

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Published on November 19, 2019 at 5:04 PM EST

Date and Time

Monday November 25, 2019 at 6:30 PM EST

Location

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

IVY HILL PREP - BOARD OF TRUSTEES NOVEMBER 2019 BOARD MEETING

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Call the Meeting to Order		Marsha Michael	
Welcome Guests/Public Comments			
B. Record Attendance and Guests		Kimberly Wedderburn-Henderson	1 m
C. Approve Minutes	Approve Minutes	Kimberly Wedderburn-Henderson	2 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on October 28, 2019			
D. Vote to Approve Agenda	Vote	Marsha Michael	2 m
II. Head of School Evaluation & Support Committee			6:35 PM
A. Discuss Evaluation Meeting w/HOS	Discuss	Marsha Michael	5 m
B. Discuss Next Steps in Process	Discuss	Marsha Michael	5 m
III. Finance Committee			6:45 PM
A. Vote to Approve Amended Year 1 Budget	Vote	Nataki Williams	5 m
Vote to Approve Amended Budget Line Item to increase Teacher/Staff Appreciation to \$10K.			
Budget Attached as an Excel Document			
B. Review Financial Dashboard for Month Ending October 2019	Discuss	Nataki Williams	15 m
IV. Governance			7:05 PM
A. Vote to Approve Staff Resignation Policy	Vote	Marsha Michael	5 m

B. Discuss Updates on Continued Board Development	Discuss	Marsha Michael	3 m
C. Discuss Adding New Trustees and Succession Planning	Discuss	Marsha Michael	3 m
D. Discuss Electrical Issue with Nazareth	Discuss	Marsha Michael	2 m
E. Discuss December Board Meeting Date	Discuss	Marsha Michael	2 m

Discuss whether trustees will be present for the next meeting or is there a consensus to re-schedule the meeting.

V. Development 7:20 PM

A. Vote to Approve Development Goal	Vote	Marsha Michael	2 m
B. Discuss Development Initiatives	Discuss	Marsha Michael	13 m

- Discuss Plan for Giving Tuesday 2019 Initiative
- Discuss Holiday Toy Drive/Winter Wonderland on December 19, 2019

VI. Academic Achievement 7:35 PM

A. Review Academic Dashboard	Discuss	Marsha Michael	15 m
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VII. Facilities Update 7:50 PM

A. Discuss Procurement Plan for Upcoming Capital Improvements	Discuss	Ambrosia Johnson/ Brandon Parker	10 m
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VIII. Head of School Update 8:00 PM

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

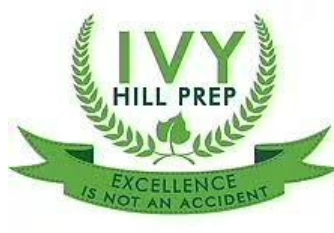
A. Meeting Evaluation	Discuss	Maimouna Kane	5 m
B. Adjourn Meeting	Vote	Marsha Michael	

Cover Sheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board of Trustees Meeting - Ivy Hill Prep on October 28, 2019

DRAFT



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday October 28, 2019 at 6:30 PM

Location

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

IVY HILL PREP - BOARD OF TRUSTEES
OCTOBER 2019 BOARD MEETING

Directors Present

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

Directors Absent

None

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Oct 28, 2019 @ 6:38 PM at Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL.

B. Record Attendance and Guests

C. Approve Minutes

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

N. Williams seconded the motion.

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

Roll Call

K. Wedderburn-Henderson	Aye
D. Lewis	No
N. Williams	Aye
M. Michael	Aye
A. Jimenez-Schulman	Aye
J. Small	Abstain

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

N. Williams seconded the motion.

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

Roll Call

M. Michael	Aye
D. Lewis	Absent
K. Wedderburn-Henderson	Aye
A. Jimenez-Schulman	Aye
N. Williams	Aye
J. Small	Abstain

II. Head of School Evaluation & Support Committee

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

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

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

K. Wedderburn-Henderson seconded the motion.

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

B. Discuss Plan for Year 1 Evaluation Process & Timeline

C. HOS Goals for Year 1

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

III. Finance Committee

A. Review Financial Dashboard for September YTD

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

B. Vote to Approve Amended Year 1 Budget

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

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

D. Lewis	Absent
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J. Small	Aye
K. Wedderburn-Henderson	Aye
N. Williams	Aye
M. Michael	Aye
A. Jimenez-Schulman	Aye

IV. Governance

A. Vote to Approve Board Vetting & Recruitment Policy

M. Michael made a motion to Approve.

K. Wedderburn-Henderson seconded the motion.

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

Roll Call

N. Williams	Aye
A. Jimenez-Schulman	Aye
J. Small	Aye
M. Michael	Aye
K. Wedderburn-Henderson	Aye

B. Vote to Approve On-Boarding Policy

Same

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

K. Wedderburn-Henderson seconded the motion.

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

C. Discuss Board Development & Webinar Schedule

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

D. Confirm Attendance for Board Mixer November 10, 2019

V. Development

A. Discuss Development Committee Action Plan

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

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

VI. Academic Achievement

A. Review Academic Dashboard

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

VII. Head of School Update

A. HOS Report

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

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

VIII. Closing Items

A. Meeting Evaluation

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

B. Adjourn Meeting

M. Michael made a motion to adjourn the meeting.

J. Small seconded the motion.

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

Roll Call

N. Williams	Aye
A. Jimenez-Schulman	Aye
J. Small	Aye
K. Wedderburn-Henderson	Aye
M. Michael	Aye

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

Respectfully Submitted,
M. Michael

IX. Certification of the Secretary

A. Certification of Minutes

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

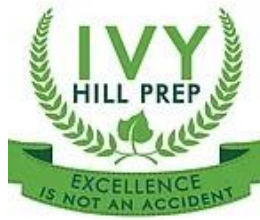
Secretary: Kimberly Wedderburn-Henderson

Date: November 25, 2019

Cover Sheet

Review Financial Dashboard for Month Ending October 2019

Section:	III. Finance Committee
Item:	B. Review Financial Dashboard for Month Ending October 2019
Purpose:	Discuss
Submitted by:	
Related Material:	Ivy Hill Financial Report for Period Ending 10.31.19 (1).pdf



Board of Trustees November 25, 2019 Finance Report

Agenda		
	1	Financial reports for Fiscal Period July 1, 2019 - October 31, 2019
		a. Statement of Financial Position as of June 30, 2019 and October 31, 2019
		b. Statement of Activity for FY 2018-19 and period: July 1, 2019 - October 31, 2019
		c. Capital Budget vs Actuals as of October 31, 2019
		e. Statement of Cash Flow

**IVY HILL PREPARATORY CHARTER SCHOOL
UNAUDITED BALANCE SHEET**

ASSETS

	Balance as of October 31, 2019	Balance as of June 30, 2019
Cash and cash equivalents	\$ 679,540	\$ 158,305
Cash and cash equivalents - Restricted	20,000	-
Prepaid Expenses ¹	85,222	1,192
Accounts Receivable	-	135,855
Security Deposit	93,750	93,750
Fixed Assets, net of depreciation	124,585	42,648
Total assets	\$ 1,003,097	\$ 431,750

LIABILITIES AND NET ASSETS

Liabilities

Accounts Payable & Other Liabilities	\$ 8,924	\$ 18,589
Payroll Liabilities	1,294	-
Unearned/Deferred Revenue ²	435,515	-
Deferred Rent	308,646	-
Total liabilities	\$ 754,379	\$ 18,589

Net assets

Beginning Balance	\$ 413,161	\$ -
Change in Net Assets during the period :July 1, 2019- October 31, 2019 & July 1, 2018- June 30, 2019 respectively	(164,443)	413,161
Total net assets	\$ 248,719	\$ 413,161
Total liabilities and net assets	\$ 1,003,097	\$ 431,750

Note 1: Includes prepayment of one month's rent, Schoolmint and Powerschool subscription paid for the rest of the year

Note 2: Unearned/Deferred Revenue includes the per pupil revenue for November and December received in October 2019

Ratio Analysis & Cash on Hand Information

	Balance as of October 31, 2019	Balance as of June 30, 2019
Current Ratio:		
Current Assets / Current Liabilities		
Benchmark: Ideal current ratio is 2:1	76.80	15.89
Quick Ratio:		
Cash on Hand / Current Liabilities		
Benchmark: Ideal current ratio is 1:1	68.46	8.52
Days of Cash on Hand:		
Cash on Hand / Average projected daily expense ³		
Benchmark: Ratio should be equal to or greater than 60 days	69.28	166.32

Note 3 : The total average daily expense is calculated utilizing the cash on hand in operating accounts as a numerator and utilizing daily cash required as a denominator. For this purpose, daily cash requirement is calculated using the annual projected costs and dividing that by 365 days.

IVY HILL PREPARATORY CHARTER SCHOOL
Budget v/s Actual (Detail)

	Actuals for FY 2018-19	FY 2019-20 Approved Budget	Actuals for Period: July 1 - Oct. 31, 2019	Actual as a % of FY 19-20 Budget
General Education		106.00	110.85	
SPED 0% - 20%			3.00	
SPED 20% - 60%		1.00	-	
SPED 60%+		10.00	12.85	
Total Income:	760,575	3,026,230	826,605	
Total Expenses:	347,414	3,580,148	991,048	
Net Income	\$413,161	(\$553,919)	(\$164,443)	
INCOME				
REVENUE FROM STATE SOURCES	-	2,564,067	819,142	32%
REVENUE FROM FEDERAL SOURCES	426,169	447,163	5,173	1%
REVENUE FROM LOCAL and OTHER SOURCES	334,406	15,000	2,290	15%
TOTAL REVENUE	760,575	3,026,230	826,605	27%
EXPENSES				
PERSONNEL SERVICE COSTS				
ADMINISTRATIVE STAFF PERSONNEL COSTS	147,056	369,800	108,600	29%
INSTRUCTIONAL PERSONNEL COSTS	2,596	701,333	153,077	22%
SUBTOTAL PERSONNEL SERVICE COSTS	149,652	1,071,133	261,677	24%
PAYROLL TAXES AND BENEFITS	22,427	206,213	49,393	24%
TOTAL PERSONNEL SERVICE COSTS	172,079	1,277,346	311,070	24%
OTHER THAN PERSONNEL SERVICE COSTS				
CONTRACTED SERVICES	54,626	172,960	22,818	13%
SCHOOL OPERATIONS	87,535	509,832	123,273	24%
FACILITY OPERATION & MAINTENANCE	33,174	1,620,010	533,887	33%
TOTAL EXPENSES	347,413.76	3,580,148	991,048	28%
NET INCOME	\$413,161	(\$553,919)	(\$164,443)	30%

IVY HILL PREPARATORY CHARTER SCHOOL					
Budget v/s Actual (Detail)					
	2018-2019 Pre-Opening	School Year 2019-2020 (Year 1)			
	Actual	Actuals at 10/31/19	Approved Budget	% Achieved/U tilized	\$ Remaining
Staff Count		14	15		
Authorized Enrollment		120	120		
Total Enrollment		110.85	106.0		
SpEd Enrollment (20-60%)		0	1		
SpEd Enrollment (>60%)		12.85	10		
FRPL%			80%		
Per Pupil Allocation			16,154		
SpEd Allocation (20-60%)			10,390		
SpEd Allocation (>60%)			19,049		
REVENUE	760,575	826,605	3,026,230	27%	2,199,625
EXPENSES	347,414	991,048	3,580,148	28%	2,589,101
NET INCOME/(DEFICIT)	413,161	(164,443)	(553,919)	30%	(389,476)
CASH INCOME/(DEFICIT)	276,764	62,266	44,586	140%	(17,679)
INCOME					
4000 State Grants					
4001 Per Pupil General Education		646,000	1,712,324	38%	1,066,324
4002 Per Pupil Special Education		48,142	200,880	24%	152,738
4003 Facility Assistance		125,000	388,697	32%	263,697
4004 NYSTL - Textbook Materials		-	6,990	0%	6,990
4005 NYSSL - Software Materials		-	1,798	0%	1,798
4006 NYSLIB - Library Materials		-	750	0%	750
4007 Food Service - State Income		-			
4008 State Grants DYCD		-	232,700	0%	232,700
4009 NYS State Senate Grant Per Pupil Supplement		-	19,928	0%	19,928
Total 4000 State Grants	\$ 0	\$ 819,142	\$ 2,564,067	32%	\$ 1,744,925
4100 Federal Grants					
4101 IDEA Special Needs		-	0		
4102 Title I		-	42,400	0%	42,400
4103 Title IIA		-	3,392	0%	3,392
4104 Title IV		-	0		
4105 E-Rate		5,173	27,540	19%	22,367
4106 Food Service - Federal Income		-	0		
4107 CSP	426,169	-	373,831	0%	373,831
Total 4100 Federal Grants	\$ 426,169	\$ 5,173	\$ 447,163	1%	\$ 441,990
4200 Contributions & Donations					
4202 Unrestricted Contributions	7,786	2,290	15,000	15%	12,710
4203 Walton Foundation	325,000	-	0		
Total 4200 Contributions & Donations	\$ 332,786	\$ 2,290	\$ 15,000	15%	\$ 12,710
4300 Fundraising					
4301 Fundraising Events		-	0		
Total 4300 Fundraising	\$ 0	\$ 0	\$ 0		\$ 0
4400 Interest Income					
4401 Interest Income.		0	0		0
Total 4400 Interest Income	\$ 0	\$ 0	\$ 0		\$ 0
4500 Other Revenue					
4501 In Kind Donation	1,620	-	0		0
4502 In Kind Legal		-	0		0
4503 Misc		-	0		0
4504 Revenue Suspense		-	0		0
Total 4500 Other Revenue	\$ 1,620	\$ 0	\$ 0		\$ 0
Total Income	\$ 760,575	\$ 826,605	\$ 3,026,230	27%	\$ 2,199,625
Gross Profit	\$ 760,575	\$ 826,605	\$ 3,026,230	27%	\$ 2,199,625

Expenses					
5000 Compensation					
5100 Administrative Staff					
5101 Head of School	113,769	44,633	133,900	33%	89,267
5105 Dean of Curriculum		-	-		
5115 Dean of Students		-	-		
5120 Dean of School Supports		23,641	80,000	30%	56,359
5125 Director of Operations	20,124	22,776	86,750	26%	63,974
5130 Director of Development		-	-		
5135 Office Coordinator	13,163	17,550	52,650	33%	35,100
5140 Operations Fellow		-	-		
5145 Office Assistant		-	-		
5150 Middle School and Alumni Coordinator		-	-		
5160 Bus Matrons		-	16,500	0%	16,500
Total 5100 Administrative Staff	\$ 147,056	\$ 108,600	\$ 369,800	29%	\$ 261,200
5200 Instructional Staff					
5205 Lead Teachers	2,596	63,083	292,333	22%	229,250
5207 Co-Teachers		62,342	251,000	25%	188,658
5210 Special Ed Teachers		-	-		
5212 Founding Teachers		-	-		
5215 Elective Teachers		13,026	60,500	22%	47,474
5220 Teaching Fellow		-	39,000	0%	39,000
5225 Social Worker		14,625	58,500	25%	43,875
Total 5200 Instructional Staff	\$ 2,596	\$ 153,077	\$ 701,333	22%	\$ 548,257
5300 Non-Instructional Staff					
5305 School Food Worker		-	-		
Total 5300 Non-Instructional Staff	\$ 0	\$ 0	\$ 0		\$ 0
5400 Payroll Taxes					
5401 Federal Unemployment Insurance		-	-		
5402 NY State Unemployment Insurance	2,164	5,432	10,711	51%	5,280
5403 Social Security - ER	9,239	16,033	66,410	24%	50,377
5404 Medicare - ER	2,161	3,750	15,531	24%	11,782
5405 Social Security - EE Exchange			-		
5406 Medicare - EE Exchange			-		
5407 Federal Income Tax - Clearing			-		
5408 State Income Tax - Clearing			-		
5409 Local Income Tax - Clearing			-		
5410 NY-Disability	(79)	415	1,000	41%	586
5411 Local Tax			-		
5412 Paid Family Leave	-\$ 2	-\$ 138	\$ 0		
Total 5400 Payroll Taxes	\$ 13,483	\$ 25,491	\$ 93,653	27%	\$ 68,024
5500 Compensation Employee Benefits					
5501 Medical Insurance	7,499	20,638	91,591	23%	70,953
5505 Dental Insurance	446		-		
5510 Vision Insurance	103		-		
5515 Workers Compensation Expense		-	10,368	0%	10,368
5520 STD, LTD, Life Insur. and NYS Disability Insur., HSA and AD&D	632	3,264	10,601	31%	7,337
5525 Transit Check Fees			-		-
5530 FSA/Transit Check	264		-		-
Total 5500 Compensation Employee Benefits	\$ 8,944	\$ 23,902	\$ 112,560	21%	\$ 88,658
5600 Retirement & Pension					
5601 401(k) Expenses			-		
5605 401(k) Matching			-		
5610 401(K) Contributions-Clearing			-		
Total 5600 Retirement & Pension	\$ 0	\$ 0	\$ 0		\$ 0
Total 5000 Compensation	\$ 172,079	\$ 311,070	\$ 1,277,346	24%	\$ 966,138
6000 Professional Services/Contracted Expenses					
6001 Accounting/Audit Services	2,000	-	23,000	0%	23,000
6005 Payroll Services	671	4,620	26,460	17%	21,840
6010 Financial Management Services	25,000	12,818	70,000	18%	57,182
6015 Legal - Paid	475	-	10,000	0%	10,000
6016 Legal - In Kind		-	-		
6020 Food Service / School Lunch		-	-		

6025 Titlement Services		-	10,500	0%	10,500
6026 ERate Consultants	6,000	-	6,000	0%	6,000
6030 Compliance Consulting	14,000	-	-		
6035 Curriculum Services		-	-		
6037 Stipends		-	-		-
6040 Special Ed Services		-	4,500	0%	4,500
6045 Substitute Teaching Services		-	2,500	0%	2,500
6050 Other Purchased / Professional / Consulting	6,480	5,380	20,000	27%	14,620
Total 6000 Professional Services/Contracted Expenses	\$ 54,626	\$ 22,818	\$ 172,960	12%	\$ 150,142
6100 Board Expenses					
6101 Board Meetings		-	1,000	0%	1,000
6105 Board Development		1,833	7,500	24%	5,667
Total 6100 Board Expenses	\$ 0	\$ 1,833	\$ 8,500	22%	\$ 6,667
6200 Classroom & Teaching Supplies & Materials					
6205 Classroom Supplies & Materials	9	23,463	30,000	78%	6,537
6210 Math Supplies & Materials		-	4,000	0%	4,000
6215 Science Supplies & Materials		-	4,000	0%	4,000
6230 Physical Education Supplies & Materials		372	4,000	9%	3,628
6235 NYSSL Expense		-	1,798	0%	1,798
6240 NYSLIB Expense		-	750	0%	750
6245 In-Kind Expense	1,620	-	-		
Total 6200 Classroom & Teaching Supplies & Materials	\$ 1,629	\$ 23,835	\$ 44,548	54%	\$ 20,713
6300 Special Education Supplies & Materials					
6301 SPED- Supplies & Materials		-	4,000	0%	4,000
Total 6300 Special Education Supplies & Materials	\$ 0	\$ 0	\$ 4,000	0%	\$ 4,000
6400 Textbooks & Workbooks					
6405 Textbooks		1,614	12,000	13%	10,386
6406 Library Books		-	-		
6407 Curriculum		15,528	25,000	62%	9,472
6410 NYSTL Expense		-	6,990	0%	6,990
Total 6400 Textbooks & Workbooks	\$ 0	\$ 17,142	\$ 43,990	31%	\$ 26,848
6500 Supplies & Materials Other					
6515 Student Incentives		-	5,000	0%	5,000
6520 Parent Outreach & Education Programs		-	2,500	0%	2,500
6525 Special Events		480	6,000	8%	5,520
Total 6500 Supplies & Materials Other	\$ 0	\$ 480	\$ 13,500	4%	\$ 13,020
6600 Equipment & Furniture (Non Asset)					
6601 Copy Machine Lease		1,327	15,312	9%	13,985
6605 Office Furniture	4,752	5,053	2,000	253%	(3,053)
6606 Classroom Furniture	6,020	-	2,000	0%	2,000
6610 Office Equipment	170	272	2,000	14%	1,728
6611 Classroom Equipment	2,760	3,700	2,000	185%	(1,700)
Total 6600 Equipment & Furniture (Non Asset)	\$ 13,703	\$ 10,352	\$ 23,312	44%	\$ 12,960
6700 Telephone					
6701 Telephone		4,023	8,492	47%	4,469
6705 Mobile Phone		-	-		
Total 6700 Telephone	\$ 0	\$ 4,023	\$ 8,492	47%	\$ 4,469
6800 Technology					
6801 Internet		5,748	30,600	19%	24,852
6805 Technology Services	3,777	14,428	37,700	38%	23,272
6810 Technology Supplies	3,867	395	2,000	20%	1,605
6815 Software (non capitalized)		2,688	9,500	28%	6,812
6820 Website Maintenance	8,708	1,000	3,000	33%	2,000
Total 6800 Technology	\$ 16,353	\$ 24,259	\$ 82,800	29%	\$ 58,541
6900 Student Testing & Assessment					
6901 Assessment Supplies and Materials		-	40,000	0%	40,000
Total 6900 Student Testing & Assessment	\$ 0	\$ 0	\$ 40,000	0%	\$ 40,000
7000 Student Travel					
7001 Field Trips		-	5,000	0%	5,000
7005 Transportation		-	-		
Total 7000 Student Travel	\$ 0	\$ 0	\$ 5,000	0%	\$ 5,000
7100 Student Services					
7101 Student Uniforms	4,270	207	3,000	7%	2,793
AFTER SCHOOL		-			

Total 7100 Student Services	\$ 4,270	\$ 207	\$ 3,000	7%	\$ 2,793
7200 Office Expenses					
7201 Office Supplies	1,408	11,001	26,640	41%	15,640
7205 Postage & Shipping	1,392	222	1,100	20%	878
Total 7200 Office Expenses	\$ 2,800	\$ 11,222	\$ 27,740	53%	\$ 16,518
7300 Staff Development					
7301 Instructional Staff Development	3,506	3,158	10,000	32%	6,842
7305 Administrative Staff Development	7,225	-	20,000	0%	20,000
7310 Team Building & Staff Appreciation	877	-	10,000	0%	10,000
Total 7300 Staff Development	\$ 11,608	\$ 3,158	\$ 40,000	10%	\$ 36,842
7400 Staff Recruitment					
7401 Staff Recruitment.	2,947	102	3,000	3%	2,898
Total 7400 Staff Recruitment	\$ 2,947	\$ 102	\$ 3,000	1%	\$ 2,898
7500 Student Recruitment/Marketing					
7501 Student Recruitment	25,864	2,172	18,060	12%	15,888
Total 7500 Student Recruitment/Marketing	\$ 25,864	\$ 2,172	\$ 18,060	12%	\$ 15,888
7600 School Meals/Lunches					
7601 Meals & Lunches		652	8,000	8%	7,348
Total 7600 School Meals/Lunches	\$ 0	\$ 652	\$ 8,000	8%	\$ 7,348
7700 Staff Travel					
7701 Local Travel	491	545	2,500	22%	1,955
7705 Travel, Meals & Lodging (PD)	4,823	400	3,000	13%	2,601
Total 7700 Staff Travel	\$ 5,314	\$ 945	\$ 5,500	17%	\$ 4,555
7800 Fundraising Expense					
7801 Fundraising Supplies & Materials		529	4,000	13%	3,471
Total 7800 Fundraising Expense	\$ 0	\$ 529	\$ 4,000	13%	\$ 3,471
7900 Miscellaneous Expenses					
7901 Bank Services Charges		99	200	49%	101
7905 Dues & Memberships		109	-		(109)
7910 Miscellaneous Fees	57	-	1,000	0%	1,000
7920 Sales Tax	705	-	-		-
7925 Expense Suspense	2	-	-		-
Total 7900 Miscellaneous Expenses	\$ 764	\$ 208	\$ 1,200	17%	\$ 992
8000 Insurance Expense					
8001 General	2,285	14,560	39,471	37%	24,911
8005 ERISA		-			
Total 8000 Insurance Expense	\$ 2,285	\$ 14,560	\$ 39,471	48%	\$ 24,911
8100 Facility Operations & Maintenance					
8105 Rent or Lease of Buildings		173,215	526,000	33%	352,785
8110 Repairs & Maintenance	33,174	15,726	15,672	100%	(54)
8115 Security		8,288	60,000	14%	51,712
8116 Pest Control		1,895	6,000	32%	4,105
8117 Janitorial Service		26,116	86,400	30%	60,284
8120 Deferred Rent		308,646	925,938	33%	617,292
Total 8100 Facility Operations & Maintenance	\$ 33,174	\$ 533,887	\$ 1,620,010	33%	\$ 1,086,123
8200 Depreciation Expense & Amortization					
8201 Depreciation Expense		7,593	85,720	9%	78,126
8202 Amortization Expense			-		
Total 8200 Depreciation Expense & Amortization	\$ 0	\$ 7,593	\$ 85,720	9%	\$ 78,126
Total Expenses	\$ 347,414	\$ 991,048	\$ 3,580,148	28%	\$ 2,589,101
Net Operating Income	\$413,161	-\$ 164,443	(\$553,919)	29%	(\$389,476)
CAPITAL BUDGET					
1501 Office Equipment	-	-	-		-
1502 Office Furniture & Fixtures	10,555	3,084	3,084	100%	-
1521 Classroom Equipment	-	5,545	5,545	100%	-
1522 Classroom Furniture & Fixtures	11,011	14,876	134,876	11%	120,000
1541 Student Computers	6,110	6,323	9,523	66%	3,200
1542 Staff Computers	-	18,219	23,553	77%	5,334
1543 Printers	283	1,988	1,988	100%	-
1544 Audio Visual - Classrooms	3,705	2,000	26,000	8%	24,000
1545 Audio Visual - Cafeteria	-	9,245	17,245	54%	8,000
1546 Software - Instructional	-	-	-		-
1547 Software - Non-Instructional	-	-	-		-

1548 Network Construction	10,985	9,887	20,602	48%	10,715
1549 Security	-	14,661	13,738	107%	(923)
1550 Website Development	-	-	-		-
1551 Student Information System	-	-	-		-
1552 Whiteboards	-	3,705	4,000		295
1561 Construction	-	-	108,000	0%	108,000
1552 Major Repairs	-	-	25,000	0%	25,000
TOTAL CAPITAL BUDGET	\$ 42,648	\$ 89,531	\$ 393,153	40%	\$ 303,622
Net Income:	\$ 413,161	-\$ 164,443	-\$ 553,919	30%	-\$ 389,476
Subtract Capital Costs	\$ 42,648	\$ 89,531	\$ 393,153	23%	\$ 303,622
Subtract Rent Deposit	\$ 93,750				
Subtract Escrow			\$ 20,000		\$ 20,000
Add back Depreciation		\$ 7,593	\$ 85,720		\$ 78,126
Add back Deferred Rent		\$ 308,646	\$ 925,938		\$ 617,292
Cash Income	\$276,764	\$62,266	\$44,586		-\$ 17,679

Ivy Hill Preparatory Charter School
Capital Budget
Fiscal Year 2019-20

<u>New Account Group</u>	<u>Sub-Category</u>	<u>Pre-Opening Expenditures</u>	<u>Actuals at 10/31/2019</u>	<u>FY19-20 Approved Budget</u>	
1500 Office Equipment, Furniture & Fixtures:					
	1501 Office Equipment				
	1502 Office Furniture & Fixtures	10,555	3,084	3,084	*
		10,555	3,084	3,084	
1520 Classroom Equipment, Furniture & Fixtures:					
	1521 Classroom Equipment		5,545	5,545	*
	1522 Classroom Furniture & Fixtures	11,011	14,876	134,876	*
		11,011	20,421	140,421	
1540 Technology (IT):					
	1541 Student Computers	6,110	6,323	9,523	*
	1542 Staff Computers		18,219	23,553	*
	1543 Printers	283	1,988	1,988	*
	1544 Audio Visual - Classrooms	3,705	2,000	26,000	*
	1545 Audio Visual - Cafeteria		9,245	17,245	*
	1546 Software - Instructional				
	1547 Software - Non-Instructional				
	1548 Computer Network	10,985	9,887	20,602	*
	1549 Security		14,661	13,738	*
	1550 Website				
	1551 Student Information System				
	1552 Whiteboards		3,705	4,000	*
		21,083	66,027	116,648	
1560 Leasehold Improvements:					
	1561 Construction			108,000	*
	1562 Major Repairs			25,000	*
		-	-	133,000	
		42,648	89,531	393,153	

* Qualifies for CSP reimbursement

IVY Hill Preparatory Charter School

Statement of cash flows for the period November 1, 2019 - February 28, 2020

	<u>Nov-19</u>	<u>Dec-19</u>	<u>Jan-20</u>	<u>Feb-20</u>	<u>Total</u>
Cash Balance (Unrestricted) @ 10/31/19	679,540	379,330	539,887	264,895	679,540
NYC public school district		289,141		289,141	578,281
Lease/Facility Assistance		81,549		81,549	163,099
CSP		124,610		124,610	249,221
Title Grants			15,000		15,000
TOTAL CASH AVAILABLE	-	495,300	15,000	495,300	1,005,600
COMPENSATION EXPENSE					
Payroll Related	88,920	88,920	88,920	88,920	355,680
Health care and other benefits	17,177	17,177	17,177	17,177	68,708
TOTAL COMPENSATION EXPENSE	106,097	106,097	106,097	106,097	424,388
Other Than Personnel Costs - Ongoing					
Accounts payable and accrued expenses from prior periods	10,218				10,218
Student services and classroom costs	15,751	15,751	15,751	15,751	63,004
Supplies and other materials	4,758	4,758	4,758	4,758	19,032
Consultants and other Operations	32,648	32,648	32,648	32,648	130,592
Facility	130,738	130,738	130,738	130,738	522,952
Fixed assets acquisition		44,751		44,751	89,502
Pmt of existing Accounts Payable & Accrued @ 8/31/18					
Total Other Than Personnel Costs - Ongoing	194,113	228,646	183,895	228,646	835,300
TOTAL CASH OUTFLOWS	300,210	334,743	289,992	334,743	1,259,688
TOTAL CASH BALANCE - PROJECTED	379,330	539,887	264,895	425,452	425,452

Cover Sheet

Vote to Approve Staff Resignation Policy

Section:	IV. Governance
Item:	A. Vote to Approve Staff Resignation Policy
Purpose:	Vote
Submitted by:	
Related Material:	Employee Resignation Policy.pdf



IVY HILL PREP BOARD OF TRUSTEES EMPLOYEE RESIGNATION POLICY

Employee Resignation (All Staff/Administrators)

If an employee elects to resign from their position, for any reason, the employee must provide the School with written notice of their intent to resign, at minimum, two (2) weeks prior to the effective date of their intended resignation.

In addition to providing written notice at minimum two (2) weeks prior to the effective date of the resignation, the Employee must also strictly adhere to the following transitional steps:

1. Surrender all keys used to gain access to the School and any locked rooms therein.
2. Surrender all computer equipment, including but not limited to laptops/tablets.
3. Disclose all password used in connection with employment at the School.
4. Ensure the proper transition of any projects by informing the School of the contact information of anyone involved in the project, current status of the project and any next steps necessary to complete the project.
5. Follow all necessary steps to ensure an effective transition of work-related responsibilities.

Failure to strictly abide by the notice requirement and/or failure to follow the steps noted above to facilitate an effective transition of the Employee's duties will result in the automatic forfeiture of any accrued paid time off and forfeiture of any other additional benefits deemed appropriate by the School.

*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

Discuss Adding New Trustees and Succession Planning

Section:	IV. Governance
Item:	C. Discuss Adding New Trustees and Succession Planning
Purpose:	Discuss
Submitted by:	
Related Material:	Board of Trustees-Bylaws Provisionsvf.pdf



BOARD OF TRUSTEES

Below represents a list of the current Board of Trustees, Officers and their respective terms as approved by the board of trustees' resolution dated September 30, 2019.

1. Marsha D. Michael, Founding Trustee & Board Chair

[REDACTED]
[REDACTED]
[REDACTED]

Email: marsha.michael.esq@gmail.com

Committee Membership: Governance (Chair), Academic Achievement, HOS Evaluation & Support, (Temporary Membership: Finance, Development)

Term began 2018: 2 years (Ending July 2020)

Competency Area: Law, (Civil and Criminal for 17 Years)

Current Employment: Justice of the New York State Supreme Court.

2. Nataki Williams, Founding Trustee & Treasurer

[REDACTED]
[REDACTED]
[REDACTED]

Email: NatakiWilliams1@gmail.com

Committee Membership: Finance (Chair), Development, HOS Evaluation & Support

Term began 2018: 1 Year

Term Renewed 2019: 1 Year (ending July 2020)

Experience Area: Finance (18 Years)

Current Employment: Vice – President of Finance (Coach USA)

3. Kimberly Wedderburn-Henderson, Esq., Secretary

[REDACTED]
[REDACTED]
[REDACTED]

Email: wedderburnlaw@gmail.com

Committee Membership: Governance & Academic Achievement

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.



BOARD OF TRUSTEES

Term began 2019: 1 Year (ending July 2020)

Competency Area: Law, Education (Formerly a Special Education Teacher)

Current Employment: Education Lawyer specializing in Special Education Advocacy

4. Adam Jimenez-Schulman, Founding Trustee

[REDACTED]
[REDACTED]
[REDACTED]

Email: a.jimenez.schulman@gmail.com

Committee Membership: Academic Achievement, Finance, HOS Evaluation & Support (Chair)

Term began 2018: 2 Years (ending July 2020)

Competency Area: Education, Operations (Formerly a Director of Operations at Explore Charter School)

Current Employment: Currently working on a fellowship in the Netherlands

5. Derrick Lewis, Founding Trustee

[REDACTED]
[REDACTED]
[REDACTED]

Email: derricklewis@gmail.com

Committee Membership: Finance, Development

Term began 2018: 3 Years (ending July 2021)

Competency Area: Finance (Extensive Board Experience)

6. Jennifer Small, Trustee

[REDACTED]
[REDACTED]
[REDACTED]

Email: jennifer.p.small@gmail.com

Committee Membership: Finance, Development

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.



BOARD OF TRUSTEES

Term began 2018: 3 Years (Taking over Term of Trustee who resigned – Term Ends 2021)

Competency Area: Finance (over 10 Years)

Current Employment: Stone Ridge Asset Manager

7. Maimouna Kane, Prospective Trustee (Application Pending)

Competency Area: Education (Educator over 13 Years)

Current Employment: English Language Arts Educator at HCZ Promise Academy HS

8. Tanisha James, Prospective Trustee (Application Pending)

Competency Area: Law (Mergers & Acquisitions/Corporate Law over 10 Years)

Current Employment: Equity Partner at Cooley, LLP

9. Adam Laniyan, Prospective Trustee (Application Pending)

Competency Area: Finance

Current Employment: Bloomberg

BYLAWS PROVISIONS GOVERNING TRUSTEES

Section 5 Classification of Trustees:

The Trustees will serve in staggered terms. At the first Annual Meeting in which the election of the Trustees is in the regular order of business, the Trustees shall be divided into three equal as possible classes with one Trustee in the first class, two Trustees in the second class, and two Trustees in the third class. The term of office of the first class shall expire at the first Annual Meeting following the Annual Meeting at which Trustees are first designated into classes. The term of office of the second class shall expire at the following Annual Meeting and the third class at the third Annual Meeting after the Annual Meeting at which Trustees are first designated into classes. The Trustees may submit a letter to renew their term at the Annual Meeting in the year where their respective term is set to expire. A Trustee may serve any number of consecutive terms.

Section 6 Vacancy and Newly Created Trusteeship:

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.



BOARD OF TRUSTEES

Any newly created position on the Board and any vacancies on the Board arising at any time and from any cause may be filled, upon recommendation of a qualified candidate by the Governance Committee, by a majority vote of the seated Trustees. A Trustee elected to fill such vacancy shall hold office until the next Annual Meeting at which the election of Trustees is in the regular order of business and until his or her successor is elected and qualified. A vacancy in the Board shall be deemed to exist on the occurrence of the following:

- a. the death, resignation or removal of any Trustee; or
- b. the failure of the Trustees, at any annual or other meeting of Trustees at which any one or more of the Trustees are to be elected, to elect the full authorized number of Trustees to be voted for at that meeting.

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

Cover Sheet

Vote to Approve Development Goal

Section:	V. Development
Item:	A. Vote to Approve Development Goal
Purpose:	Vote
Submitted by:	
Related Material:	2019 Development Goal Resolution.pdf



IVY HILL PREPARATORY CHARTER SCHOOL

Board of Directors

Kimberly Wedderburn-Henderson,
Secretary
Derrick Lewis
Marsha D. Michael, *Board Chair*
Adam Jimenez-Schulman
Jennifer Small
Nataki Williams, *Treasurer*

Head of School

Ambrosia Johnson

Director of Operations

Brandon Parker

RESOLUTION APPROVING DEVELOPMENT GOAL

The Ivy Hill Preparatory Charter School Board of Trustees, having considered all necessary concerns has voted to approve a Development Goal of raising \$10,000 (ten thousand dollars) by the end of the fiscal year ending June 30, 2020.

Adopted by Ivy Hill Prep's Board of Trustees on November 25, 2019 (By a Unanimous Vote of The Majority of the Board).

Cover Sheet

Discuss Development Initiatives

Section:	V. Development
Item:	B. Discuss Development Initiatives
Purpose:	Discuss
Submitted by:	
Related Material:	Giving Tuesday.1.pdf Giving Tuesday.2.pdf Giving Tuesday.3.pdf Giving Tuesday.4.pdf Giving Tuesday.5.pdf

#GIVINGTUESDAY



**HELP US RAISE
7K TO FUND
OUR BATHROOM
RENOVATIONS
OF:
10K!**

DONORBOX.ORG/IVYHILLPREP

Powered by BoardOnTrack

**THE FUTURE
BEGINS
AND ENDS
WITH
THEM.**



HELP US RAISE 7K TO REACH OUR BATHROOM RENOVATION GOAL OF 10K!



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HELP US RAISE 7K TO REACH OUR BATHROOM RENOVATION GOAL OF 10K!



DONORBOX.ORG / IVYHILLPREP

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Life's most persistent and urgent question: "What are you doing for others?" - Dr. MLK

HELP US RAISE 7K TO REACH OUR BATHROOM RENOVATION GOAL OF 10K!



DONORBOX.ORG/IVYHILLPREP

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**"NO ACT OF
KINDNESS, NO
MATTER HOW
SMALL, IS EVER
WASTED."**

HELP US RAISE 7K TO REACH OUR BATHROOM RENOVATION GOAL OF 10K!



DONORBOX.ORG/IVYHILLPREP

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Cover Sheet

Review Academic Dashboard

Section:	VI. Academic Achievement
Item:	A. Review Academic Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	Academic Dashboard - November.pdf

**SCHOOL DEMOGRAPHICS**

Data Accurate Through November 14th, 2019

Grade	#	%
Kindergarten	80	72.7%
1st Grade	30	27.3%
Total	110	100.0%

Gender	#	%
Female	67	60.9%
Male	43	39.1%
Total	110	100.0%

Race	#	%
Black	101	91.8%
Hispanic	7	6.4%
White	0	0.0%
Asian	0	0.0%
Other	2	1.8%
Total	110	100.0%

Other	#	%
Free/Red Lun	93	84.5%
Special Ed K	5	4.5%
Special Ed 1	6	5.5%
ELL/LEP K	2	1.8%
ELL/LEP K	2	1.8%
Bus Riders	51	46.4%

Staffing	#	Ratio
Teachers	10	11.0
Administ.	3	36.7
Other	2	55.0
Total	15	7.3

SCHOOL ENROLLMENT

Data Accurate Through November 14th, 2019

Budgeted: 106

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Actual	0	118	111	110	110						
Goal	0	120	120	120	120						
Over/Under	0.00	2.00	9.00	10.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00

AVERAGE DAILY ATTENDANCE

Data Accurate Through November 14th, 2019

By Week	28-Aug	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov
	108	109	108	108	104	102	103	106	105	106	104
	11-Nov	18-Nov	25-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec			
	99										
By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
	108.0	108.0	104.0	110.0							

AVERAGE DAILY TARDIES

Data Accurate Through November 14th, 2019

By Week	28-Aug	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov
	6	11	7	8	8	8	9	6	5	7	7
	11-Nov										
	9										
By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
	7.0	3.0	6.0	8.0							

SCHOOL ATTRITION

Data Accurate Through November 14th, 2019

By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD
	0	3	1	3	0	0	0	0	0			7

Reason for Departure:		Date	Scholar	Brief Explanation	Code	Grade Level
		10/21/19	C.S	Transition to a D75 school	S	1
		10/23/19	P.J	Moved to a different borough; change in custody	M	K
		11/04/19	K.G	Non-alignment in consequence	S	K
Departure Codes						
Moved	M					
Academic Difficul	A					
Illness	I					
Transportation	T					
Non-responsive	N					
Hardship	H					
School Model	S					
After School	AS					

SCHOLAR ENROLLMENT

Data Accurate Through November 14th, 2019

			2020-2021 Kindergarten: 60	2020-2021 1st Grade: 88	2020-2021 2nd Grade: 32		
			Total Apps Received	Total Apps Received	Total Apps Received		
			21	5	5		
			Avail. Seats	Avail. Seats	Avail. Seats		
			60	8	2		
			Goal	Goal	Goal		
			180	40	30		
			Confirmed Enrollment	Confirmed Enrollment	Confirmed Enrollment		
			0	0	0		
			Waitlist (not valid until post lottery)	Waitlist (not valid until post lottery)	Waitlist (not valid until post lottery)		
			0	0	0		

OUT OF SCHOOL SUSPENSIONS

Data Accurate Through November 14th, 2019

Reason for Suspensions:	Date	Scholar & Class	Grade	Reason
	11/13/19	TS - IEP & Para	1	Inappropriate behavior towards another student.

ASSESSMENT DATA

Math Interim Assessment Data

Data Accurate Through November 14th, 2019

Math Interim Assessment					
	Percent Proficient				
	Nov 4 & 5	Jan 28 & 29	Mar 25 & 26	Goal	Goal Met?
Kindergarten 1	75%	-	-	75	Yes
Kindergarten 2	78%	-	-	75	Yes
Kindergarten 3	83%	-	-	75	Yes
First 1	74%	-	-	75	No

STEP Assessment Data

Data Accurate Through November 14th, 2019

Key	
	Below Target
	At Target
	Above Target
DNA	Did Not Achieve

STEP Literacy Assessment

ROUND 1 9/16 - 9/27

K Target: 70% of Students Achieve a STEP Pre or above 1st Target: 80% Achieve a STEP 1 or above

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten	71%	17%	10%	2.50%					No
First	13%	6.70%	30%	50%					Yes

ROUND 1.5 10/21 - 10/25

K Target: 70% of Students Achieve a STEP Pre 1st Target: 80% Achieve a STEP Pre

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten	14%	73%	10%	2.50%					Yes
First	NONE	19.70%	30%	50%					Yes

Note: Progressive Monitoring (.5 Rounds) are used to assess the progress of the lowest performing students. Targets for these rounds are responsive to data and set by the HOS after analysis of the previous round's data.

ROUND 2 12/2 - 12/13

K Target: 70% of Students Achieve a STEP Pre 1 or above 1st Target: 80% Achieved a STEP 3 or above

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten									

First									
-------	--	--	--	--	--	--	--	--	--

ROUND 2.5*K Target: TBD 1st Target: TBD*

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten									
First									

Note: Progressive Monitoring (.5 Rounds) are used to assess the progress of the lowest performing students. Targets for these rounds are responsive to data and set by the HOS after analysis of the previous round's data.

ROUND 3 2/3 - 2/14*K Target: 70% of Students Achieve a STEP 3 or above 1st Target: 80% Achieved a STEP 4 or above*

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten									
First									

ROUND 3.5*K Target: TBD 1st Target: TBD*

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten									Yes
First									Yes

Note: Progressive Monitoring (.5 Rounds) are used to assess the progress of the lowest performing students. Targets for these rounds are responsive to data and set by the HOS after analysis of the previous round's data.

ROUND 4 4/22 - 5/5*K Target: 70% of Students Achieve a STEP 4 or above 1st Target: 80% Achieved a STEP 6 or above*

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten									
First									

ROUND 4.5*K Target: TBD 1st Target: TBD*

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten									Yes
First									Yes

Note: Progressive Monitoring (.5 Rounds) are used to assess the progress of the lowest performing students. Targets for these rounds are responsive to data and set by the HOS after analysis of the previous round's data.

Cover Sheet

HOS Report

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



Ivy Hill Prep Board of Trustees Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

11-25-19

Submitted by: Ambrosia Johnson

I. Facility Update

- All proposals for 2nd floor construction have been received.
- Next steps: Fine tweaking proposals to finalize.
- Dec Meeting: Goal for proposals to be presented to the full Board.

II. Enrollment Report

Accepted Offers / Seats Available

	Kindergarten	1 st Grade
Target	88	32
Current Accepted Offers	80 / 88	30 / 32
Gap	8	2
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	8	8	N/A	Completed.
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.
Nurse	-	-	N/A	Completed.
Teaching Fellow	1	0	ASAP	Completed.
		Total Hires Needed:	16	
		Total Hired:	15	

Updates:**1. Final Lead Teacher: Hired!**

- Successful mid-year onboarding.
- Successful mid-year transition for all. Parties.

IV. School Updates**1. Application for SY 2020-2021**

- Application updates can be found in the Academic Dashboard.

2. School Academics

- **Math IA Round 1:** Complete and data can be found in HOS dashboard.
- **STEP Round 1 & 1.5:** Complete and data can be found in HOS dashboard.
 - Adjustment to testing environment.
 - Investment of students and parents.

3. School Culture and Events**October Events**

- Coffee & Donuts with the Principal*
 - 25 parents in attendance for first Chat & Chew.
 - Discussion re: first 10 weeks of school and assistance in planning for upcoming events.
 - Next date: *Cookies & Hot Choco* with the Principal on November 26th.
- Storybook Character Day: Pictures on our IG page. Complete success!
- Chef Weirdo: Students received cooking classes and learned about plant-based diets!

November Events

- d. Report Card Conferences Round 1: **November 18th and 19th**
- e. Picture Day: **November 25th**
- f. Thanksgiving Open House: **November 22**
- g. Thanksgiving Break: **November 27 – November 29**

Upcoming Events

- h. Winter Showcase: “*UMOJA*” → First evening showcase on **December 17th: held from 6:00 – 7:30PM.** Board of Trustees, if you’re in Brooklyn we’d love to have you.
- i. Winter Wonderland in conjunction with the IHP Board of Trustees- **December 19th**
 - 1. Writing samples with gift wish list → Board of Trustees to collect gifts for students.
- j. IHP partnering with *A Mother’s Dream* for the 6th Annual Toy Drive for single and teen mothers: **December 20th**
 - i. Event opened to IHP students and families.
 - ii. Some IHP parents have offered to donate.
 - iii. RSVP required to receive a gift!
 - iv. Holiday Wrapping Party prior to event.

Cover Sheet

Meeting Evaluation

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



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?

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.



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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