

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Published on March 18, 2020 at 7:25 PM EDT

Date and Time

Monday March 23, 2020 at 6:30 PM EDT

Location

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

IVY HILL PREP - BOARD OF TRUSTEES

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order		Marsha Michael	2 m
Welcome Guests/Public Comments			
B. Record Attendance and Guests		Kimberly Wedderburn-Henderson	1 m
C. Approve February 2020 Board Meeting Minutes	Approve Minutes	Kimberly Wedderburn-Henderson	4 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on February 24, 2020			
D. Vote to Approve Agenda	Vote	Marsha Michael	2 m
II. Governance			6:39 PM
A. Governance Amidst COVID 19 Outbreak	Discuss	Marsha Michael	15 m
Discuss the following key concerns:			
1. Questions and concerns we should be thinking about amidst the global pandemic of COVID 19.			
2. Compliance Issue Updates			
B. Vote on Emergency Succession Planning for Board Officers - Amidst COVID 19	Vote	Marsha Michael	2 m

Vote on Resolution to Adopt Emergency Succession Plan

C. Discuss Renewal Benchmarks	Discuss	Marsha Michael	10 m
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III. Finance Committee**7:06 PM**

Finance

A. Discuss COVID 19 Impact on Finances	Discuss	Marsha Michael	5 m
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- Purchase of Chrome Books for Scholars
- Spending Cuts to Increase Surplus

B. Discuss Financial Dashboard	Discuss	Nataki Williams	15 m
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C. Vote to Approve Debit Card Policy	Vote	Nataki Williams	5 m
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D. Vote to Approve Erate Recommendations by Managment	Vote	Brandon Parker	5 m
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IV. Academic Achievement**7:36 PM**

Academic Achievement

A. Academic Achievement Amidst COVID 19	Discuss	Marsha Michael	10 m
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- Discuss School Closure
- Discuss Distance/Remote Learning (HOS will discuss in greater detail in HOS report.)

B. Discuss Academic Dashboard	Discuss	Marsha Michael	5 m
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V. Head of School Evaluation & Support Committee**7:51 PM**

A. Discuss Emergency Succession Planning for HOS amidst COVID 19	Discuss	Marsha Michael	5 m
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B. Discuss Ongoing Support	Discuss	Marsha Michael	5 m
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- Goal Setting Status w/HOS
- Next Steps for Committee

VI. Development**8:01 PM**

Development

A. Reminder of Board Giving Goal	Discuss	Marsha Michael	5 m
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B. Discuss Development Initiatives	Discuss	Tanisha James	5 m
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- Discuss Plan for Trivia Night and Impact of New Regulations in light of COVID 19

VII. Facilities Update**8:11 PM**

A. Update on Renovation Process	Discuss	Brandon Parker	5 m
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VIII. Head of School Update**8:16 PM**

A. HOS Report	Discuss	Ambrosia Johnson	20 m
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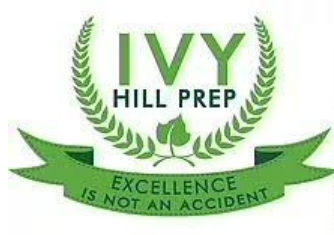
IX. Closing Items**8:36 PM**

A. Meeting Evaluation	Discuss	Tanisha James	5 m
Trustees discuss Meeting Evaluation Points			
B. Adjourn Meeting	Vote	Marsha Michael	

Cover Sheet

Approve February 2020 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve February 2020 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on February 24, 2020



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday February 24, 2020 at 6:30 PM

Location

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

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

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

Directors Absent

A. Jimenez-Schulman, J. Small

Directors Arrived Late

N. Williams

Guests Present

A. Johnson, B. Parker

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

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Feb 24, 2020 @ 6:57 PM at Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL.

B. Record Attendance and Guests

C. Approve January 2020 Board Meeting Minutes

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

A. Laniyan seconded the motion.

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

D. Approve Minutes from Special Meeting

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

A. Laniyan seconded the motion.

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

E. Vote to Approve Agenda

M. Michael made a motion to Approve Agenda.

A. Laniyan seconded the motion.

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

II. Governance

A. Discuss Ongoing Governance Issues

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

B. Discuss Recruiting New Trustees and Succession Planning

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

N. Williams arrived late.

III. Finance Committee

A. Review Financial Dashboard for Month Ending January 2020

Treasurer Nataki Williams presented the financial report.

- Cash on Hand: Cash on hand is below the 90-day benchmark. Ivy Hill Prep is currently spending more than than it is receiving. The Finance Committee and IVP management are monitoring this number closely. Management did not provide any details as to the reduced cash on hand benchmark.
- Income: The attrition rate is lower than expected. This has resulted in more income than planned for in the budget. The DOE is also reimbursing the entire expense of the facilities, including utilities.
- Outstanding Funds: There is still an outstanding grant of \$232,000. However, management reported that t is very unlikely that these funds will come in prior to the end of the fiscal year. The Board asked management if this delay is standard. Management is seeking out information from other charter schools who has received the grant in the past.

B. Vote to Approve Public Announcement System Bid

Bids aren't comparable to each other. However vote was taken and Trustees unanimously voted to go with the recommendation of management.

IV. Development

A. Reminder of Board Giving Goal

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

B. Discuss Development Initiatives

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

V. Academic Achievement

A. Review Academic Dashboard

Blds aren't comparable to each other.

B. Vote to Approve Enrollment Policy

C. Vote to Approve Year 2 Academic Calendar

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

A. Laniyan seconded the motion.

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

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

A. Laniyan seconded the motion.

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

D. Webinar on Academic Achievement Oversight

The Board could not view the webinar due to technical difficulties. The webinar will be tabled for the next meeting.

VI. Facilities Update

A. Update on Renovation Process

The renovation began on February 10. The lockers were removed and the classrooms were skim coated and covered.

VII. Head of School Update

A. HOS Report

- The Head of School reported that there are now 116 students enrolled. The school has a capacity for 120 students.
- The STEP Assessment revealed that only one out of the the four classes met the goal. There will be a new STEP Assessment in early March and the data will be reviewed during the next board meeting.
- A kindergarten student was suspended in February. The Board voiced their concerns about suspensions for young students. Management has implemented a number of interventions and uses suspensions as a last resort.
- There will be a Black Wax Museum event to celebrate Black History month.
- The teaching fellow and social worker position has been filled.

VIII. Closing Items

A. Meeting Evaluation

B. Adjourn Meeting

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

Respectfully Submitted,
K. Wedderburn-Henderson

Cover Sheet

Governance Amidst COVID 19 Outbreak

Section:	II. Governance
Item:	A. Governance Amidst COVID 19 Outbreak
Purpose:	Discuss
Submitted by:	
Related Material:	COVID 19 Compliance Updates.pdf Covid 19 Governance Concerns.pdf



IVY HILL PREPARATORY CHARTER SCHOOL

Board of Trustees

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

Head of School

Ambrosia Johnson

Director of Operations

Brandon Parker

IMPORTANT COVID 19 COMPLIANCE NOTIFICATIONS:

1. 180-Day Requirement –The requirement that schools have at least 180 days of instruction to receive aid was suspended by the Governor’s Executive Order. The order is effective until April 11, 2020 but it is anticipated that the suspensions will continue.

- [Governor Executive Order No. 202.1](#), issued 3/13/2020, contains this language: “Suspension of law to allow waiver of requirements necessary for apportionment of school aid:

Section 3604(7) of the Education Law, to the extent consistent and necessary to allow the commissioner to disregard such reduction in the apportionment of public money due to a failure by a school to meet the instructional requirements proscribed within this section due to the properly executed declaration of a local state of emergency as defined within sub-section (i), a school is directed to close by a state or local health official or following a properly executed declaration of a state of emergency as defined within sub-section (i), limited to the extent that those specified schools are unable to make up missed instructional days.”

2. School Board Meetings: Open Meetings Law – Open meeting law which requires in person meetings is suspended to the extent that meetings can occur via video-conference are recorded and transcribed.

- [Governor Executive Order No. 202.1](#) issued 3/13/2020, the Open Meetings Law requirements for school board meetings have been temporarily modified, for through April 11, 2020, as such:

“Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”



IVY HILL PREP BOARD OF TRUSTEES

Governance Amid COVID 19 Concerns

Even amidst this extreme situation (a global pandemic), we have important work to do to continue to govern a multimillion-dollar public enterprise relied upon by hundreds. Below represent some questions and concerns we should consider as we move forward to continue doing this work. (Board OnTrack)

Board Meetings

We need to determine how we will conduct the board's business. (Board OnTrack Recommendation of framing)

- ☐ Do we have important board business or deadlines we need to meet?
 - Approve Budget by May 2020
- ☐ Do we need to cancel board or committee meetings?
 - No
- ☐ What will we plan to do if we cannot meet?
 - We can now meet via video conference as the Open Meeting laws have been suspended to permit us to do so pursuant to the Governor's Executive Order issued on March 13th and effective until April 11, 2020. We can expect the suspension to be extended by another Executive Order and Board Chair will continue to monitor status.
- ☐ Can we schedule an emergency meeting?
 - Yes
- ☐ What does our state's open meeting law allow or require us to do?
 - We can meet via video conference as the Open Meeting laws have been suspended to permit us to do so pursuant to the Governor's Executive Order issued on March 13th and effective until April 11, 2020
- ☐ Are we allowed to teleconference or participate in meetings remotely?
 - Same as above
- ☐ Who will we look to for most accurate information about this?
 - Board Chair and management will continue to keep any new COVID 19 information documents in board on track platform in the documents section in the board documents file under the COVID 19 file. Board Chair will also keep in close contact with Board on track and Lawyers Alliance and review NYSED's website regularly to stay abreast of changes. Information on developments will

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



IVY HILL PREP BOARD OF TRUSTEES

Governance Amid COVID 19 Concerns

be sent out via email and text (when appropriate). Board members also encouraged to regularly share updated information on any aspect which will impact the board's work.

Strategic vs. Reactive Board Business

- While we must react to a real time unexpected emergency we need to be as strategic as possible and stay focused on planning for the future.
- ☐ What are our priority goals between now and the end of the school year?
 - Budget Approval
 - Maintaining good systems for Meetings
 - Continue working on Goals as per the Committee Goals
- ☐ Do we need to adjust these? Reprioritize them?
- ☐ How do we simultaneously maintain strategic focus and deal with this crisis?
 - We understand that we have to pivot and address issues as they come up but how do we learn from some of these emergency situations to help that inform what we do going forward (ie. Chromebook for scholars) Also continue to work on the plans and goals we set at the beginning of the year. Each committee in its next meeting should revisit the committee goals and assess (See what we have accomplished and whether there is anything we should add as a result of some issues which have come up)

The Board-CEO Partnership & Governance-Management Line

- The board needs to know that these questions are being answered.
- ☐ How should the board be kept informed?
- ☐ What happens if our CEO gets sick? Or any senior staff?
 - Management needs to prepare an emergency succession plan and work that through the HOS Eval and Support Committee for Vetting by April Meeting.
- ☐ What happens if our board chair gets sick? Or any other officers?
 - Emergency Succession Planning - Resolution proposing that Trustee Jenifer Small to fill in for the BC and Adam Laniyan to fill in for Treasurer

Communicating with Students, Families, & the Public

- Don't wait until inquiries start rolling in to address communications needs.

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IVY HILL PREP BOARD OF TRUSTEES

Governance Amid COVID 19 Concerns

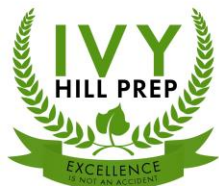
- ☐ Who is responsible for our overall messaging direction and actions?
 - MANAGEMENT (HOS)
- ☐ How are we communicating with students and families?
 - HOS has sent home written notices
- ☐ What should trustees do if a parent reaches out to them directly?
 - Highly unlikely given that contact information for Board is not readily available on school's website or anywhere in school building.
 - Re-Direct all inquires to MANAGEMENT/HOS. (NOT BOARD CHAIR)
- ☐ Who oversees responding to inquiries from the press or the public?
 - MANAGEMENT (HOS)
 - The hope is that management will consult with the board if something is of major import.
- ☐ How are we ensuring compliance with [FERPA](#)? Have our staff and board been trained?

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

Cover Sheet

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

Section:	II. Governance
Item:	B. Vote on Emergency Succession Planning for Board Officers - Amidst
COVID 19	
Purpose:	Vote
Submitted by:	
Related Material:	Resolution on Emergency Succession Planning.pdf



IVY HILL PREPARATORY CHARTER SCHOOL

Board of Trustees

Tanisha James
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Maimouna Kane
Adam Laniyan
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Adam Jimenez-Schulman
Jennifer Small
Nataki Williams, *Treasurer*

Head of School

Ambrosia Johnson

Director of Operations

Brandon Parker

RESOLUTION ON EMERGENCY SUCCESSION PLANNING AMID COVID 19

*The Ivy Hill Preparatory Charter School Board of Trustees, having determined that in the wake of the global pandemic declared as a result of the rapid spread of COVID 19 an emergency succession plan for the officer positions of Board Chair and Treasurer is necessary, has voted to select **JENNIFER SMALL** as the VICE-CHAIR and **ADAM LANIYAN** to act as TREASURER in the event that the board chair and treasurer are unable to carry out their duties for the remainder of their term ending June 30, 2020 due to illness. The resolution is hereby formally adopted by a unanimous vote of the board of trustees.*

**Adopted by Ivy Hill Prep's Board of Trustees on March 23, 2020
(By a Unanimous Vote of The Majority of the Board).**

Cover Sheet

Discuss Renewal Benchmarks

Section:	II. Governance
Item:	C. Discuss Renewal Benchmarks
Purpose:	Discuss
Submitted by:	
Related Material:	IHP - NYSED Renewal Chart.pdf



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ACADEMIC SUCCESS					
BENCHMARK 1: Student Performance - Meet or exceed indicators for academic proficiency. - Proficiency compared to district.	☐ Meets ☐ Approaches ☐ Falls Below	☐ Meets ☐ Approaches ☐ Falls Below	☐ Meets ☐ Approaches ☐ Falls Below	☐ Meets ☐ Approaches ☐ Falls Below	☐ Meets ☐ Approaches ☐ Falls Below
BENCHMARK 2: Teaching and Learning ➤ CURRICULUM - System in place to cultivate shared accountability and high expectations. - School has documented research-based and coherent curriculum and assessment that aligned to NYS learning standards. - Teachers engage in strategic planning to address gaps in achievement to ensure consistent high achievement. - Differentiated materials in curriculum to ensure all grade levels can master skills and concepts (including students with disabilities/ELL etc.). - Curriculum is systematically reviewed and revised.					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
➤ INSTRUCTION • Staff has shared understanding of high-quality instruction which supports all learners. • Instruction fosters engagement with all students. • Differentiated instruction practices to ensure all learners have access to materials. • Staff provided with professional development to promote best practices and improve student success in all learning groups. ➤ ASSESEMENTS & PROGRAM EVAL • School uses formative, diagnostic and summative assessments. • Data driven approach. • School uses multiple measures to assess student progress toward meeting State learning standards. ➤ SUPPORTS DIVERSE LEARNERS • School follows NYSED approved identification for process for students with disabilities/ELL & MLL. • School provides supports to meet academic needs for all levels.					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
School has system to monitor progress of individual students to assist with communication between any intervention services and classroom teachers.					
BENCHMARK 3: Culture, Climate, and Student and Family Engagement - Process and procedure to address chronic absenteeism so that all students are fully engaged in school community. (<i>Rate of absenteeism should be equal or less than that of the District</i>). - Process in place to address out of school suspension. (<i>Suspension rates should be equal to or less than that of the district</i>). - Plan in place to measure school climate and culture. ➤ BEHAVIOR MANAGEMENT & SAFETY - School has clear approach to manage behavior which includes written discipline that addresses when out of school suspension is appropriate.					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
• Behavior policy is implemented throughout school by all staff with fidelity. • Tiered approach to behavior interventions which support social development. • Safe environment. • School has anti-bullying policy in place and measures to ensure bullying and harassment does not exist. • School has a Dignity for all Students Act (DASA) Coordinator identifiable by all staff. • Classrooms are conducive to learning. ➤ FAMILY ENGAGEMENT & COMMUNICATION • Consistent and effective communication with parent (language appropriate). • School has multiple touch points of family engagement. • School has method in place to address family satisfaction by using surveys, feedback sessions, community forums and considers results when making school wide policies.					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
- School has systematic and transparent process to respond to family or community concerns. - School shares NYSED school report with parents and school community to promote transparency and accountability. - School shares NYS exam participation and rates compared to district rates. ➤ SOCIO-EMOTIONAL & MENTAL HEALTH - School has systems, programs & curriculum in place to support socio-emotional mental health. - HOS collect data to track needs. - HOS collect data to assess impact of programs designed to support needs. - School provides staff with PD to support socio-emotional and mental health of students in a way that is culturally responsive. - School address needs of McKinney-Vento eligible students and has McKinney Vento coordinator staff can identify.					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ORGANIZATIONAL SOUNDNESS					
BENCHMARK 4: Financial Condition - School is in sound and stable financial condition as evidence by key financial indicators below. Key financial indicators should be presented on a separate dashboard to provide context for school's performance on the following indicators: - Current ratio - Unrestricted days of cash - Enrollment variance - Composite score - Total margin - Debt-to-asset ratio - Debt service coverage ratio - Data to be retrieved from schools independently audited financial statement.					
BENCHMARK 5: Financial Management School operates in a fiscally sound manner with realistic budgets pursuant to a long-range plan, use of appropriate internal controls and procedures and in accordance					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
with State law and generally accepted accounting practices. Evidence of this will be based on whether the school has: ○ Financial professionals assigned to manage school finances. ○ Accurate and functional accounting systems. ○ Monthly budgets. ○ Budget objectives set and regularly analyzed in conjunction with underlying assumptions. ○ Surpluses allocated in fiscally sound manner which attends to social and academic needs of students. ○ Written fiscal policies ○ Compliance with State and federal financial reporting requirements. ○ School maintains internal financial controls and procedures. ○ Programmatic and independent fiscal audits conducted at least once per year.					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Follows generally accepted accounting principles.					
BENCHMARK 6: Board Oversight and Governance - Trustees provide competent stewardship and oversight of the school while maintaining policies, establishing performance goals and implement systems to ensure academic success, organizational viability, board effectiveness and faithfulness to the terms of the charter. - Renewal evidence based on following indicators: - Board uses annual written performance-based evaluation process to evaluate school leadership, itself and providers. - Board recruits and selects board members with a diverse set of skills and expertise. - Board demonstrates active oversight of charter school management, service providers, fiscal					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
operations and progress toward meeting academic and other school goals through a written evaluation process. ○ Board engages in strategic and continuous improvement planning by setting priorities and goals aligned with school's mission and charter. ○ Board regularly updates school policies when needed and receives NYSED approval prior to applicable policy implementation. ○ Board engages in ongoing professional development. ○ Board demonstrates full understanding of governance role, its legal obligations to the school and stakeholders and requirements of charter. ○ Board is familiar with NYSED Charter Performance Framework standards and has a plan to ensure that school meets standards.					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
BENCHMARK 7: Organizational Capacity - School has established a well-functioning organizational structure and has clearly delineated roles for staff, management and board members. - School has effective leadership team. - Team clearly communicates defined mission and goals to staff and school community. - School has clear and well-established communication systems and decision-making processes. - School successfully recruits, hires and retains key personnel. - School leadership is familiar with NYSED Charter Performance Framework standards and has plan to ensure that school meets standards. - School ensures staff has the requisite skill, expertise and professional development to meet student's needs. - School is fully staffed with personnel who can meet all operational needs including					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
finance, human resources and communications. - School has procedure for effective collaboration among teachers. - School has formal evaluation process in place for staff. - School has mechanism to solicit teachers and staff feedback.					
FAITHFULNESS TO CHARTER AND LAW					
BENCHMARK 8: Mission and Key Design Elements - School is faithful to its mission and has implemented key design elements outlined in its charter. - Stakeholders share common and consistent understanding of the school's mission and key design element outlined in the charter. - School has fully implemented key design elements in approved charter.					
BENCHMARK 9: Enrollment, Recruitment, And Retention School is making progress in meeting enrollment plan in charter					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
and retention targets for students with disabilities and ELL & MLL students and students who receive free and reduced lunch. - Benchmark compared against district and charter school data: - At least 85% of enrollment authorized in charter (minimum). - No less than 5% lower than district enrollment of students with disabilities/ELL/MLL.					
BENCHMARK 10: Legal Compliance - School has record of substantial compliance with State/federal law, regulations and charter provisions including but not limited to adhering to the following: - FOIL requests - Open Meeting law - Protecting the rights of students and employees - Addressing complaints - Financial management and oversight - Governance and reporting					



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
○ Health, safety, civil rights and student assessment requirements • School has undertaken corrective action when requested by NYSED/Board of regents and implemented necessary safeguards to maintain compliance. • School has plan in place to ensure teachers are certified in accordance with applicable state law. • School has sought pre-approval from Board of regents/NYSD for any material or non-material revisions to charter. • School maintains sufficient enrollment to meet expectations detailed in enrollment plan listed in charter agreement. • School seeks guidance from legal counsel when updating documents and handling issues which arise.					

Cover Sheet

Discuss Financial Dashboard

Section:	III. Finance Committee
Item:	B. Discuss Financial Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	Ivy Hill Monthly Financials - February 2020 (ammendment).xlsx

Cover Sheet

Vote to Approve Debit Card Policy

Section:	III. Finance Committee
Item:	C. Vote to Approve Debit Card Policy
Purpose:	Vote
Submitted by:	
Related Material:	Amended Debit Card Usage Policy.pdf



Debit Card Usage Policy

Policy

In the course of the daily operation of Ivy Hill Preparatory Charter School, there are instances when a debit card may be used to **purchase direct school expenditures**. Only purchases made for the school entity can be purchased using the debit card. Any purchase for school employees or management personnel for school related items are reimbursable expenses and should not be purchased with the debit card. For example, parking costs, transportation, meals, clothing or any purchase made for individual employees or management personnel relating to a school expense are not permitted to be purchased with the debit card. Any expenditures for an individual for school related items are a reimbursable expenses and should not be purchased with the debit card. All purchasing policies must be complied with when using a debit card including but not limited to obtaining pre-approval and providing an original receipt for the merchandise or services purchased.

General Principles

- Ivy Hill Preparatory Charter School debit cards are issued to management personnel (Head of School and/or Director of Operations only) after executing the debit card policy agreement herein and are not to be given, loaned or assigned to any other person, regardless of the circumstances.
- If the debit card is lost or stolen, the cardholder must advise the debit card banking entity and the Board Treasurer immediately.
- Cardholders must agree to the terms and conditions outlined herein and all provisions detailed in the Ivy Hill Prep fiscal policy handbook (pages 16-17). Failure to comply with these terms and conditions could result in cancellation of the card.
- All debit card purchases must be pre-approved by using the Payment Authorization form based on the purchasing/payment guidelines outlined in the Ivy Hill Prep fiscal policies.
- A credit limit for each user on each card will be established. The user is required to adhere to the credit limit.
- Any breach of the terms and conditions detailed herein will be considered grounds for disciplinary measures which could lead to immediate termination.
- The debit card shall not be linked to any mobile application (i.e. cashapp, uber, instacart, etc.) for any reason.

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Debit Card Usage Policy

- Subscriptions (i.e. software, technology, educational) should not be linked to the debit card. If the service provider does not provide an ACH option, then prior approval should be obtained from Board Chair/Treasurer.
- Management must comply with all Ivy Hill Prep school travel policies when using the debit card for travel related expense. Specifically, only airfare and hotel can be purchased using the debit card and only upon receiving pre-approval authorization for travel involving legitimate school related travel. All meals, transportation, and other costs should will be reimbursed using the expense reimbursement process and are not permitted to be purchased with the debit card. (See page 16 of Fiscal Policies for details on reimbursement)

Responsibilities of Authorized Cardholder

The cardholder is responsible for the safekeeping of the card, and will be held accountable:

- To ensure that the card is used only for legitimate Ivy Hill Preparatory Charter School purposes;
- To ensure that the card is NOT used for prohibited items listed herein;
- To adhere to the Debit Card agreement;
- To obtain prior approval for purchases and maintain original receipts, invoices, purchase documents and correspondence including all details related to the purchases on file for audit purposes, and to provide the school with copies of such documents upon request;
- To advise Ivy Hill Preparatory Charter School of any incorrect charges/transactions in order to follow-up and obtain credit from the issuing institution if warranted.

Cancellation of Debit Card

Should an individual vacate their position or role with Ivy Hill Preparatory Charter School, for any reason, he or she must immediately surrender the debit card to the school's finance department. Cards may be cancelled at any time by Ivy Hill Preparatory Charter School if any of the policies, procedures and guidelines are not followed, and/or if there is a failure to comply with any of the terms and conditions detailed herein or in the fiscal policies.

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Debit Card Usage Policy

DEBIT CARD POLICY ACCEPTANCE FORM

I understand and agree to all the terms in Ivy Hill Preparatory Charter School's Debit Card Usage Policy and fiscal policy. I understand that total purchases made with my card must remain under the credit limit established below.

Employee Name (print): _____

Employee Signature: _____

Date: _____

Received by: _____

Date: _____

Banking Entity of Card Issued:

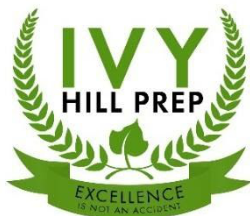
User's Credit Limit: \$ _____

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Cover Sheet

Vote to Approve Erate Recommendations by Managment

Section:	III. Finance Committee
Item:	D. Vote to Approve Erate Recommendations by Managment
Purpose:	Vote
Submitted by:	
Related Material:	2020-21_IVY HILL_Bid Matrix for Erate by Management.xlsx E-rate Management Recommendation Letter.doc



Ivy Hill Preparatory Charter School OFFICIAL RECOMMENDATION

IVY HILL PREPARATORY CHARTER SCHOOL

Management Recommendation

03-09-2020

Recommendation: Charter Technology Solutions (E-Rate Services)

Background:

We received formal proposals from 4 vendors. All vendors followed the requirements as outlined by IHP's E-rate consultant in accordance with our Form -470.

Recommendation:

Management recommends that we go with Charter Technology Solutions to fulfil our E-rate eligible needs. We would recommend them based on the following:

- CTS is familiar with our building and has already done most of our internet and technology connectivity.
- CTS was the lower of the 4 proposals submitted.
- CTS scored a 20, 22 and 24 respectively on the IHP bid matrix for comparing IT service providers. Most other providers came in at either a 0 or well below a 20.

Scoring index provided below:

Ratings (Best Score = 20)	Price ** Leading Factor, counted twice in calculation (1 -High bid to 4 - low bid)
	SPI Billing Option (1-No, 4-Yes)
	Prior Experience (1-Little to 4-Many)
	Cost of ineligible (1-High to 4-Low)
	Local Vendor (1 - No, 4 - Yes)
	Total Score (auto calculated)

Cover Sheet

Discuss Academic Dashboard

Section:	IV. Academic Achievement
Item:	B. Discuss Academic Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	IHP Academic Dashboard as 3-11-2020.xlsx

Cover Sheet

Discuss Emergency Succession Planning for HOS amidst COVID 19

Section: V. Head of School Evaluation & Support Committee
Item: A. Discuss Emergency Succession Planning for HOS amidst COVID 19
Purpose: Discuss
Submitted by:
Related Material: Emergency Succession Planning for HOS.pdf



IVY HILL PREP BOARD OF TRUSTEES

Emergency Succession Planning for HOS

Definitions:

1. **Emergency Succession Planning:** Making sure that there is a written plan which enables the board, school staff, and families to be clear on which staff would be responsible for key responsibilities and which staff would report to the board in the event that a sudden emergency prevented the HOS from continuing in his or her role.
2. **Long-Term Talent Development Strategy:** While this can be as specific as agreement on a future successor for the HOS and a timeline for the transition, for most organizations we work with, it is a more general planning process to ensure that the organization has in place policies and practices to build the next generation of leadership.

To ensure schools can consistently provide strong results for students and families, HOS and boards **MUST** ensure that their organization has a written emergency succession plan and a set of policies and approaches that are building the future generations of leadership of the organization, even from the organization's earliest years.

The remainder of this document outlines BoardOnTrack's recommended process for creating the emergency succession plan and for ensuring that long-term succession is receiving adequate attention, given the pressing needs of managing and governing a charter school.

Emergency Succession Plan

This plan clarifies who would be responsible for managing which aspects of the school and who would report to the board, if the HOS becomes suddenly unavailable to do his or her job.

Procedure for Plan Development

1. The creation of an emergency succession plan originates with the HOS.
2. The HOS should draft a plan, share this with the HOS Support and Evaluation Committee or Taskforce, receive feedback, and revise as necessary.
3. The revised document should be shared with the full board for an official vote to accept the emergency succession plan.

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Emergency Succession Planning for HOS

Creating a Draft Emergency Succession Plan

1. Take the HOS job description (after confirming that it truly reflects the HOS's major responsibilities) and list the categories of the main responsibilities, with notes on the key pieces of each.
2. Assign each category of responsibility to specific staff members. Ideally, responsibility for the entire job would rest with one successor, in an emergency, but often this is not feasible. If it is not, BoardOnTrack recommends that you divide the responsibilities between no more than two or, if unavoidable, three people. (Sample Template Available on BoardOnTrack)
3. After you have completed this process of outlining responsibilities and assigning them to one to three staff members, we recommend that you consider carefully what skills or background knowledge these staff members might need to develop in order to fulfill these succession responsibilities successfully. Then create action plans for meeting these learning needs. An example of this type of consideration and planning is summarized in the rightmost column on the example table below.
4. As you create your emergency succession plan, there are a few key questions that you should be sure to address:
 - Are all the responsibilities the HOS currently fulfills clearly delineated in the HOS job description? If not, it is time to revise it to document them. (The Board and HOS might consider making high level task lists, calendars, and "where is everything?" lists to capture what the leader does—see *Succession Planning Article*).
 - Do the designated successors have the skills and knowledge they will need? If not, how will they get it?
 - Do the designated successors have the necessary relationships with the key constituencies (students, families, staff, donors, authorizers, community leaders, etc.)? If not, how will they develop them?
 - Has the succession plan been made clear to senior staff? (While it can be uncomfortable to discuss emergency succession, key staff must know what they are responsible for if something comes up).
 - When will the plan be reviewed each year to make any necessary updates? (BoardOnTrack recommends you do so at your September or October board meeting each year.)

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Cover Sheet

HOS Report

Section:	VIII. Head of School Update
Item:	A. HOS Report
Purpose:	Discuss
Submitted by:	
Related Material:	Head of School Report_March.pdf



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

3-23-20

Submitted by: Ambrosia Johnson

I. Facility Update

- Given by Director of Operations.

II. Enrollment Report

Accepted Offers / Seats Available

	Kindergarten	1 st Grade
Target	88	32
Current Accepted Offers	84 / 88	32 / 32
Gap	4	0
Waitlist	0	0

III. Hiring Report

Position	Total Needed	Total Hired	Goal of Hire	Current Status
Head of School	1	1	N/A	Completed.
Office Coordinator	1	1	N/A	Completed.
Director of Operations	1	1	N/A	Completed.
Teacher	0 – Teacher terminated. Mgmt will not hire a new teacher at this point in year.	7	N/A	7/8

Dean of Special Supports	1	1	N/A	Completed.
Martial Arts Instructor	1	1	N/A	Completed.
Dance Instructor	1	1	N/A	Completed.
School Social Worker	1	1	N/A	Completed.
DOE Counselor				
Nurse	-	-	N/A	Completed.
Teaching Fellow	1	1	N/A	Completed.
Total Hires Needed:		16		
Total Hired:		15		

IV. School Updates

1. Application for SY 2020-2021

- Application updates can be found in the Academic Dashboard.
- Application Count (Jan): 213 applications for 70 seats.
Application Count (Feb): 267 applications for 70 seats.
Application Count (Mar): 316 applications for 70 seats.

2. School Academics

- Results can be found in the Academic Dashboard.
- Math Results – on pause amid COVID-19
- Literacy Results – Slowly approaching targets set for K & 1, but not reached completely.
 - HOS to explain Remote Learning Plan for K & 1. Plan has been designed to be individualized, targeted, and data-driven for each individual student. The targets set forth are in alignment with literacy results in particular, and we are working to ensure gaps continue to close during these unfortunate circumstances.

March Events

- Prior to closing for COVID-19, Ivy Hill limited visitors to only those absolutely necessary. Hence, all Open

Houses, family events, etc. were cancelled to mitigate the spread of the virus.

- Those that had to gain entry were mandated to fill out a Travel Questionnaire.
- Ivy Hill Prep followed the lead of other charter schools in our city, and temporarily closed after the school day on Friday, March 13, 2020.
- Our earliest re-opening date is currently in alignment with the schedule of the NYCDOE: April 20, 2020.



IVY HILL PREPARATORY CHARTER SCHOOL

March 12, 2020

Dear Members of the **Ivy Hill Prep** Community,

The first cases of COVID-19, the disease caused by the Coronavirus, were recently confirmed in New York City. We expect the number of cases in the city to increase, and we are closely monitoring and planning for the potential impact on Ivy Hill Prep and our school community. Please read closely regarding next steps that we plan to take to ensure the safety of our community.

Schedule Changes

- Report Card Conferences scheduled for Wednesday (3/25) and Thursday (3/26) will still take place, but **parents will not attend in-person**. Instead, Report Card Conferences will occur by phone. Your report card time slots will remain the same.
Report card conferences are still mandatory for all families.
- **Wednesday (3/25) and Thursday (3/26) will remain half-days for students.**
- All Open Houses for prospective families have been cancelled for the month of March.
- All upcoming field trips and out-of-school activities have been cancelled until further notice.

Prevention

- Our school has proactively ordered additional cleaning materials to maintain extra supplies and ensure classrooms and offices remain clean and disinfected.
- We ask that any scholar, family member, or staff member exhibiting flu-like symptoms, including fever, cough and shortness of breath, to remain home and self-quarantine.
- We ask that families closely monitor scholars for fevers each morning. **If your scholar has a temperature over 98.6, please keep your child home.** If scholars have a fever when in school, scholars will be sent home for their safety and the safety of those around them.
- All staff members who have recently traveled to any country identified by the Center for Disease Control (CDC) as facing a serious COVID-19 outbreak, must report for coronavirus testing before returning to the school building.
- We are closely prohibiting any unnecessary campus visitors, and requiring others to respond to a travel questionnaire.



IVY HILL PREPARATORY CHARTER SCHOOL

- We are also asking that if you or your family has recently traveled to, or been in close contact with a traveler at a country experiencing a serious outbreak to contact us directly at info@ivyhillprep.org.

Planning for Potential School Closure

- Ivy Hill Prep is proactively making preparations in the event of a school closure.
- Ivy Hill Prep will comply with any relevant mandated closures by the City's Department of Education.
- If we receive reports of a confirmed local COVID-19 case, Ivy Hill Prep may also elect to close our schools out of precaution. We may make this decision even before a city mandate.
- To ensure that we minimize any potential negative impact on student learning, we have prepared materials for student work in the event of a closure.
- We are also proactively sharing the best ways to get in contact with Ivy Hill Prep administrators in the event of a school closure.

Communication

- In the event of a school closure, Ivy Hill Prep will notify all community members via Schoolmint text messaging, Schoolmint e-mails, and our social media accounts.
- You will also be able to communicate with the school by e-mailing info@ivyhillprep.org or contacting the designated emergency phone number below:
 - **Ivy Hill Prep's Emergency Administrator Line ----- (646) 481-2032**

If you have any questions or concerns, please do not hesitate to contact us.

With Urgency,

A. Johnson
Founder & Head of School
Ivy Hill Preparatory Charter School



IVY HILL PREPARATORY CHARTER SCHOOL

March 13, 2020

Dear Members of the **Ivy Hill Prep** Community,

The situation with Coronavirus/COVID-19 is unprecedented and continuing to evolve rapidly. At Ivy Hill Prep, safety is always our paramount concern. After significant consideration and planning with our team, **Ivy Hill Prep will be closed starting Monday, March 16, 2020** in an effort to keep our scholars, staff, and families safe. We will be in communication with families in the upcoming week regarding our opening date.

While we understand the hardship that closing our school will have on our families, the health and safety of our students, staff, and families is our primary concern.

In order to support our students during this unforeseen break, we have compiled two student work packets in lieu of attending school daily. Students should return to school with the following materials completed:

- Life's Work Packet for the week of March 16th
- ELA Packet
- Math Packet

We have broken each packet into days to make the completion of the packet more manageable for both guardians and students. Please be advised that all work included in both packets are from standards and lessons taught throughout the year. Therefore, students should need little to no assistance in its completion. In addition to these packets, please encourage your child to continue to read their leveled books daily.

The decision to close has not been made lightly, but it has been made to help mitigate and slow the spread of COVID-19 throughout our community. This is an unprecedented health crisis, and we must rely on the wisdom and guidance of our public health departments and authorities.

If you need to communicate with the school, you can do so by e-mailing info@ivyhillprep.org or contacting the designated emergency phone number: **(646) 481-2032**.

With deep care and love,

A. Johnson
Founder & Head of School
Ivy Hill Preparatory Charter School

Cover Sheet

Meeting Evaluation

Section: IX. Closing Items
Item: A. Meeting Evaluation
Purpose: Discuss
Submitted by:
Related Material: Board Meeting Evaluation.pdf



Board Meeting Evaluation

I invite you to critically review the work we are doing as a board. At the end of each meeting one trustee member will volunteer to provide feedback below.

1. What did we do tonight to further our mission?

2. How much time was spent reporting on the past vs planning for the future

3. Did we stick to the agenda?

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Board Meeting Evaluation

4. Was there equal participation by board members?

5. Was the meeting effective? Why or why not?

6. What could have been done to improve the board meeting?

Name: _____ **Position:** _____

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Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

Ivy Hill Monthly Financials - February 2020 (ammendment).xlsx

2020-21_IVY HILL_Bid Matrix for Erate by Management.xlsx

IHP Academic Dashboard as 3-11-2020.xlsx