because reimbursement did not start until later.

Expenses

- Internet budget line item was incorrectly listed so there will be an overage in that line item because we accounted for the revenue but did not account for all the expenses. (Management would like to disucss this with the back office provider for further clarity.)
- BES agreed to reduced fee of $8K but management noted that services would be reduced.
- Board Chair also told management that auditors need to be paid based on a email sent to Vice-Chair. Management to look into the outstanding bill based on an email received today.

Financial Compliance Issues

- Nov 1, 2020 Auditor's financials and year 2 budget
- ESSA fiscal transfer was submitted on Nov 30, 2020
- Questions for 990 tax filings were completed by back office provider and given to auditors.

B. Recommendation on Approving TriNet

TriNet acquired Little Bird and joined the finance committee meeting to answer some questions. Committee did not vet the contract completely as management made the recommendation. Committee noted that insurance providers vet contracts for approvals. However, deadline was approaching for the automated integration process so that process would not have to be started all over.
M. Michael made a motion to Approve motion to approve TriNET contract.
T. James seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
A. Jimenez-Schulman	Aye
T. James	Aye
N. Williams	Aye

Roll Call	
D. Lewis	Aye
M. Michael	Aye
J. Small	Absent
A. Laniyan	Absent
M. Kane	Absent

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

Discussion tabled as quorum not achieved and chair of the committee was not present.

B. Director of Finance in Organizational Chart

Discussion tabled until the next meeting.

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

New charts shared with the board which were not provided to the committee or board prior to the meeting by HOS. Materials shared on screen with board. Discussion held about enrollment/attendance and dashboard benchmarks.

Attendance

- Charter goals for 90% attendance and in house school goal is at 85%

Attrition

- Discussion held on decrease of attrition over time.

Application for 2021-22 school year

- 5 for K received so far when applications went live on Nov 1, 2020
- 60 K available seats for next year. 2 seats available for 1st grade. 2nd grade has the largest gap of 7 available seats and HOS to inquire with NYSED about thoughts on filling this gap. 3rd grade has one available seat.
- Aim to get 3x as many applications for the available seats.

Initiatives for Increasing Applications

- Virtual open houses, recordings done and mailer completed for this year.
- HOS described imitative as more "boots on the ground."
- Direct mailer through Vanguard also produced a lot of good results last year.

B. Review Teaching and Learning

Assessments discussion held and video shown.
Math Assessment (IA) was conducted but needs to be tweaked because the results have not reflected actual knowledge. Fidelity of the assessment in question. Video shown and HOS discussed ideas for going forward.

Literacy Data provided:

- Kindergarten - 2% on grade level, 45% below grade, 54% above grade level- (Last year Kindergarten - 71% were below grade level - 17% on grade level, 12% were above grade level)
- 1st Grade - 17% below grade level, 30% on grade level, 53% above grade level (Last year all students were below grade level)
- 2nd Grade - 13% on grade level, 20% above grade level, 67% below grade level. (in this group all readers are placed in groups with scholars on the same grade level)

Head of School Report on hiring:
2 teachers hired.
SPED teacher hired and she starts after the new year
1 more teacher needs to be hired.

C. Discuss Culture and Climate

- Report card conferences happening on December 14 and 16t.
- Storybook character day took place.
- Teachers receiving accoloades from parents
- Discussed needs for families.
- Virtual pods created for students to mix and mingle.
- FaceTime check ins with some scholars
- Asynchronous science lesson to start after the break.
- Staff survey data shared with the board.

D. Discuss Updated Re-Opening Plan

- Re-opening plan to be discussed with Academic Achievement Committee and will be shared with the full board after issues are vetted by the committee.

D. Lewis arrived.

VI. Development

A. Update on Development

- Update on Giving Tuesday discussed.
- Google docs folder shared for marketing materials for Giving Tuesday Imitative.
- Note-A-Thon scheduled for December 3, 2020 and will be virtual.

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

Discussion on contract, goal setting and other issues.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:58 PM.

Respectfully Submitted,
M. Michael

IVY HILL PREPARATORY
CHARTER SCHOOL

No Board Meeting Minutes

For

December 2020

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday January 25, 2021 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), D. Lewis (remote), J. Small, M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent
M. Kane

Directors who arrived after the meeting opened
A. Laniyan, J. Small

Guests Present

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), D. Williams, E. Rivera (remote), P. Carras (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 Jan 25, 2021 at 6:30 PM.

B. Record Attendance and Guests

C. A quorum of the board was deemed present.

D. Approve November 2020 Board Meeting Minutes

M. Michael made a motion to Approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 11-30-20.
The board **VOTED** to approve the motion.

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

E. Vote to Approve Agenda

M. Michael made a motion to Approve Meeting Agenda.
D. Lewis seconded the motion.
The board **VOTED** to approve the motion.

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

II. Governance

A. Discuss Governance Strategic Governance Issues

- Discussion held on strategic plan by using benchmarks for renewal.
- Plan is to use document at the annual meeting to do a deep dive and thereafter develop goals for the next year.

B. Committee Recommendation on Exit Interview Process

M. Michael made a motion to Approve IHP Exit Interview Process and Policy.
T. James seconded the motion.

- Process streanlined to be more comprehensive.

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

Roll Call

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

C. Committee Process

- Discussion on committee process
- Committee chairs to submit committee report within 3 days of the committee meeting.

III. Finance Committee

A. Review Financial Dashboard

B. Vote to Approve 990 Form

J. Small arrived at 6:50 PM.
N. Williams made a motion to Approve 990 Submission.
T. James seconded the motion.

- Back Office Provider went over filing
- Auditors also reviewed 990 financials.

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

Roll Call

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

C. Budget Process

- There are some working versions of the budget
- Committee holding off on presenting budget to see what will happen with the NY State budget, namely the issue around planned pre-pupil funding.
- Committee to review budget around March/April.

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

- Committee reposted the position and looking to fill position as soon as possible.
- Committee continuing to work on filling position.
- Concern raised about whether to bring in new person at the end of the budget process but committee not concerned about this given that the person will start at the beginning of the audit process.

B. Director of Finance in Organizational Chart

Discussion tabled to look into previous vote on this issue.

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

- Enrollment discussion
- Daily attendance at 82%
- Recruitment and enrollement going well in terms of applications.
- Virtual Open Houses being conducted.
- STEP Assessment concluded in January.
- No MATH Assessment to be used and school will move to quiz version to formally collect math data.

B. Review Teaching and Learning

Hiring report

- Teacher resigned. (HOS to close the loop on the exit interview of this resigning staff member)
- Special Education teacher started in January
- We are 2 teachers short of the planned teacher roster.
- Teacher demo day to occur this Friday.

C. Discuss Culture and Climate

- Discussion Culture Events
- Yoga kickoff as wellness iniative.
- Black History curriculum kicked off on January 15th.
- Asychronous science lessons also kicked off.

D. Discuss Updated Re-Opening Plan

- Re-opening pushed back and further discussion is to be held before March 15, 2021. Constituents to receive notification on March 1, 2021.

E. Committee Report

- No further report from the committee.

A. Laniyan arrived at 7:00 PM.

VI. Development

A. Update on Development

- Giving Tuesday results were over $7K - Thank you notes were sent out.

- Maintain contact with network by doing a newsletter. (Timeframe 1 per quarter)
- Note-a-thon still waiting to see what comes of that opportunity and board encouraged to continue reaching out to the contacts.
- Also re-working development initiatives for this year.
- Screening idea presented by Trustee Jen Small. (Charity through Keeks)
- Board also encouraged to continue fulfilling its obligation toward being a giving board.

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

- Discussion held on aligning on a coaching entity.

B. Vote on Leadership Coaching Contract

Vote tabled.

VIII. Executive Session

A. Vote for Executive Session

M. Michael made a motion to Discuss staff concern and warning letter.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

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

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

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday February 22, 2021 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), D. Lewis (remote), J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote)

Directors Absent
T. James

Guests Present
A. Johnson (remote), B. Parker (remote), D. Williams (remote), P. Carras (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 Feb 22, 2021 at 6:35 PM.

B. Record Attendance and Guests

C. Approve January 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from January 2021 Board of Trustees Meeting - Ivy Hill Prep on 01-25-21.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to Approve agenda.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Governance

A. Approve 21-22 Job Descriptions

Job description for dean of curriculum and instruction, adding this individual will manage and coach teachers.
M. Michael made a motion to To modify job description for dean of curriculum and instruction.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

B. Discuss Board Expansion

III. Finance Committee

A. Review Financial Dashboard

The finance committee gave an overview of the balance sheet. Discussion held on payroll issues across employees. Discussion held around ending contract with service provider. Per-pupil funding has not been established as of yet from NYS. Discussion held on hiring of the dance teacher to full-time instructor academically to offer support students. Discussion held around the salary of dance teacher with change to full time. Discussion held around framework of elective salary bands per year. Clarification was provided around salary bands for instructional staff and elective staff.
M. Michael made a motion to change salary tab for the dance instructor.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

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

B. Miscellaneous Finance Issues

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

Discussion held on interview process for candidates. Discussion held around timeline of meeting with candidates.

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

Enrollment: On track to meet enrollment expectations. **Hiring:** One teacher down but does not impact instruction. HOS is in the process of hiring for the next school year. **Academic data:** **Glows:** 78% Kindergarten above grade level, 65% of 1st graders on or above grade level. 79% 2nd graders showed growth. **Grows:** Dean of students shared rationale for students not meeting standards. Ujimma plans are created to provide targeted support to increase foundational reading support. Question was asked on the large number of students needing support in the 2nd grade. DOS states the additional full-time teacher will be able to provide support. Discussion was held on a specific number of the 79% to grade level. Discussion was held around the possibility of retention. Discussion held on what the plan is for students on Step 3 and Step 4. Discussion was held on the RTI Ujimma plan, explanation was given on the structure and facilitation of Ujimma plans.
Discussion was held on the Step expectation at the end of the year for 2nd grade.
Discussion held on adjustment on goals for students based on factors.

Calendar invite sent for school events

B. Review Teaching and Learning

C. Discuss Culture and Climate

D. Discuss Updated Re-Opening Plan

E. Committee Report

VI. Development

A. Update on Development

Fundraising initiatives were discussed. Discussion held onboard members sending out info for fundraising events. Discussion held on roll-out of fundraising event.

Question asked around developing a wish list of things needed and wanted for the school. Development will come together to make that list.

VII. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
M. Michael

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday March 29, 2021 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), D. Lewis (remote), J. Small (remote), M. Kane (remote), N. Williams (remote), T. James (remote)

Directors Absent
M. Michael

Guests Present
A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote), D. Williams (remote), Melika Butcher, P. Carras (remote)

I. Opening Items

A. Call the Meeting to Order

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Mar 29, 2021 at 6:34 PM.

B. Record Attendance and Guests

C. Approve February 2021 Board Meeting Minutes

A. Laniyan made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-22-21.
J. Small seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

A. Jimenez-Schulman	Aye
T. James	Aye
N. Williams	Aye
M. Kane	Aye
M. Michael	No
D. Lewis	Aye
J. Small	Aye
A. Laniyan	Aye

D. Vote to Approve Agenda

II. Governance

A. Committee Update

Discussion around members for governance committee that are present for the meeting.

III. Finance Committee

A. Review Financial Dashboard

Discussion held on the budget timeline and if it will it be for a approval or a draft. The finance committee confirmed that they will; have a draft for April 2021. Discission held around the timeline for the audit process. The audit process will begin in April, then June and end around October 15th. Discussion held around concerns around back office providing documentation to audit providers.

B. Miscellaneous Finance Issues

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

Discussion was held around the Director of Finance position. Question presented around the excel test used to vet candidates and whether this is a standard practice. Clarification was given that is a standard. Discussion held around screening process where resume is first and excel test is secondary. Should we pause the hiring process as we move into the auditing and closing of the school year and start in the summer. Suggestion given to pause and allow for more candidates to apply. Looking to resume the process at the end of May in hopes there will be new candidates.

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

Enrollment increased by 1 student. 93% attendance for the prior month students are signing in online more.

Discussion held around what the team has done to increase attendance. HOS explained the method by which the teachers make contact with students/families of students that are absent from the class. HOS makes additional phone calls and formal letters are sent for students with 5 or more absences.

Discussion held around the ineffectiveness of Vanguard and whether they will be able to provide a discount. Vanguard was only able to provide 10 applications. Discussion held around looking forward in alternative around recruitment. Question asked around what specifically is bringing about the low number of applications through Vanguard.

B. Review Teaching and Learning

Suggestion provided around providing a graph around grade average as opposed to class average. Suggestion also provided around providing data around students will IEP's. Suggestion around the second-grade cohort to provide data that shows the specific growth that is being made. HOS agreed to work with the Dean of Students to work on compiling data.

C. Discuss Culture and Climate

Question asked around how frequent the chat and chews happen with parents. HOS confirmed that parent chat and chews occur monthly. Wax Museum event was a huge success as well as the career day event. Question asked around parent involvement and how and if suggestions are given to parents on how to engage and coach students for performances.

D. Discuss Updated Re-Opening Plan

Discussion held around teachers getting vaccines, students returning to the building, and parent interest. HOS suggested to not reopen and keeping the schedule and program the same as the end of the school year is nearing and ending soon. Suggestion given to think about parents that may want to send students back to the building and may potentially pull students if that option is not provided. Question asked around the process in which parents are informed about ideas around opening of next school year.

E. Committee Report/Governance Issues

Discussion held around the years of experience suggested for the role and if it is appropriate. Instructional leaders will be provide observations and feedback for instructors.

T. James made a motion to Approve job description for Teacher Leader.

A. Laniyan seconded the motion.

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

Roll Call

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

Roll Call

T. James Aye

VI. Development

A. Update on Development

Discussion held around having further discussions on how to reallocate funds to support student programs (i.e. Coding program). Suggestion given to possible apply for grants for programs to be funded. Suggestion provided around having a development professional attend meetings to provide support or hiring a grant writer.

Discussion held around a second push for donations.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:13 PM.

Respectfully Submitted,
A. Jimenez-Schulman

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday April 26, 2021 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), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent
D. Lewis, J. Small, M. Kane

Guests Present
A. Johnson (remote), A. Leon-Soon (remote), D. Williams (remote), M. Butcher (remote), P. Carras (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 26, 2021 at 6:33 PM.

B. Record Attendance and Guests

Quorum present

C. Approve March 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-29-21.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Vote to Approve Agenda

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

Roll Call

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

II. Governance

A. Committee Update

- Plan to flush out Board PD and and Retreat
- Committee reviewing bylaws for any updates, and plan is to have lawyers well versed in the subject matter review as well
- Finalizing plan for 2021-22 Board (returning members, new members)

III. Finance Committee

A. Review Financial Dashboard

- Expenses should come in lower than expected

B. 21-22 Budget Review

- FY21-22 budget preview; goal is for approved budget by May Board meeting
- Question: assumptions for FTEs of students with IEPs (SpEd); Discussion: accounting for numbers shifting based on student progression and from sense of the number of new students who come in with IEPs; suggestion for reviewing district trends for figures for students with IEPs and for considering impact of COVID-19 on learning and how that factors into future recommendations for evaluation
- Question: stipend rate; Discussion: will reflect number of teachers each individual will be coaching
- Question: COVID-19-related line-item for planning; Discussion: good idea to incorporate
- Revisiting of Y0-Y5 budget that was part of initial charter application; no material variations and adjustments made after Y0 are showing to be effective; operating income is a point of focus as an indicator
- Question: drop in contracted services; Discussion: changing vendors from CSBM, which was going to have drastically increasing fees (in relation to per pupil funding)
- Question: non-instructional personnel line item; Discussion: accounting for Nurse, but that is paid for by DOE
- Stipends, salaries will be main items to be revisited/ tweaked ahead of May board meeting

C. Miscellaneous Financial Issues

- Supporting management in handling bids for new contracts in a timely manner before EOY; Management named anticipated PEO vendor change, which will go to Finance committee in May and requires approval at May Board meeting
- Discussion: timing of May 31st Board Meeting (on a holiday), to be moved to May 24th (vote below)
- Audit timeline: materials due 5/3-5/10 for interim audit; reviewing invoices (standard practice and audit prep)
- Discussion: fiscal policy expectations and review; continued in Finance committee

M. Michael made a motion to Change date of May Board meeting to 5/24.
N. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

- To be picked up in next Board meeting due to pause in timeline

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

- Expecting updated numbers on new families from the lottery who completed full enrollment by May meeting
- Question: plan for filling remaining 2nd grade seats (low waitlist); Discussion: continuing to post openings on social media and message to families for referrals; still part of common app for ongoing apps
- Question: attendance came down 1% point - any trend; Discussion: haven't noticed anything
- Question: conversations with staff members about next year; Discussion: push to follow up with staff about where they stand for next year (if anything has changed since prior conversations)

B. Review Teaching and Learning

- 3rd round of literacy STEP assessment results
- Discussion: mapping performance against charter benchmarks, accounting for reduction in instruction due to COVID-19, but still keeping benchmarks in same charts; maintaining benchmarks was named by authorizer in prior conversation as well; these adjustments to be finalized in Academics Committee
- Math quiz data results
- Discussion: retention practices during COVID-19

C. Discuss Culture and Climate

- Elective discussion for next year - adding additional elective in the form of art; continuing to build out martial arts program, as part of co-curriculum; considering building out both programs upon first returning from hybrid learning
- Discussion: further building out of martial arts principles in all aspects of school

D. 21-22 Re-Opening Plan

E. Committee Report/Governance Issues

VI. Development

A. Update on Development

- Movie Night on 4/29 - Board members to share with networks
- Giving Board reminder

VII. Closing Items

A. Adjourn Meeting

M. Michael made a motion to Adjorn Board Meeting.
N. Williams seconded the motion.
The board **VOTED** 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 8:56 PM.

Respectfully Submitted,
M. Michael

APPROVED

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday May 24, 2021 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), J. Small (remote), M. Kane (remote), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent
A. Laniyan, D. Lewis

Guests Present
A. Johnson (remote), A. Leon-Soon (remote), D. Williams (remote), M. Butcher (remote), P. Carras (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 24, 2021 at 6:35 PM.

B. Record Attendance and Guests

Noted that we have quorum present.

C. Approve April 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 04-26-21.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

D. Vote to Approve Agenda

Discussion around finance committee needs will not be discussed during the board meeting and will continue in the in committee meetings.
M. Michael made a motion to Approve agenda.
N. Williams seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

II. Governance

A. Committee Update

B. Committee Recommendation on Prospective Board Members

M. Michael made a motion to Invite Aquila Leon-Soon to submit application to become a board member.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

A. Jimenez-Schulman	Aye
M. Kane	Aye

III. Finance Committee

A. Review Financial Dashboard

B. 21-22 Budget Review

C. Approve Stipend Policy

Discussion held around having the conversation during the budget meeting. Discussion held around the timeline of approval of the stipend policy to secure position for next school year. Discussion held around the potential max amount for the policy. Discussion held around moving the finance committee meeting to accommodate the end of the academic school year.

D. Miscellaneous Financial Issues

IV. Academic Achievement

A. Review Academic Program - Academic Dashboard

Discussion held around the remaining seats for enrollment and the process. Discussion held around the DOO position being filled. Discussion held around other positions that need to be filled and if it can be filled by the summer.

B. Review Teaching and Learning

C. Discuss Culture and Climate

D. Committee Report/Governance Issues

V. Development

A. Update on Development

Discussion held around subscription process for donors past and present. Discussion held around populating donors affiliations for future initiatives. Discussion held around a script being crafted used engage potential donors.

VI. Executive Session

A. Vote for Executive Session (If Needed)

M. Michael made a motion to Executive session to approve next steps for leadership coaching.
T. James seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

Roll Call

M. Michael	Aye
A. Laniyan	Absent

VII. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
M. Michael

DRAFT

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday June 28, 2021 at 6:30 PM

Location
Ivy Hill Prep Charter School, 475 E 57th Street, Brooklyn, NY 11203
Members of the public may also listen to or view the board meeting by also connecting to the zoom link at https://zoom.us/j/9699543901.
TRUSTEES PARTICIPATING VIA VIDEOCONFERENCE SHOULD ENSURE VIDEO CAPACITY IS ENABLED FOR MEETING/VOTING PURPOSES

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present
A. Jimenez-Schulman (remote), J. Small, M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent
A. Laniyan, D. Lewis, M. Kane

Guests Present
A. Johnson (remote), D. Williams (remote), M. Butcher (remote), P. Carras (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 Jun 28, 2021 at 6:40 PM.

B. Record Attendance and Guests

C. Approve May 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 05-24-21.
T. James seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D. Vote to Approve Agenda

- HOS questions clarifying the resolutions on the table

M. Michael made a motion to Approve minutes.
T. James seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. Governance

A. Committee Update

- Reminder about retreat on 7/24 and plug to complete Board assessment
- Plan to have the annual meeting to elect Board officers at the retreat
- Annual report upcoming
    - Board members need to submit financial disclosure forms by EOW (7/2)

M. Michael made a motion to Have annual meeting to elect Board officers at the retreat.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

B. Committee Recommendation on Resolutions

M. Michael made a motion to Have Malika Butcher move forward with submitting application to become a Board member to NYSED.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

M. Michael made a motion to Approve resolution to update school's org chart.
N. Williams seconded the motion.

- Level of literacy/ math instruction promised in charter - level is decreased based on schedule changes, connected to shortened day and 1 teacher in each classroom
- HOS spoke with authorizer about the change; still in compliance with ed law; no required change to charter, partially in consideration of COVID-related schedule changes

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

Roll Call

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

III. Finance Committee

A. Review Financial Dashboard

B. 21-22 Budget Review

N. Williams made a motion to Approve Y3 budget.
J. Small seconded the motion.

- Increased funding related to one-off grants connected to response to the pandemic
- Discussion around the sustainability of the budget year over year, outside the one-off increases in funds
- Revisiting push for 5-year budget plan; connection to DoF
- Lack of wiggle room in upcoming budget calls for even more diligence around adherence to fiscal policies and procedures, and using the recurring committee meetings to proactively surface any trends

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

Roll Call

M. Michael	Aye

Roll Call

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

C. Approve Stipend Policy

D. Miscellaneous Financial Issues

- Audit review timetable - setting schedule for Finance committee to meet with auditors
- HOS to double-check term of school insurance policy

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

- Working with consultant to fill role
- 32 applicants thus far

B. Director of Finance

M. Michael made a motion to Approve resolution for DoF addition.
T. James seconded the motion.

- Clarifications around the reporting structure for DoF

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

Roll Call

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

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

B. Review Teaching and Learning

M. Michael made a motion to Approve summer school program.
J. Small seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

Roll Call

T. James	Aye
N. Williams	Aye
J. Small	Aye

C. Discuss Culture and Climate

D. Committee Report/Governance Issues

VI. Development

A. Update on Development

- Committee discussing annual event

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

- HOS EOY Eval is progressing well
- Working on scope of work for continuing coaching

VIII. Executive Session

A. Vote for Executive Session (If Needed)

M. Michael made a motion to Move to Executive Session.
A. Jimenez-Schulman seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

IX. Closing Items

A. Adjourn Meeting

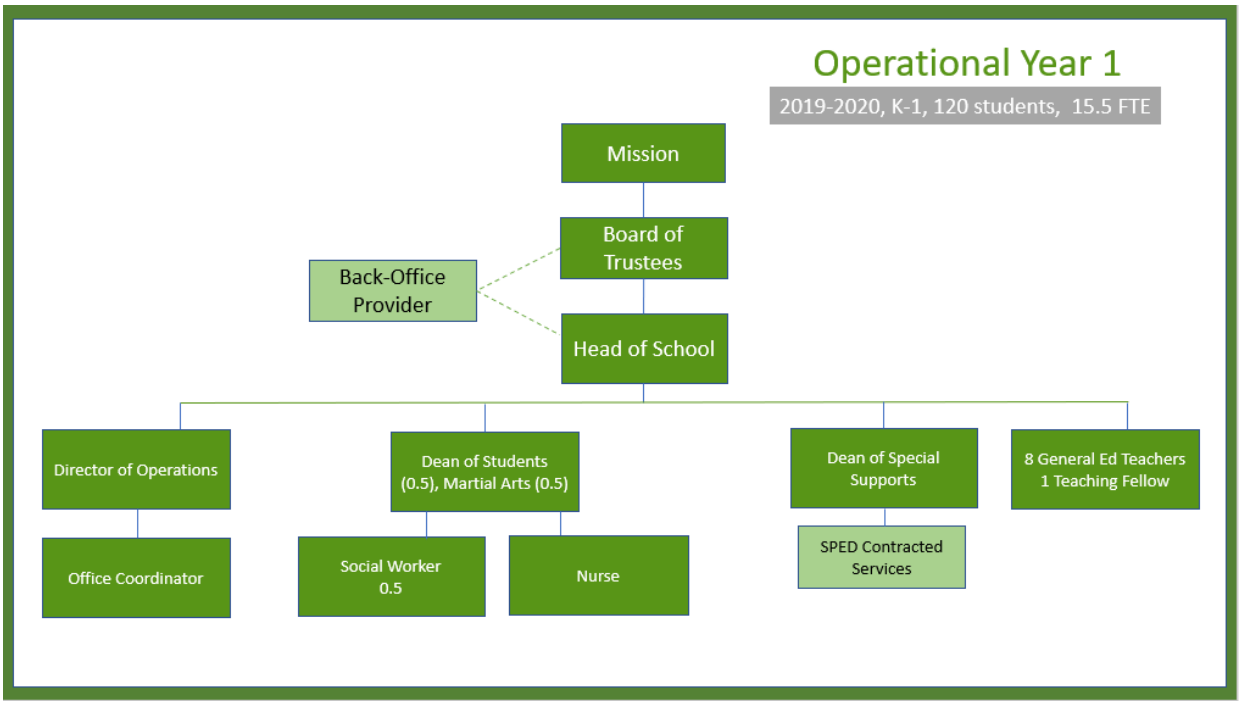
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

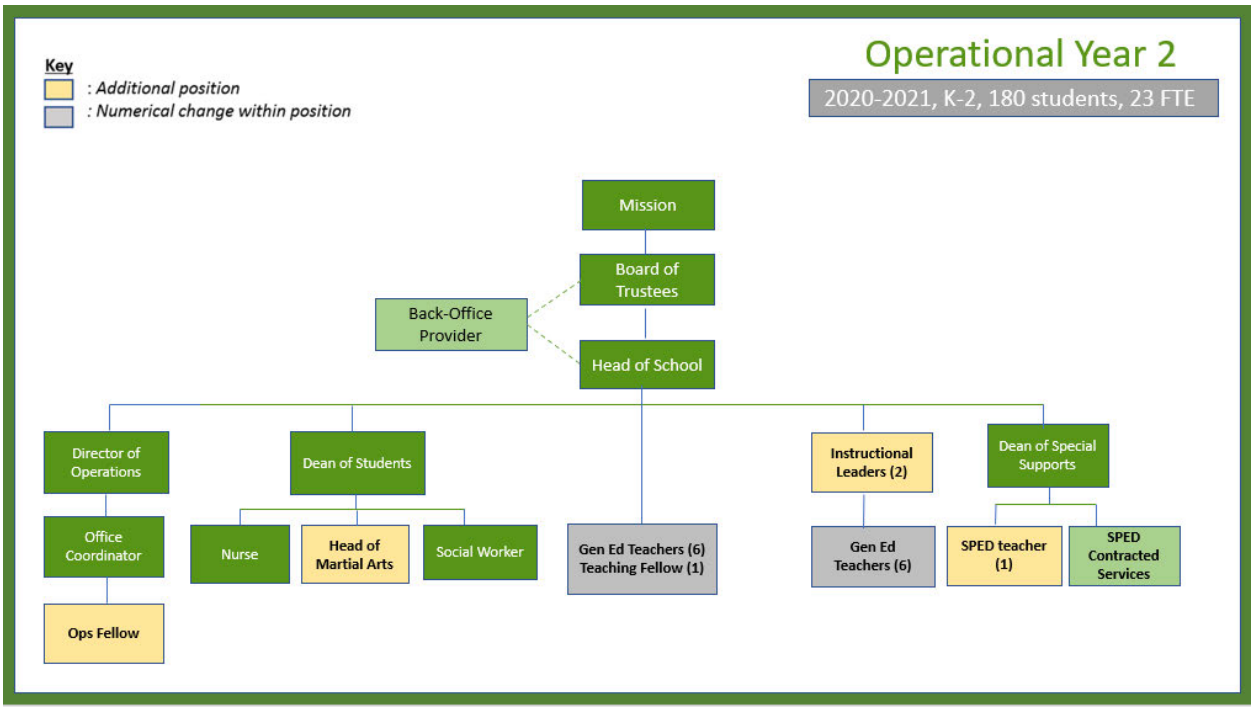
Respectfully Submitted,
A. Jimenez-Schulman
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

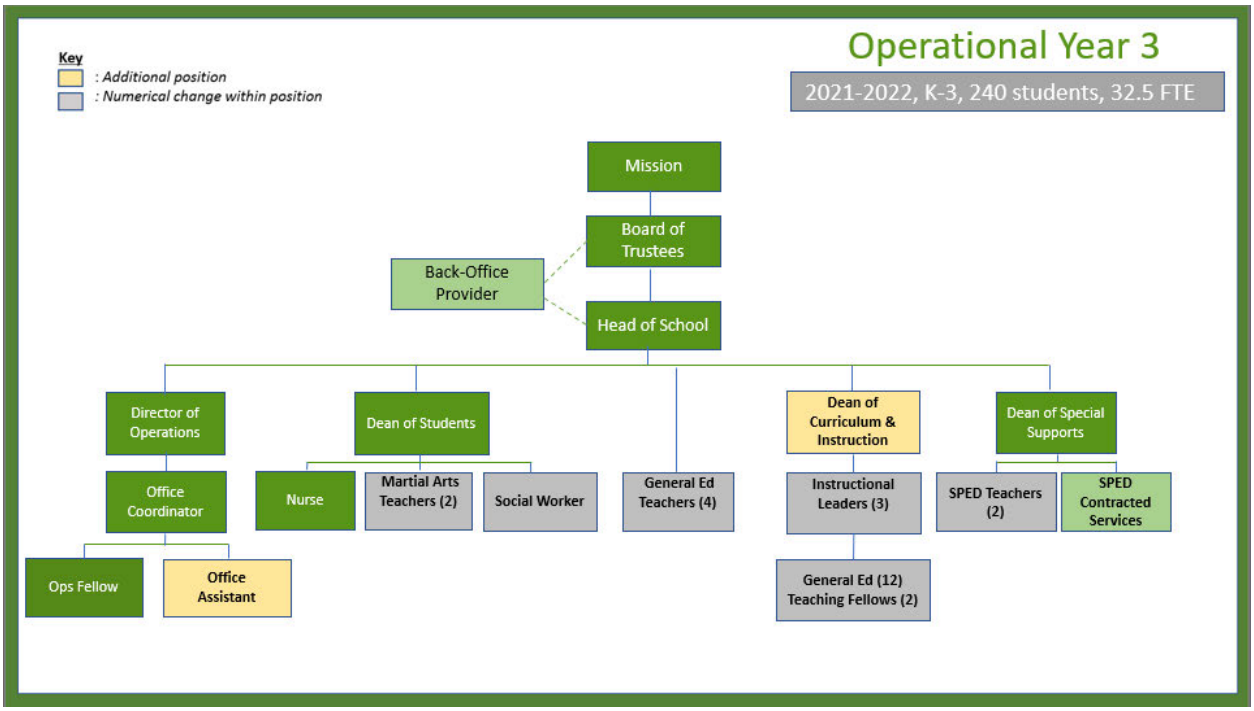
Respectfully Submitted,
A. Jimenez-Schulman

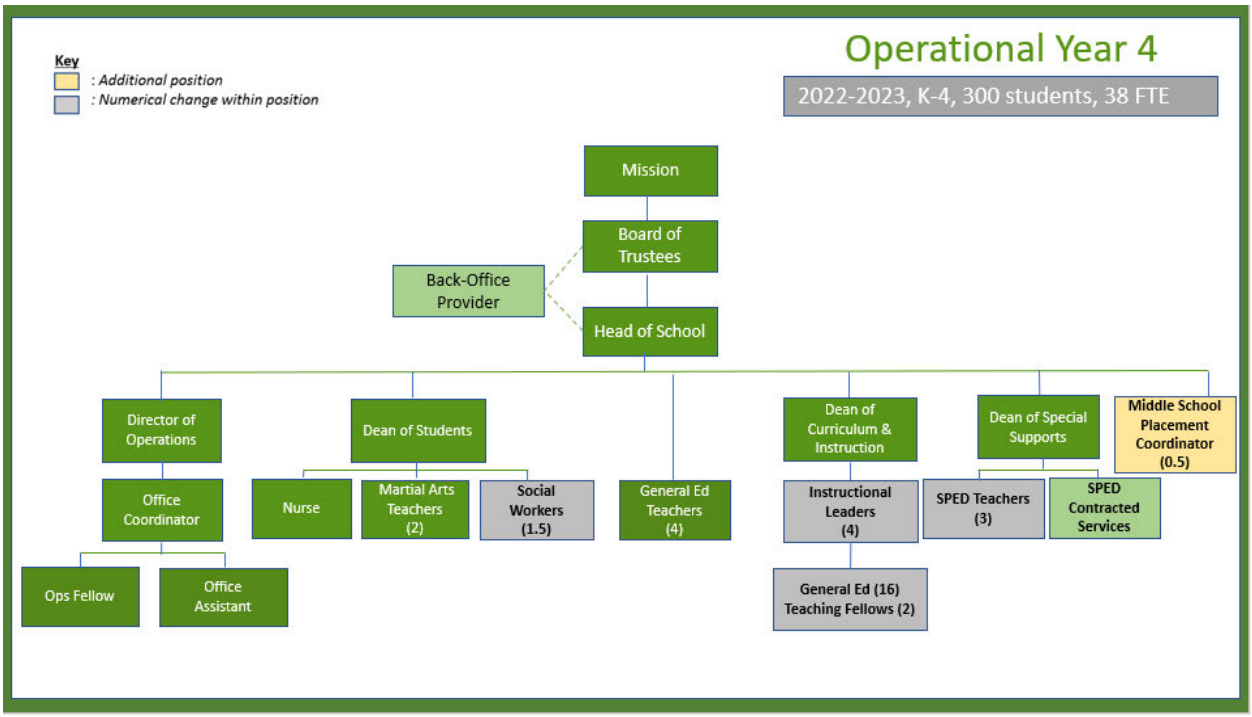
Documents used during the meeting

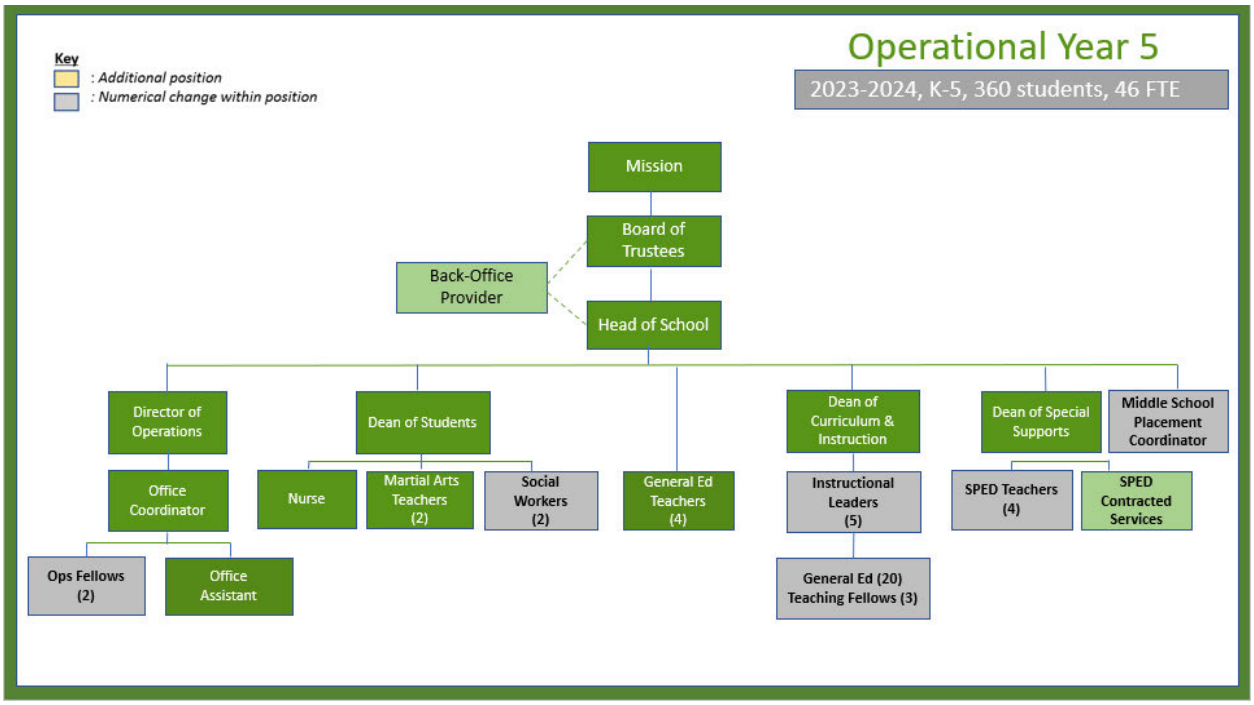
- FinancialDisclosure2020.docx
- Finance -Ops Structure & Salary IHP Y3.xlsx
- New Format on Resolution Adding Board Member - MB.docx
- Resolution Approving Amendment to Organizational Chart.docx
- Ivy Hill Monthly Financials - May 2021.xlsx
- Ivy Hill FY 2021-22 Budget Worksheet - FINAL DRAFT 6.9.21.xlsx
- 2nd Resolution Adding Director of FInance.docx
- Academic Dashboard for June Meeting 20-21.xlsx
- Head of School Report_June 2021.pdf
- Resolution Approving Virtual Summer School Program.docx
- HOS Proposal on Salary Increase.pdf


Operational Year 1
2019-2020, K-1, 120 students, 15.5 FTE
Mission
Board of Trustees
Back-Office Provider
Head of School
Director of Operations
Office Coordinator
Dean of Students (0.5), Martial Arts (0.5)
Social Worker 0.5
Nurse
Dean of Special Supports
SPED Contracted Services
8 General Ed Teachers 1 Teaching Fellow


Key
: Additional position
: Numerical change within position
Operational Year 2
2020-2021, K-2, 180 students, 23 FTE
Mission
Board of Trustees
Back-Office Provider
Head of School
Director of Operations
Office Coordinator
Ops Fellow
Dean of Students
Nurse
Head of Martial Arts
Social Worker
Gen Ed Teachers (6) Teaching Fellow (1)
Instructional Leaders (2)
Gen Ed Teachers (6)
Dean of Special Supports
SPED teacher (1)
SPED Contracted Services


Key
: Additional position
: Numerical change within position
Operational Year 3
2021-2022, K-3, 240 students, 32.5 FTE
Mission
Board of Trustees
Back-Office Provider
Head of School
Director of Operations
Office Coordinator
Ops Fellow
Office Assistant
Dean of Students
Nurse
Martial Arts Teachers (2)
Social Worker
General Ed Teachers (4)
Dean of Curriculum & Instruction
Instructional Leaders (3)
General Ed (12) Teaching Fellows (2)
Dean of Special Supports
SPED Teachers (2)
SPED Contracted Services


Key
: Additional position
: Numerical change within position
Operational Year 4
2022-2023, K-4, 300 students, 38 FTE
Mission
Board of Trustees
Back-Office Provider
Head of School
Director of Operations
Office Coordinator
Ops Fellow
Office Assistant
Dean of Students
Nurse
Martial Arts Teachers (2)
Social Workers (1.5)
General Ed Teachers (4)
Dean of Curriculum & Instruction
Instructional Leaders (4)
General Ed (16) Teaching Fellows (2)
Dean of Special Supports
SPED Teachers (3)
SPED Contracted Services
Middle School Placement Coordinator (0.5)


Key
: Additional position
: Numerical change within position
Operational Year 5
2023-2024, K-5, 360 students, 46 FTE
Mission
Board of Trustees
Back-Office Provider
Head of School
Director of Operations
Office Coordinator
Ops Fellows (2)
Office Assistant
Dean of Students
Nurse
Martial Arts Teachers (2)
Social Workers (2)
General Ed Teachers (4)
Dean of Curriculum & Instruction
Instructional Leaders (5)
General Ed (20) Teaching Fellows (3)
Dean of Special Supports
SPED Teachers (4)
Middle School Placement Coordinator
SPED Contracted Services

Ivy Hill Prep Charter School 2021 - 2022 Academic Calendar

July 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

July

12	Ivy Hill Prep Leader Institute

August 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				

August

2	Ivy Hill Prep Summer Institute
4	Accepted Students Night
5	Accepted Students Night
24	First Day of School: K & 1st - 1/2 Day
26	First Day of School: 2nd & 3rd - 1/2 Day

September 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		

September

6	Labor Day - No School
20|21	NWEA Map Assessment 1

October 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						

October

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

November 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				

November

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

December 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	

December

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

January 2022

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

January

3	No School for Students Only
17	No School - Dr. MLK Day
25	Parent Meeting: Chat & Chew

February 2022

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

February

1|2	Math Interim Assessment 2
3	100th Day of School Celebration
14|18	No School - February Break
23	Living Black Wax Museum
21|4	STEP Lit Assessment Round 3

March 2022

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

March

1	Social Worker Appreciation Day
16|17	Report Card Conference 1/2 Day
29	Parent Meeting: Chat & Chew

April 2022

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

April

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

May 2022

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

May

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

June 2022

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

June

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

Calendar emplate © 2021 by Vertex42 com Free to print

https //www vertex42 com/calendars/school-calendar html

IVY HILL PREPARATORY CHARTER SCHOOL

Ivy Hill Prep is currently awaiting an official Fire Inspection Certificate. Please see below, page 5, for a letter stating that our building has sufficient fire alarms. Ivy Hill Prep will notify Ms. Vickie Smith upon receipt of finalized Fire Inspection Certificate.

City of New York
P.O. Box 2339
Peck Slip Station
New York NY 10272-2339

Hearings Division

Mailing date of this order: 10/07/2021
Respondent: NAZARETH REGIONAL HIGH SCHOOL
Summons # : 012111572K

NAZARETH REGIONAL HIGH SCHOOL
475 E 57TH ST 4/1270
BROOKLYN NY 11203-6010

DECISION AND ORDER

On 07/28/2021 at 475 EAST 57 STREET BROOKLYN NY 11203, an agent from the FIRE DEPARTMENT OF NYC gave summons 012111572K to NAZARETH REGIONAL HIGH SCHOOL. The agent claimed that NAZARETH REGIONAL HIGH SCHOOL violated section VC12 of the Administrative Code or other law.

The case is now before the OATH Hearings Division. The issuing agency has stated that respondent:

- violated the law or allowed someone else to violate the law;
- fixed the problems shown on the summons; and
- told the agency that the problems were fixed.

The OATH Hearings Division finds:

- the respondent did violate or allow someone to violate the law;
- the respondent fixed the problems shown on the summons;
- the respondent has sworn to the issuing agency that the problems have been fixed; and
- the respondent does not have to pay a penalty.

Sent 9/1/2021

FDNY SUMMONS • FOR PENALTIES ONLY

[redacted]

SUMMONS NUMBER: 012111572K

ENFORCEMENT AGENCY NAME: NEW YORK CITY FIRE DEPARTMENT **DIVISION: FP Unit: Admin CO: 10-35**

AGENCY ADDRESS AND PHONE NUMBER: 9 MetroTech Center, 1stFlr, Bklyn, NY 11201-3857 [redacted]

RESPONDENT: NAZARETH REGIONAL HIGH SCHOOL
MAILING ADDRESS: 475 E 57 ST
BROOKLYN, NY 11203
CELL PHONE:

DBA:
ACCOUNT NUMBER:
UNIT PHONE NUMBER [redacted]

DATE OF OCCURRENCE: 07/28/2021
PLACE OF OCCURRENCE: 475 E 57 ST
BROOKLYN, NY 11203

TIME OF INSPECTION: 03:07 PM

You must respond to this Summons. You can appear at the hearing date and location below or choose another option. For other options on how to respond, see the important information page.

HEARING DATE: 09/14/2021 **AT:** 08:30 AM

HEARING LOCATION: OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

9 Bond Street, 7th Floor, BROOKLYN Phone: (844) 628-4692

REFER TO THE SUMMONS NUMBER ABOVE ON ALL CORRESPONDENCE.

WARNING: If you do not respond to this summons, the City will decide the Summons against you andpenalties will be imposed. Failure to pay a civil penalty could lead to the denial of an application for, or the suspension, termination or revocation of a City license, permit or registration. In addition, the City may enter a judgment against you in court.

ORDER TO CORRECT AND CERTIFY CORRECTION: PLEASE TAKE NOTICE that the premises cited above is in violation of the requirements of law. It is further ORDERED by the FIRE COMMISSIONER that these violations be corrected and certified to be in compliance with the requirements of law within 35 days of the date of issuance. **See the important information page for further instructions.** **COMPLIANCE DATE:** 09/03/2021

Details of Violation(s)

Upon investigation, the New York City Fire Department has determined that the respondent is in violation of the following requirements of the New York City Administrative Code and/or rules of the City of New York. These requirements have been grouped into violation categories (VC) for enforcement purposes. This grouping is allowed by Fire Department rule 3 RCNY § 109-02

VC 12 Fire Protection Systems – Failed to provide and/or maintain required fire protection system and/or prevent unnecessary/unwarranted alarms.

Date	Time	Type Of Violation
06/15/2021	11:56 AM	Alarm System Unnecessary Alarm-Construction Activities
07/28/2021	03:07 PM	Alarm System Unwarranted Alarm

Description of violation: Failure to prevent unnecessary and/or unwarranted alarm(s) in violation of 3 RCNY 907-01.

Remedy: Maintain/repair Fire Alarm System in accordance with FC 901.6 and/or correct/repaircondition that caused unnecessary and/or unwarranted alarm (s). Submit documentation detailing cause of alarm(s) and corrective measures taken.

Maximum penalty for each First Offense: $1,000. Maximum penalty for each Repeat Violation: $6,000.

NYC Charter Sections 1048 and 1049-a and the Rules of the City of New York authorize the NYC Office of Administrative Trials and hearings (OATH) to hold hearings

I, an employee of the agency named above, affirm under penalty of perjury that I personally observed the commission of the violation(s) charged above and/or verified their existence through a review of departmental records. False statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the Penal Law.

Signature: _____ **Print Name/ID:** KEVIN AMBERY [redacted] **Title:** CAPTAIN

[redacted]

CERTIFICATE OF CORRECTION

STATE OF NEW YORK)
) SS.:
COUNTY OF Kings)

I Providencia Quiles, being duly sworn, depose and say that I am the named respondent cited in the Summons or an authorized representative for the respondent. I admit the existence of the violation(s) described in the Summons.

Check one
- ☑ I have corrected all said violations as ordered by the Commissioner

or

- ☐ I have only corrected the following violation(s) _____ and will attend hearing on the scheduled date.

(The respondent certifies that all violations have been corrected if no box is checked.)
The corrective action(s) was performed by High Rise Fire and Security
I have attached legible copies of any and all bills, receipts and other proofs of correction to this certification as required.

P. Quiles
Signature
(Sign only before a notary)

TO BE COMPLETED BY NOTARY

County of Kings
Registration Number _____
Sworn to before me this 1st day of Sept. 20 21
Notary Number [redacted]
Signature of Notary Richard Borecky
Commission Expires 8/24/2022

RICHARD BORECKY
Notary Public, State of New York
No. 01BO6012167
Qualified in Kings County
Commission Expires August 24, 2022

The Fire Commissioner reserves the right to reject any Certificate of Correction that is incomplete. False certification is punishable by a fine of not less than $1,000 nor more than $5,000 and/or up to 6 months imprisonment pursuant to Administrative Code Section 15-220.1.

CERTIFICATION INSTRUCTIONS

For first offenses:

1. All respondents must correct the violation(s) cited on the Summons.
2. To certify correction of a violation, a respondent must complete the Certificate of Correction above and have it notarized. Attach this page to a copy of the Summons.
3. Attach legible copies of any and all bills, receipts and/or other proof of compliance to the Certificate of Correction and submit them along with this Certificate of Correction.
4. Return the complete Certificate of Correction, with all appropriate documentation, to **the Bureau of Legal Affairs, Administrative Enforcement Unit, 9 MetroTech Center, 1st Floor, Brooklyn, New York 11201-3857 on or before the compliance date specified on the FDNY Summons.**
5. Respondents will be notified by mail if their Certificate of Correction has been disapproved and of the appropriate action to take to correct the Summons.
6. If it is impossible to correct any or all violations within the time indicated, you may be eligible for a stipulation extending the time to correct. A request for a stipulation extending compliance time must be made at the hearing and is subject to the approval of the Fire Department and OATH.
7. If you properly certify that all violations have been corrected, and the Certificate of Correction is accepted by the Fire Department, you will be excused from appearing at the scheduled OATH hearing and no penalty will be imposed.
8. If youfail to comply with 7 above, or if you are a repeat offender, you will be required to attend an OATH hearing on the date specified on the Summons and bring any and all proof of correction to the hearing.

HIGH RISE
FIRE AND SECURITY
SCUTUM GROUP

144 21st Street
Brooklyn, New York 11232
Tel: 718-369-3434
Fax: 718-369-0575
sales@highrise.com

NYS DOS Lic. #12000343530
NJS DCA Lic. #34FA00146800

August 2, 2021

New York Fire Department
9 MetroTech Center
Brooklyn, NY 11201

Attn: Enforcement Unit

RE: FDNY NOV# 121-115-72K
Premises: 475 East 57th Street, Brooklyn NY 11203

Dear Madam or Sir:

We are a duly licensed fire alarm company, and we submit this letter to support the respondent's application for correction approval of the above referenced Violation, which states that unwarranted/unnecessary fire alarm occurred at the subject premises on June 15, 2021 and July 28, 2021. Please take notice of following:

1. Investigation by the Fire Safety Director/Building management reveals that the cause of the unwarranted/unnecessary fire alarm that occurred on June 15, 2021 was due miscommunication with central station and July 28, 2021, the cause of the alarm was due to environmental conditions.

2. The fire alarm causes cited in paragraph 1 above were promptly diffused. High Rise Fire certified technician was dispatched on July 30, 2021 to assess cause of the alarm. A determination was made that the cause of the alarm was due to a defective duct detector which technician replaced and tested according to manufactures specifications. After which, the fire alarm system was restored and returned to good and proper working order.

3. To avoid and prevent unwarranted and unnecessary fire alarms from occurring henceforth all authorized personnel and the management have been instructed to notify the central station monitoring company before any service work that will affect the fire alarm system is being performed. The Building has established good and sufficient procedures to avoid and prevent unwarranted and unnecessary fire alarms from occurring henceforth. All Contractors have been instructed to notify the Building Management and /or the fire safety Director before any work is performed on or near any of the fire alarm devices. Moreover, the Building staff, tenants and occupants have been duly notified to exercise due diligence and caution to avoid engaging in any activities or producing any conditions that could lead to an unnecessary or unwarranted fire alarm.

Based on our subsequent Inspection and testing, the fire alarm devices in question were found to be operating in good and working order. Wherefore, the undersigned requests on the behalf of the respondent that the subject violation be corrected with the FDNY as soon as Practicable.

Respectfully Submitted,

Luz Aguirre

Luz Aguirre
Service Coordinator

EDWARDS
STRATEGIC PARTNER

UL

IMPORTANT INFORMATION

The Fire Department has alleged that you committed the described violation or violations. You must respond to this summons. **If you do not respond to this summons, a default judgment may be entered against you and additional penalties may be imposed.**

Note: You or an authorized representative must respond to this summons. (See below for "HOW TO RESPOND"). In some cases, the Fire Department may offer you the chance to enter into a stipulation or settlement agreement. If you are eligible, the Fire Department will offer you the chance to enter into a stipulation at the hearing. If you are found in violation after a hearing, you must also file a Certificate of Correction with the Fire Department.

HOW TO RESPOND

To admit the charge and certify correction: If the front of this Summons states a "Compliance Date,"you have the option to admit the violation and certify correction to the Fire Department. FOR FIRST OFFENDERS, TO AVOID A HEARING AND PENALTY, your completed Certificate of Correction form, including proof of correction, MUST BE RECEIVED AND APPROVED by Fire Department's Bureau of Legal Affairs, Administrative Enforcement Unit, 9 MetroTech Center, 1st Floor, Brooklyn, NY 11201-3827 on or before the "Compliance Date"listed on the front of this Summons. Note: If the Fire Department does not inform you that it has approved your submission before the "Hearing Date," and excused you from appearing at a hearing, you MUST ATTEND your hearing. **Also, even if compliance is shown at a hearing, you are required to send a Certificate of Correction and all proof of correction to the Fire Department.** If you have any questions about your Certificate of Correction, you may call the Fire Department at (718) 999-2392.

If you do not admit the charge and certify correction, the independent NYC Office of Administrative Trials and Hearings will hear and decide your case. See the front of this Summons for the date, time and borough of your hearing.

For some cases, you may deny the charge and present a defense online, by phone or by mail.

- **Online:** To submit a defense online, visit www.nyc.gov/oath.
- **Phone:** To schedule a hearing by phone, call (212) 436-0777.
- **Mail:** To submit a defense by mail, send a signed statement of facts that must say "My signature in this statement certifies that all facts in it are true", with all documents you wish to have considered to: **OATH Mail Unit, 66 John Street, 9th Floor, New York, NY 10038**

To deny the charge and present a defense in person:

- You or an authorized representative may appear in person on the hearing date at the time and borough shown on this notice. See below or call 1-844-628-4692 for borough addresses.
- Please be fully prepared and bring this paper and all paperwork and other evidence you want to use to defend yourself with you.
- If you need help with English, free language help will be provided.
- **Reasonable Accommodation:** If you have a disability and require a reasonable accommodation for the hearing, call 1-844-628-4692.

Note: YOU HAVE THE RIGHT TO BE INFORMED OF THE MAXIMUMPENALTY. If no maximum penalty is shown on the front of this Summons, inquire in person at any location below or call 1-844-628-4692 for more information. Higher penalties may be imposed for each repeated violation up to the maximum penalty allowed by law or regulation.

Until further notice, hearings will be by phone or online. Visit **NYC.GOV/OATH** before the hearing date to schedule your phone hearing or learn about online options. If you cannot participate in a telephone or online hearing, email **Livehearings@oath.nyc.gov** to request an in-person hearing.

OATH HEARINGS CENTERS

Tel: 1-844-OATH-NYC (1-844-628-4692) www.nyc.gov/oath

- ☐ **Manhattan: 66 John Street, 10th Floor, New York, NY 10038**
- ☐ **Queens: 31-00 47th Avenue, 3rd & 4th Floor, Long Island City, NY 11101**
- ☐ **Staten Island: 350 St. Mark's Place, Staten Island, NY 10301**
- ☒ **Brooklyn: 9 Bond Street, 7th Floor, Brooklyn, NY 11201**
- ☐ **Bronx: 260 E. 161 Street, 6th Floor, Bronx, NY 10451**