

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday April 26, 2021 at 6:30 PM EDT

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order		Marsha Michael	5 m
• Welcome Guests			
• Public Comments			
B. Record Attendance and Guests		Maimouna Kane	1 m

	Purpose	Presenter	Time
C. Approve March 2021 Board Meeting Minutes	Approve Minutes	Maimouna Kane	3 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on March 29, 2021			
D. Vote to Approve Agenda	Vote	Marsha Michael	2 m
II. Governance			6:41 PM
A. Committee Update	Discuss	Marsha Michael	5 m
• Committee Repot Attached • Committee getting proposals for board training and retreat training.			
III. Finance Committee			6:46 PM
Finance			
A. Review Financial Dashboard	Discuss	Nataki Williams	10 m
• Review Key Financial Indicators • Review Budget vs. Actuals			
B. 21-22 Budget Review	Discuss	Nataki Williams	15 m
• Review Budget			
C. Miscellaneous Financial Issues	Discuss	Ambrosia Johnson/Nataki Williams	5 m
• Audit Review Timeline • Any Upcoming Bids for Review • PEO Provider Review Timeline for Approval			
IV. Director of Finance Hiring Taskforce			7:16 PM
A. Taskforce Update	Discuss	Jennifer Small	5 m
• Update on Hiring Process			
V. Academic Achievement			7:21 PM
Academic Achievement			
A. Review Academic Program - Academic Dashboard	Discuss	Ambrosia Johnson	5 m

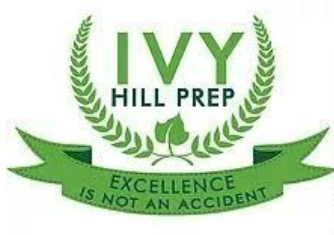
	Purpose	Presenter	Time
• Review Dashboard indicators (Enrollment, Attendance etc)			
B. Review Teaching and Learning	Discuss	Ambrosia Johnson	20 m
• Review HOS Report • Discuss STEP Assessment Results			
C. Discuss Culture and Climate	Discuss	Ambrosia Johnson	10 m
• Discuss any upcoming events • Discuss Scholar and Parent Feedback • Discuss Staff Feedback			
D. 21-22 Re-Opening Plan	Discuss	Ambrosia Johnson	10 m
• Discuss new scholar schedule			
E. Committee Report/Governance Issues	Vote	Marsha Michael	5 m
VI. Development			8:11 PM
Development			
A. Update on Development	Discuss	Tanisha James/Jennifer Small	10 m
Discuss Planned Development Initiatives: Keeks and Ivy Hill Prep Fundraiser Initiative			
VII. Head of School Evaluation & Support Committee			8:21 PM
A. Discuss Committee Next Steps	Discuss	Adam Jimenez-Schulman	5 m
• Update on Leadership Coaching			
VIII. Executive Session			8:26 PM
A. Vote for Executive Session (If Needed)	Discuss	Full Board Discussion	15 m
• Standing Agenda Item			

	Purpose	Presenter	Time
IX. Closing Items			8:41 PM
A. Adjourn Meeting	FYI	Marsha Michael	
• Meeting Evaluation			

Cover Sheet

Approve March 2021 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve March 2021 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on March 29, 2021



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday March 29, 2021 at 6:30 PM

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

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

Directors Absent

M. Michael

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

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

B. Record Attendance and Guests

C. Approve February 2021 Board Meeting Minutes

A. Laniyan made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 02-22-21.

J. Small seconded the motion.

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

Roll Call

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

D. Vote to Approve Agenda

II. Governance

A. Committee Update

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

III. Finance Committee

A. Review Financial Dashboard

Discussion held on the budget timeline and if it will be for a approval or a draft. The finance committee confirmed that they will; have a draft for April 2021.

Discussion held around the timeline for the audit process. The audit process will begin in April, then June and end around October 15th. Discussion held around concerns around back office providing documentation to audit providers.

B. Miscellaneous Finance Issues

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

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

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

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

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

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

B. Review Teaching and Learning

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

C. Discuss Culture and Climate

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

D. Discuss Updated Re-Opening Plan

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

E. Committee Report/Governance Issues

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

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

A. Laniyan seconded the motion.

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

Roll Call

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

Roll Call

J. Small

Aye

VI. Development

A. Update on Development

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

Discussion held around a second push for donations.

VII. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
A. Jimenez-Schulman

Cover Sheet

Committee Update

Section:	II. Governance
Item:	A. Committee Update
Purpose:	Discuss
Submitted by:	
Related Material:	Governance Committee Meeting Report April 2021.docx



IVY HILL PREP BOARD OF TRUSTEES

Governance Committee Meeting Report – April 13, 2021

Committee Members: Marsha Michael, Adam Jimenez-Schulman, Aquilla Leon-Soon (Prospective Board Member), Derrick Lewis (not present),

1. Compliance

- Committee discussed Overview from NYSED town hall regarding required documents to be posted on website.
 - Some discussion as to whether documents were required to be posted however, townhall information indicated that documents are required on school website.
 - it would go through the various buckets on the benchmark chart and fill in overall self- assessment of year 1 performance. Upon completion committee will use assessment data to create goals.
 - Next Steps for HOS– HOS to discuss posting documents on the website with web developer and utilizing a drop-down bar. Website update has occurred.
 - Action to be Taken by Board: No action required at the next board meeting. Board to review progress on self-assessment and ultimately approve resulting board goals.

2. Bylaw Review

- Committee Members to review bylaws and see if any provisions should be changed.
- Next Steps – Committee Members to review bylaws by April 30th. Thereafter BC will engage governance lawyers through lawyer’s alliance to do a throughout review of bylaws from a legal perspective.
- Action to be Taken by Board: Committee to advise board of review and recommendation on approval of any updates.

3. Strategic Planning

- Committee discussed board development training and reaching out to Education Board Partners to revive some proposals for training as well as a retreat and onboarding session.
- Next Steps by Committee: Committee Member Adam to reach back out to Shereen Williams for an updated proposal. See Attached prior proposal.
- Committee also discussed the prospective of creating a board meeting calendar as part of our strategic plan for 21-22. Calendar will be overview of plan for the board for the next fiscal year. See attached sample.

4. Board Member Recruitment

- Committee discussed meeting with prospective board member Ms. Butcher and discussions ongoing with board members who current terms are expiring.

*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 Committee Meeting Report – April 13, 2021

Committee Members: Marsha Michael, Adam Jimenez-Schulman, Aquilla Leon-Soon
(Prospective Board Member), Derrick Lewis (not present),

-
- Next Steps by Committee: Committee to make a determination on the prospective board members to recommend to add to the board in May 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

Review Financial Dashboard

Section:	III. Finance Committee
Item:	A. Review Financial Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	Ivy Hill Monthly Financials March 2021.xlsx

Cover Sheet

21-22 Budget Review

Section: III. Finance Committee
Item: B. 21-22 Budget Review
Purpose: Discuss
Submitted by:
Related Material:
Ivy Hill FY 2021-22 Budget Worksheet - FINAL DRAFT 4.21.21.xlsx

Cover Sheet

Review Academic Program - Academic Dashboard

Section:	V. Academic Achievement
Item:	A. Review Academic Program - Academic Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	Academic Dashboard 2019-2021- April 2021 Meeting.xlsx

Cover Sheet

Review Teaching and Learning

Section:	V. Academic Achievement
Item:	B. Review Teaching and Learning
Purpose:	Discuss
Submitted by:	
Related Material:	Head of School Report - April 2021.pdf



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

April Board Meeting

Submitted by: Ambrosia Johnson

Data as of 4/4/2021

I. Enrollment Report

2020 – 2021 Enrollment

(Current Year)

	Kindergarten	1 st Grade	2 nd Grade
Enrollment	61	85	29
Waitlist	114	0	5
Total Enrollment	175		
Authorized Enrollment	180		
Budgeted Enrollment	162		
Per Pupil Funding Student Count	Will Update Upon Finalization		

February Average Daily Attendance: 92% (Surpassed our school and charter attendance goal.)

2021 – 2022 Enrollment and Recruitment

(Upcoming Year)

	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade
Applications Received	143	17	18	8
Seats Available	60	0	10	5
Seats Accepted	60	N/A	7	5
Seats Remaining	0	0	3	0
Enrollment Completed	N/A	N/A	N/A	N/A

II. Hiring Report SY 2020-2021 – Current School Year

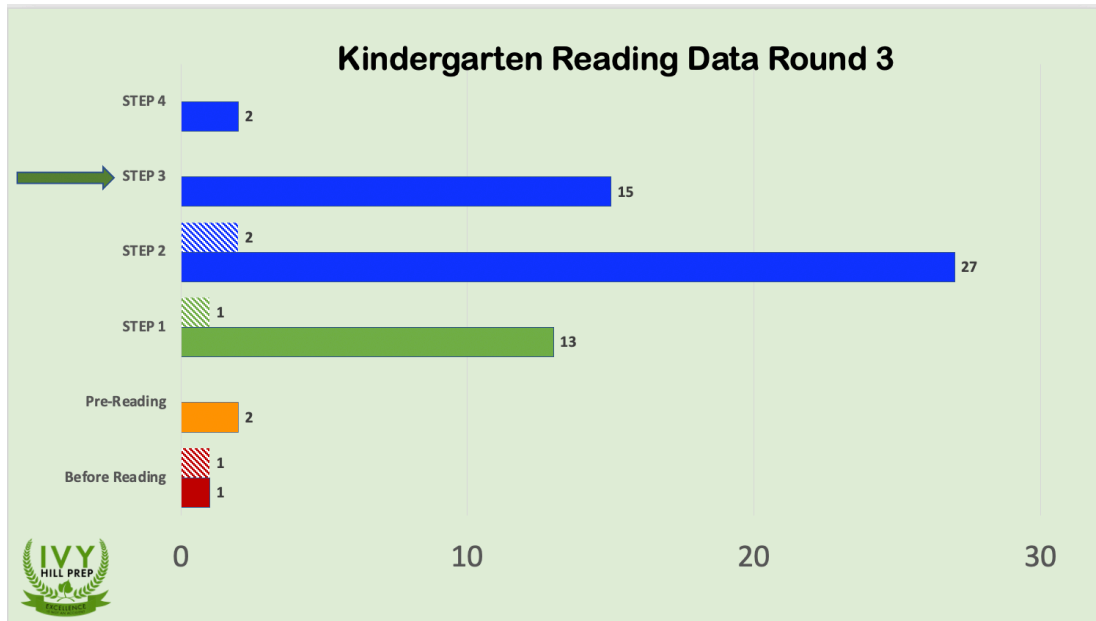
Position	Total Needed	Total Hired	Total Remaining	Current Status
Teacher	9	8	1	In Progress

**III. Hiring Report SY 2021-22 – Upcoming School Year**

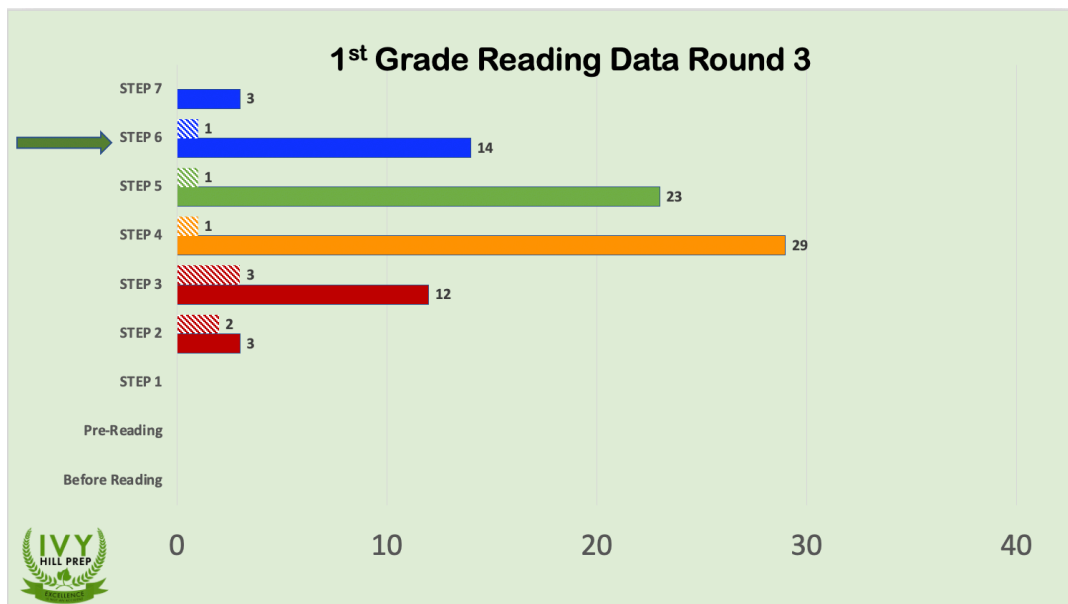
Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
DCI	1	0	1	06/15/21	In Progress
Office Assistant	1	0	1	07/15/21	Not Yet Started
Operations Fellow	1	0	1	07/15/21	Not Yet Started
Special Education Teacher	1	0	1	06/15/21	In Progress
Teaching Fellow	2	0	2	06/15/21	Not Yet Started
Elective Teacher*	1	0	1	06/15/21	Not Yet Started <i>Pending Board Approval</i>
Teacher	7	4 4 teachers hired.	3	06/15/21	In Progress

IV. Academics Update

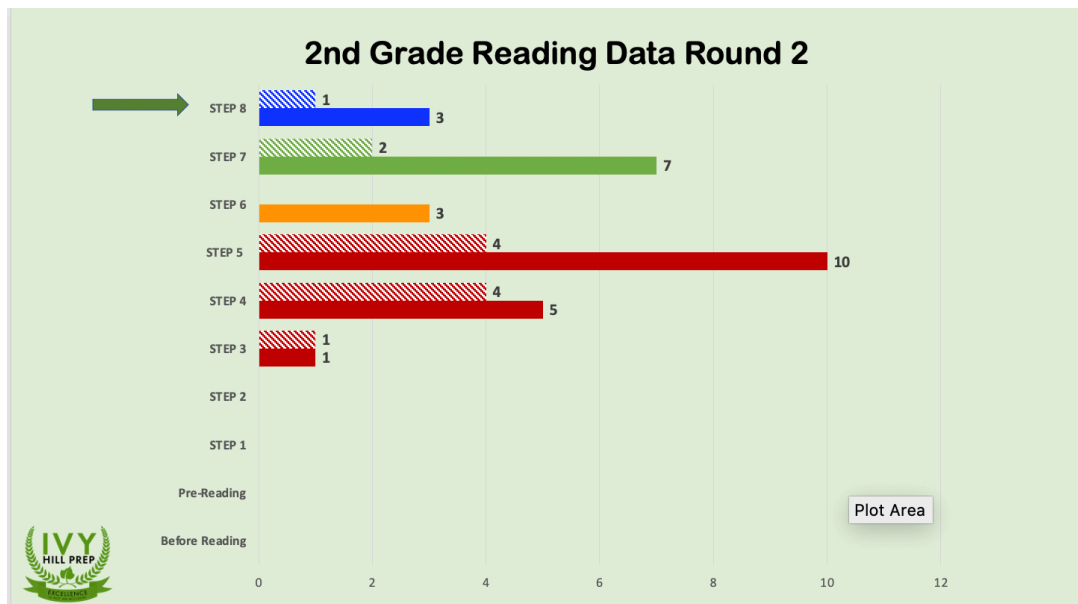
Literacy



Kindergarten Results at a Glance		
Above Grade Level	44 Students	72%
On Grade Level	13 Students	21%
Approaching Grade Level	2 Students	3%
Below Grade Level	1 Student	2%
Students Who Grew	33 Students	55%

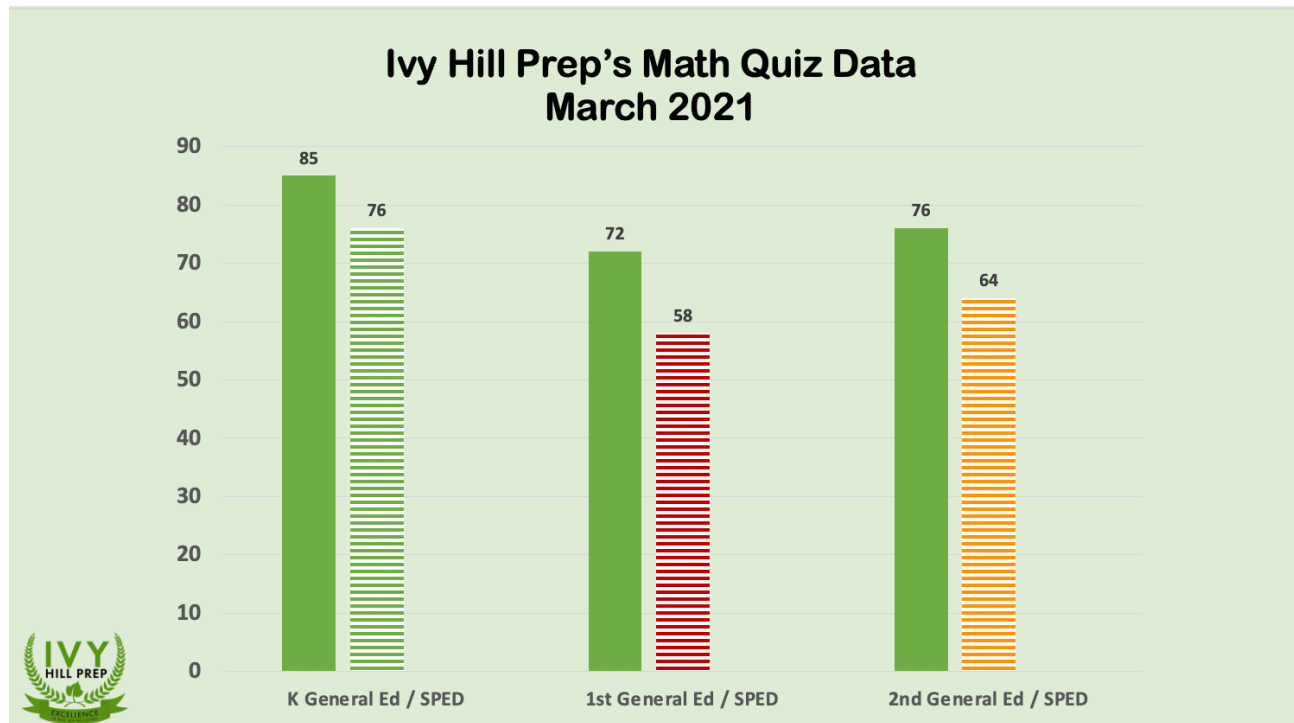


1 st Grade Results at a Glance		
Above Grade Level	17 Students	20%
On Grade Level	23 Students	27%
Approaching Grade Level	29 Students	34%
Below Grade Level	15 Students	18%
Students Who Grew	50 Students	65%



2 nd Grade Results at a Glance		
Above Grade Level	3 Students	10%
On Grade Level	7 Students	24%
Approaching Grade Level	3 Students	10%
Below Grade Level	16 Students	55%
Students Who Grew	15 Students	51%

➤ Math



March Recap

Virtual Career Week Year 1



IVY HILL VIRTUAL CAREER WEEK 2021



DAY 2

Tuesday, March 23rd
12:15 pm

Keda Brock Scientist

Check Your Email for the
Login and Password

Don't forget to check out our pre-recorded videos of
various other professions on our website.
Visit [Bit.ly/IHPCAREERVIDEOS](https://bit.ly/IHPCAREERVIDEOS)

Trimester 2 Report Cards



IVY HILL PREP CHARTER SCHOOL

Report Card 2020-2021

Name of Student: Amir Alexander

University: Columbia B: Kindergarten

Teachers: Ms. Rogers

ACADEMIC PROGRESS			
READING	1st	2nd	3rd
Concepts About Print	N/A	N/A	
Decoding	4	4	
Fluency	4	4	
Comp Skills	4	4	
WRITING			
Writing as a Process	N/A	N/A	
Writing as a Product	N/A	N/A	
Mechanics, Handwriting	N/A	N/A	
MATH			
Counting & Cardinality	4	4	
Ops & Algebraic Thinking	4	4	

ACADEMIC SNAPSHOT			
	1st	2nd	3rd
Attendance	100%	100%	
Life's Work	100%	100%	
STEP Literacy Assessment	3	3	
Math IA	N/A	100%	

GRADING SYSTEM

Building Beats Kickoff!



BUILDING BEATS

IVY HILL PREP X BUILDING BEATS FRIDAY AFTERNOON MUSIC CLASS 4/2 TO 4/30

LOOPS, BEATS,
SAMPLING!

CREATE YOUR
OWN MUSIC USING
ONLINE
INSTRUMENTS!



15 SEATS
AVAILABLE.



EMAIL IVY HILL PREP BY MARCH 24
TO SECURE YOUR SPOT!



March Madness: Spirit Week

MARCH 29TH -
APRIL 2ND!



CELEBRATE
MARCH
MADNESS
WITH US!

MONDAY	CAREER DAY
TUESDAY	SPORTS DAY
WEDNESDAY	WACKY TACKY DAY
THURSDAY	WORKOUT DAY
FRIDAY	DECADES DAY: THE 60'S!





Cover Sheet

21-22 Re-Opening Plan

Section:	V. Academic Achievement
Item:	D. 21-22 Re-Opening Plan
Purpose:	Discuss
Submitted by:	
Related Material:	IHP SY '21-22 School Schedule.pdf

	K-1	K-2	K-3	K-4		1-1	1-2	1-3	1-4		2-1	2-2	2-3	2-4	2-5	2-6		3-1	3-2				
Room Number					Room Number					Room Number							Room Number						
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7:35	Breakfast 20 min	Breakfast 20 min	Breakfast 20 min	Breakfast 20 min	7:35	Breakfast 20 min	Breakfast 20 min	Breakfast 20 min	Breakfast 20 min	7:35	Breakfast 20 min	Breakfast 20 min	Breakfast 20 min	Breakfast 20 min	Breakfast 20 min	Breakfast 20 min	7:35	Breakfast 20 min	Breakfast 20 min				
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9:25	Reading Block 40 min	Reading Block 40 min	Reading Block 40 min	Reading Block 40 min	9:25	Inquiry 40 min	Inquiry 40 min	Inquiry 40 min	Read Aloud 15 min	9:25	Writing 40 min	Writing 40 min	Writing 40 min	Inquiry 40 min	Electives 40 min	Electives 40 min	9:25	Reading Block 40 min	Reading Block 40 min				
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11:35	Inquiry 40 min	Inquiry 40 min	Inquiry 40 min	Inquiry 40 min	11:35	Reading Block 40 min	Reading Block 40 min	Reading Block 40 min	Reading Block 40 min	11:35	Lunch 30 min	Lunch 30 min	Lunch 30 min	Lunch 30 min	Electives 40 min	Electives 40 min	11:35	Lunch 30 min	Lunch 30 min				
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Cover Sheet

Update on Development

Section:	VI. Development
Item:	A. Update on Development
Purpose:	Discuss
Submitted by:	
Related Material:	Development Comm Mtg Notes April 12.pdf



Ivy Hill Prep Charter School
Development Committee Meeting
Meeting Notes: Monday, April 12, 2021 at 8:30PM

1. Attendance

- Adam Laniyan, Board of Trustees
- Jennifer Small, Board of Trustees
- Pierre Carras, Prospective Trustee
- Ambrosia Johnson, Head of School

2. Development Initiative #1: Film Night KEEXS

1. Film Night is planned for next month, April 29th
2. Jenn already has the school logo and photos and will use this for the flyer
3. IHP will use this event as the avenue to close the fundraising gap from Giving Tuesday. The purpose of the fundraiser will be to raise funds to go towards Ivy Hill Prep's Computer Science Program in the 2021-22 academic school year. *(Find details below in Item 3)*

a. Fundraising Gap & Plan to Close Gap

- i. Funds Needed: \$2,812.00
- ii. Suggested Donation Per Person: \$25
- iii. Amount of People Needed to Reach Goal: 113
- iv. Amount of People Per Board Member: 15

4. Next Steps:

- a. Jenn will send a Save the Date using school logo and photos.
- b. Jenn will script out an e-mail message that Board members can disseminate to their networks ASAP.
- c. Jenn will script out a text message that Board members can disseminate to their networks ASAP.
- d. Development Committee will share these messages with the full Board prior to the Board meeting and will share more details during the Board meeting.

3. Brainstorming for Ivy Hill Prep's Goals

1. Committee has chosen one initiative to move forward with: Computer Science. This was previously outlined as Coding on our list, but we've changed the title to be more aligned with grant funding opportunities.
2. Mr. Carras found approximately 10 funding opportunities. Half are available now and the other half will be followed up on on a quarterly basis. Additional funding opportunities were also listed that the school is ineligible for.
3. **Next Steps:**
 - a. Mr. Carras has agreed to spearhead this initiative and will make outreach to funding opportunities that are currently available and will report any findings at the upcoming Committee meeting.

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 March 2021.xlsx

Ivy Hill FY 2021-22 Budget Worksheet - FINAL DRAFT 4.21.21.xlsx

Academic Dashboard 2019-2021- April 2021 Meeting.xlsx