

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday February 22, 2021 at 6:30 PM EST

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
<ul style="list-style-type: none">• Welcome Guests• Public Comments			
B. Record Attendance and Guests		Maimouna Kane	1 m

	Purpose	Presenter	Time
C. Approve January 2021 Board Meeting Minutes	Approve Minutes	Maimouna Kane	3 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on January 25, 2021			
D. Vote to Approve Agenda	Vote	Marsha Michael	2 m
II. Governance			6:41 PM
A. Approve 21-22 Job Descriptions	Vote	Marsha Michael	5 m
<ul style="list-style-type: none"> • Committee Recommends Approval of Dean Of Curriculum Job Description with one amendment 			
B. Discuss Board Expansion	Discuss	Marsha Michael	5 m
<ul style="list-style-type: none"> • Any board members not returning at the end of their term 21 • Any prospective board member recommendations (Forward to governance committee) • Timeline for new cohort of board members 			
III. Finance Committee			6:51 PM
Finance			
A. Review Financial Dashboard	Discuss	Nataki Williams	10 m
<ul style="list-style-type: none"> • Review Key Indicators 			
B. Miscellaneous Finance Issues	Vote	Nataki Williams	15 m
<ul style="list-style-type: none"> • 21-22 Budget Timeline • Financial Adjustments (Dance Instructor) 			
IV. Director of Finance Hiring Taskforce			7:16 PM
A. Taskforce Update	Discuss	Jennifer Small	5 m
V. Academic Achievement			7:21 PM
Academic Achievement			
A. Review Academic Program - Academic Dashboard	Discuss	Ambrosia Johnson	5 m
<ul style="list-style-type: none"> • Review Dashboard indicators (Enrollment, Attendance etc) 			

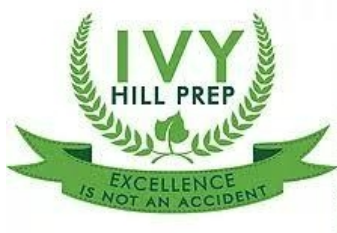
	Purpose	Presenter	Time
B. Review Teaching and Learning <ul style="list-style-type: none"> • Review HOS Report • Discuss any assessments 	Discuss	Ambrosia Johnson	10 m
C. Discuss Culture and Climate <ul style="list-style-type: none"> • Discuss any upcoming events • Discuss Scholar and Parent Feedback • Discuss Staff Feedback 	Discuss	Ambrosia Johnson	10 m
D. Discuss Updated Re-Opening Plan <ul style="list-style-type: none"> • Discuss updates to re-opening plan. 	Discuss	Ambrosia Johnson	5 m
E. Committee Report <ul style="list-style-type: none"> • Agenda item to discuss any policies/votes 	Vote	Marsha Michael	5 m
VI. Development			7:56 PM
Development			
A. Update on Development Discuss Planned Development Initiatives:	Discuss	Tanisha James/Adam Laniyan	10 m
VII. Head of School Evaluation & Support Committee			8:06 PM
A. Discuss Committee Next Steps <ul style="list-style-type: none"> • Update on Committee Next Steps 	Discuss	Adam Jimenez-Schulman	5 m
B. Vote on Leadership Coaching Contract <ul style="list-style-type: none"> • Committee vote to approve leadership coaching contract 	Vote	Adam Jimenez-Schulman	5 m
VIII. Executive Session			8:16 PM

	Purpose	Presenter	Time
A. Vote for Executive Session (If Needed)	Discuss	Full Board Discussion	15 m
<ul style="list-style-type: none">• Standing Agenda Item			
IX. Closing Items			8:31 PM
A. Adjourn Meeting	FYI	Marsha Michael	
<ul style="list-style-type: none">• Meeting Evaluation			

Cover Sheet

Approve January 2021 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve January 2021 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on January 25, 2021



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday January 25, 2021 at 6:30 PM

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

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

Directors Absent

M. Kane

Directors who arrived after the meeting opened

A. Laniyan, J. Small

Guests Present

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

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Jan 25, 2021 @ 6:30 PM.

B. Record Attendance and Guests

C. A quorum of the board was deemed present.

D. Approve November 2020 Board Meeting Minutes

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

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

Roll Call

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

E. Vote to Approve Agenda

M. Michael made a motion to Approve Meeting Agenda.

D. Lewis seconded the motion.

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

Roll Call

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

II. Governance

A. Discuss Governance Strategic Governance Issues

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

B. Committee Recommendation on Exit Interview Process

M. Michael made a motion to Approve IHP Exit Interview Process and Policy.

T. James seconded the motion.

- Process streamlined to be more comprehensive.

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

Roll Call

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

C. Committee Process

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

III. Finance Committee

A. Review Financial Dashboard

B. Vote to Approve 990 Form

J. Small arrived at 6:50 PM.

N. Williams made a motion to Approve 990 Submission.

T. James seconded the motion.

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

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

Roll Call

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

C. Budget Process

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

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

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

B. Director of Finance in Organizational Chart

Discussion tabled to look into previous vote on this issue.

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

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

B. Review Teaching and Learning

Hiring report

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

C. Discuss Culture and Climate

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

D. Discuss Updated Re-Opening Plan

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

E. Committee Report

- No further report from the committee.

A. Laniyan arrived at 7:00 PM.

VI. Development

A. Update on Development

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

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

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

- Discussion held on aligning on a coaching entity.

B. Vote on Leadership Coaching Contract

Vote tabled.

VIII. Executive Session

A. Vote for Executive Session

M. Michael made a motion to Discuss staff concern and warning letter.

J. Small seconded the motion.

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

Roll Call

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

IX. Closing Items

A. Adjourn Meeting

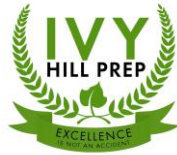
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
M. Michael

Cover Sheet

Approve 21-22 Job Descriptions

Section:	II. Governance
Item:	A. Approve 21-22 Job Descriptions
Purpose:	Vote
Submitted by:	
Related Material:	JOB DESCRIPTION_Dean of Curriculum and Instruction.pdf Governance Committee Meeting Report Feb 2021.pdf



IVY HILL PREP BOARD OF TRUSTEES

Governance Committee Meeting Report – February 9, 2021

(* re-scheduled from 2/2/21)

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

1. Review Organizational Chart

- Committee discussed the areas where the organizational chart was different from what we have in place and the areas where it will remain the same.
 - Currently we are scheduled to have a Dean of Students.
 - HOS explained that Dean of Students would traditionally be the point person for behavioral issues and currently this is not an issue for the school population. (BC expressed whether eliminating was contrary to our charter promise that this position incorporated leadership level for the marital arts co-curriculum component and whether over time it was the best move to eliminate position.
 - In the upcoming year the organizational plan calls for the addition of a Dean of curriculum, Operations Associate and Operations Fellow.
 - Dean of Curriculum position will be added, and job description reviewed. Committee Member AJS suggested language change to the description.
 - HOS to update the description.
 - HOS recommended eliminating Operations Fellow and Operations Associate position and instead add 2 Office Assistants. (BC expressed concern about eliminating the Operations Associate Position and not having some pipeline for leadership built into the organizational structure.
 - Teacher positions will remain the same along with teaching fellows.
 - Next Steps for Committee – Committee to finalize whether Operations positions will be eliminated and replaced with office assistant positions only.
 - Action to be Taken by Board: Committee to recommend approving Dean of Curriculum job description for approval subject to the amendment suggested at the meeting.

2. Strategic Planning

- Committee discussed updating compliance document to include items during the summer months.
- Next Steps by Committee: BC to review chart and add any additional deliverables from the board perspective.

3. Board Training

*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 – February 9, 2021

(* re-scheduled from 2/2/21)

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

-
- Committee discussed plan to add in training around the start of the new fiscal year and discussed ensuring budget development included some funds for additional training.
 - Budgeting can incorporate proposal provided by Ed board partners.

4. Board Recruitment

- Board will continue to recruit new members
 - HOS discussed getting an education person and spoke with a principal at another school who expressed interest in joining the board.
- Committee discussed ensuring timeline and process for board recruitment was detailed with more clarity (i.e. more transparency around timeline for adding new members and prospective members attend board/committee meetings and engage in meeting discussions)
- Timeline for adding perspective members set for the start of the new fiscal year as the board composition changes to reflect members who aren't renewing their terms and starting fresh with a new school year.
- Next Steps by Committee: None.

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Dean of Curriculum & Instruction

Job Summary

Ivy Hill Preparatory Charter School is one that ensures that all teachers and staff are supported and prepared to provide a high-quality education to our students. At Ivy Hill Prep, the Founding **Dean of Curriculum & Instruction (DCI)** is a school leader that is focused on supporting teachers and instructional leaders to deliver the most rigorous and joyful academic experience for students that leads to exceptional academic gains. The DCI will play a central role in the success of Ivy Hill Prep and will work closely with the Head of School to dive into curriculum, assessment, and teacher development.

Key Responsibilities

Data Driven Instruction

- Conduct deep analysis of data in order to lead effective analysis meetings based on daily student work samples
- Conduct deep analysis of data in order to lead effective analysis meetings based on data received from formative and summative assessments
- Build grade level/content area action plans and materials to address data
- Monitor grade-level progress against assessment cycle benchmarks

Feedback and Teacher Development:

- Conduct daily observations, plan/execute feedback meetings that lead to teacher and instructional leader development, and support implementation of action steps
- Provide real-time in the moment feedback to teachers during instruction and contribute/complete teachers' mid-year reviews
- Plan and deliver high-quality professional development that trains staff members in Ivy Hill Prep's curricular systems and key pedagogical issues
- Plan and execute team meetings for grade-level or content-area staff
- Provide leadership and modeling for teachers in instructional practice, including intervention and differentiation

Curriculum and Assessment:

- Own school-wide curriculum and assessment work based on content expertise such as lesson planning, assessment revisions, collaborative scoring, and/or grade-level analysis

- Serve as the school’s assessment coordinator, which includes management of NWEA MAP testing, STEP Literacy assessment, New York State standardized assessments, and internally created formative and summative assessments
- Facilitate assessment cycles including scheduling, quality assurance of assessment materials, and teacher/student preparation

Strategic Planning

- Collaborate with the Head of School and Operations team to create school schedules that allow all students to take the necessary classes needed
- Actively participate in the hiring of academic teachers in collaboration with the Head of School
- Organize academic focused family events to equip parents with tools to support children at home

Mission Alignment

- Demonstrate a passionate commitment to improve the minds and lives of students in and out of school
- Build professional relationships with teachers that support their development
- Collaborate with the Head of School, Dean of Student Supports, Social Worker, Middle School Placement Coordinator, and other staff to maximize the ability of Ivy Hill Prep to support students’ academic and socio-emotional development
- Possess a clear and effective pedagogy that embodies our belief that instruction must be engaging, relevant, and rigorous; ability to clearly communicate this pedagogy with both teachers and external stakeholders
- Maintain a positive attitude and a solution-based approach to challenges in the workplace
- Believe all students deserve an opportunity and are capable of achieving academic success
- Dedicate themselves to the school’s mission and vision, adopting a “whatever-it-takes” attitude in helping our students succeed.

Required Education

- Bachelor’s degree required
- A minimum of 5 years teaching experience required
- A proven track record of dramatically improving student achievement
- Experience in standards-based, backwards planning
- Experience working with under-resourced communities, families, and/or students
- Demonstrated success in building relationships and trust with leaders, teachers, and parents
- Experience in managing and influencing teams and individuals to meet specific and strategic outcomes

Key Competencies & Qualifications

- Extensive data management and reporting skills
- Proven ability to multitask effectively and prioritize strategically
- A whatever-it-takes approach and can-do attitude to support all members of the IHP community, even when tasks may extend beyond the standard scope of one's own responsibilities
- Analytical approach to designing and iterating strategies based on feedback and results
- Excellent verbal and written communication skills

- Communicates well with others and demonstrates strong interpersonal skills with students, parents, colleagues and community members
- Strong growth mindset, with a willingness to take personal responsibility, able to internalize and apply feedback with immediacy, dedication to effectiveness and excellence
- Unwavering high expectations for all students

Salary & Benefits

Ivy Hill Prep offers a competitive salary, comprehensive health benefits, and retirement benefits. Aside from extensive professional development, all of our staff members are equipped with a laptop computer, email, high-speed internet access, and all necessary instructional supplies.

Commitment to Diversity

Ivy Hill Prep is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability, pregnancy or veteran status.

Apply Now!

Please send a resume and cover letter to info@ivyhillprep.org.

Cover Sheet

Discuss Board Expansion

Section:	II. Governance
Item:	B. Discuss Board Expansion
Purpose:	Discuss
Submitted by:	
Related Material:	Public List of IHP Board of Trustees.pdf



BOARD OF TRUSTEES

Below represents a list of the current Board of Trustees, Officers and their respective terms.

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)

Term Renewed 2020 for 1 year term: 1 year (Ending July 2021)

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)

Term Renewed 2020: 1 Year (ending July 2021)

Experience Area: Finance (18 Years)

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

3. Adam Jimenez-Schulman, Founding Trustee

[REDACTED]
[REDACTED]
[REDACTED]

Email: a.jimenez.schulman@gmail.com

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BOARD OF TRUSTEES

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

Term began 2018: 2 Years (ending July 2020)

Term Renewed 2020: 2 Years (ending July 2022)

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

Current Employment: Currently working on a fellowship in the Netherlands

4. 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)

5. Jennifer Small, Trustee

[REDACTED]
[REDACTED]
[REDACTED]

Email: jennifer.p.small@gmail.com

Committee Membership: Finance, Development

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

6. Maimouna Kane, Secretary

[REDACTED]
[REDACTED]
[REDACTED]

Email: mkane@eagleharlem.org

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BOARD OF TRUSTEES

Committee Membership: Academic Achievement

Term began 2020: 2 Years (ending July 2022)

Competency Area: Education (Educator over 13 Years)

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

7. Tanisha James, Trustee

[Redacted]

Committee Membership: Development

Term began 2020: 1 Year (ending July 2021)

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

Current Employment: Equity Partner at Cooley, LLP

8. Adam Laniyan, Trustee

[Redacted]

Email: adam@laniyan.net

Term began 2020: 2 Years (ending July 2022)

Committee Membership: Finance, Development

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

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BOARD OF TRUSTEES

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:

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.

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Cover Sheet

Review Financial Dashboard

Section:	III. Finance Committee
Item:	A. Review Financial Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	Ivy Hill Monthly Financials - January 2021.xlsx Finance Committee Report Feb 2021.pdf



FINANCE COMMITTEE MEETING REPORT
STANDING MEETING DATE THIRD MONDAY OF THE MONTH
2/16/20 | 7:30pm

Committee Members: Jennifer Small, Derrick Lewis (NP), Nataki Williams (Chair), Adam Laniyan (NP), Ambrosia Johnson (HOS), Brandon Parker (DOO) , Pierre Carras (Prospective Board Member)

1. Jan Financials:

- a. Grants receivables: we had to correct our banking information for the initial 20% deposit after we receive the deposit, then with can request reimbursement for the balance
- b. Total enrollment is higher than budget, but the Sped split is 10 students lower due to student improvement and requiring less support
- c. The fraudulent charges were reimbursed (Alibaba \$489.12 & 491.18)

2. Issues with TriNet:

- a. The first payroll run resulted in inaccurate check amounts impacting 12 employees out of 18. Ambrosia did not receive the information in enough time for it to be corrected
- b. There were still errors in the last check run but the impact was reduced to 2 employees out of 18.
- c. A number of other schools are experiencing the same type of issues with Trinet and some are even switching immediately
- d. Brandon is reviewing a replacement options through our insurance provider (Austin & Co.)
- e. Ambrosia got recommendations for additional vendors for replacement
- f. Nataki recommended reviewing ADP because of their longevity in the payroll and PEO space

3. Ms Davis from PT to FT:

- a. Dance instructor salary discussed

4. Budget Timelines:

- a. Per pupil funding still has not been confirmed but there is the possibility of an additional \$1,400 per pupil from pending stimulus package. The committee agreed to use the \$16k per pupil amount for budgeting purposes.

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.



FINANCE COMMITTEE MEETING REPORT

STANDING MEETING DATE THIRD MONDAY OF THE MONTH

2/16/20 | 7:30pm

-
- b. Management to schedule a meeting with Nataki to do preliminary budget review before presenting to the committee
 - c. First committee review is planned for March

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Cover Sheet

Review Academic Program - Academic Dashboard

Section:	V. Academic Achievement
Item:	A. Review Academic Program - Academic Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	HOS Report 2019-2021-2.xlsx HOS Report 2019-2021 - January 21-2.pdf



SCHOOL DEMOGRAPHICS

Data Accurate Through February 4, 2021

Grade	#	%
Kindergarten	60	34.5%
1st Grade	84	48.3%
2nd Grade	30	17.2%
Total	174	100.0%

Gender	#	%
Female	93	53.4%
Male	81	46.6%
Total	174	100.0%

Race	#	%
Black	169	97.1%
Hispanic	3	1.7%
White	0	0.0%
Asian	0	0.0%
Other	2	1.1%
Total	174	0.0%

Other	#	%
Free/Red Lun	150	86.2%
Special Ed K	1	0.6%
Special Ed 1	8	4.6%
Special Ed 2	11	6.3%
ELL	4	2.3%
Bus Riders	N/A	

Staffing	#	Ratio
Teachers	14	12.4
Administ.	3	58.0
Other	3	58.0
Total	20	8.7

Date	Name	Title	Reason
1/2021	J.A	Teacher	Personal/Medical

SCHOOL ENROLLMENT

Data Accurate Through February 4, 2021

Budgeted: 106

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Actual	116	177	172	173	174	173	174					
Goal	120	180	180	180	180	180	180					
Over/Under	4.00	3.00	8.00	7.00	6.00	7.00	7.00					

AVERAGE DAILY ATTENDANCE

Data Accurate Through February 4, 2021

By Week	25-Aug	7-Sep	14-Sep	21-Sep	28-Sep	5-Oct	12-Oct	19-Oct	26-Oct	2-Nov	9-Nov
	83%	79%	70%	84%	85%	86%	85%	82%	81%	84%	84%
By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
	83%	79%	83%	84%	82%	83%	83%				

AVERAGE DAILY TARDIES (In-Person Students Only)

Data Accurate Through February 4, 2021

By Week	25-Aug	7-Sep	14-Sep	21-Sep	28-Sep	5-Oct	12-Oct	19-Oct	26-Oct	2-Nov	9-Nov
	0	4	2	3	3	4	N/A	N/A	N/A	N/A	N/A
By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
	0.0	N/A	N/A	N/A	N/A	N/A	N/A				

SCHOOL ATTRITION

Data Accurate Through February 4, 2021

By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD
	7	6	4	0	1	1						

Reason for Departure:

Departure Codes	
Moved	M
Academic Difficulty	A
Illness	I
Transportation	T
Non-responsive	N
Hardship	H
School Model	S
After School	AS
Other	O

Date	Scholar (Grade, GE/SPED)	Brief Explanation	Code	Grade Level
01/29/21	RF (1,GE)		O	

SCHOLAR ENROLLMENT Data Accurate Through February 4, 2021

	2021-2022 Kindergarten: 60	2021-2022 1st Grade: 60	2021-2022 2nd Grade: 88	2021-2022 3rd Grade: 32
Snapshot				
Total Apps Received	107	9	1	1
Available Seats	60	0	6	3
Application Goal	180	10	18	10
Seats Accepted	N/A	N/A	N/A	N/A
Seats Remaining	N/A	N/A	N/A	N/A

OUT OF SCHOOL SUSPENSIONS Data Accurate Through February 4, 2021

Reason for Suspensions:	Date	Scholar & Class	Grade	Reason

ASSESSMENT DATA

Math Interim Assessment Data Data Accurate Through February 4, 2021

	Math Quiz Reporting				
	Percent Proficient				
	January	February	March	April	May
Kindergarten 1	90%				
Kindergarten 2	81%				
First Grade 1	66%				
First Grade 2	54%				
First Grade 3	48%				
2nd Grade 1	85%				

STEP Assessment Data Data Accurate Through February 4, 2021

Key	
	Below Target
	At Target
	Above Target
	Did Not Achieve

STEP Literacy Assessment

ROUND 1 <small>10/12-10/30</small>												
EOY Targets <i>K Target: 70% Achieve STEP 3 1st Target: 70% Achieve STEP 6 or above 2nd Target: 60% Achieve STEP 8</i>												
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Analysis	% of 5 who are SPED out of total amount of 5
Kindergarten	45%	2%	30%	22%	2%						Below: 45% On: 2% Above: 54%	Below: 11% On: 0% Above: 0%
First	0%	0%	3%	14%	30%	35%	16%	2%			Below: 17% On: 30% Above: 53%	Below: 21% On: 1% Above: 5% Below: 45%
Second	0%	0%	0%	3%	17%	23%	23%	13%	13%	7%	Below: 66% On: 13% Above: 20%	Below: 45% On: 0% Above: 17%

ROUND 2 1/7 - 1/22

EOY Targets K Target: 70% Achieve STEP 3 1st Target: 70% Achieve STEP 6 or above 2nd Target: 60% Achieve STEP 8											
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Analysis
Kindergarten	15%	7%	28%	38%	12%						Below: 15% Approaching: 7% On: 28% Above: 50%
First	0%	0%	0%	13%	23%	40%	20%	4%	1%		Below: 13% Approaching: 23% On: 40% Above: 25%
Second	0%	0%	0%	0%	18%	18%	36%	7%	17%	4%	Below: 36% Approaching: 36% On: 7% Above: 21%

ROUND 2: Mid-STEP Round 2/22 - 3/4												
EOY Targets K Target: 70% Achieve STEP 3 1st Target: 70% Achieve STEP 6 or above 2nd Target: 60% Achieve STEP 8												
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Goal Met	
Kindergarten												
First												
Second												

ROUND 4 5/3 - 5/14												
EOY Targets K Target: 70% Achieve STEP 3 1st Target: 70% Achieve STEP 6 or above 2nd Target: 60% Achieve STEP 8												
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Goal Met	
Kindergarten												
First												
Second												

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_February2021.pdf



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT
 February Board Meeting
 Submitted by: Ambrosia Johnson
Data as of 2/4/2021

I. Enrollment Report

2020 – 2021 Enrollment
(Current Year)

	Kindergarten	1 st Grade	2 nd Grade
Enrollment	60	84 (increased by 1)	30
Waitlist	115	1	5
Total Enrollment	174		
Authorized Enrollment	180		
Budgeted Enrollment	162		

January: Average Daily Attendance: 83%

2021 – 2022 Enrollment and Recruitment
(Upcoming Year)

	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade
Applications Received	14 48 110	3 5 10	1 1 2	0 1 1
Seats Available	60	0	6	3
Applications Goal	180	10	18	10

2021 – 2022 Recruitment Initiatives

- 1. Virtual Open Houses**
 - a. Virtual Open Houses are held typically 2-4 times per month for families who have (a) already applied or (b) who are interested in applying.
- 2. City-Wide Recruitment Fairs**
 - a. Ivy Hill Prep will be present at the NYC Virtual Charter Fair on Saturday, February 6th to connect with families from across the city.
- 3. Vanguard Mailing**
 - a. This month, our first round of mailers will be mailed out to families who have children in their homes that fit our target population. Approximately 2,000 mailers will be mailed out for each respective grade.

**See below for a written note from a
prospective parent sent to Principal Johnson after a Virtual Open House.**

To: Ivyhillprep Info <info@ivyhillprep.org>
Subject: Virtual tour

Dear Ms. Johnson,

Thank you so much for the wealth of information you provided during the virtual tour and information session.

I was especially impressed by your school's focus on learning in a structured environment, I also believe that learning cannot take place in chaos. It is important that children learn that they matter, that they are somebody, they have a name and a place in society. The handshake, eye contact, independence and self respect that you are fostering in your institution speaks to my own core values, and the ones that I want to pass on to my children.

I am hopeful that my son Caden Gardiner will be chosen for a place in your institution.

I have been following your school on Facebook and Instagram, I am very familiar with the videos that you showed us during the virtual tour. Literacy and numeracy form the building blocks to wider knowledge.

Cheers to you and your team, you are doing a fantastic job.

Best Regards,

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

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

IVY HILL PREP CHARTER SCHOOL

WE'RE HIRING TEACHERS!

CALLING ALL EDUCATORS WHO ARE:
PASSIONATE & DEDICATED



Send your resume
and cover letter to
info@ivyhillprep.org

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

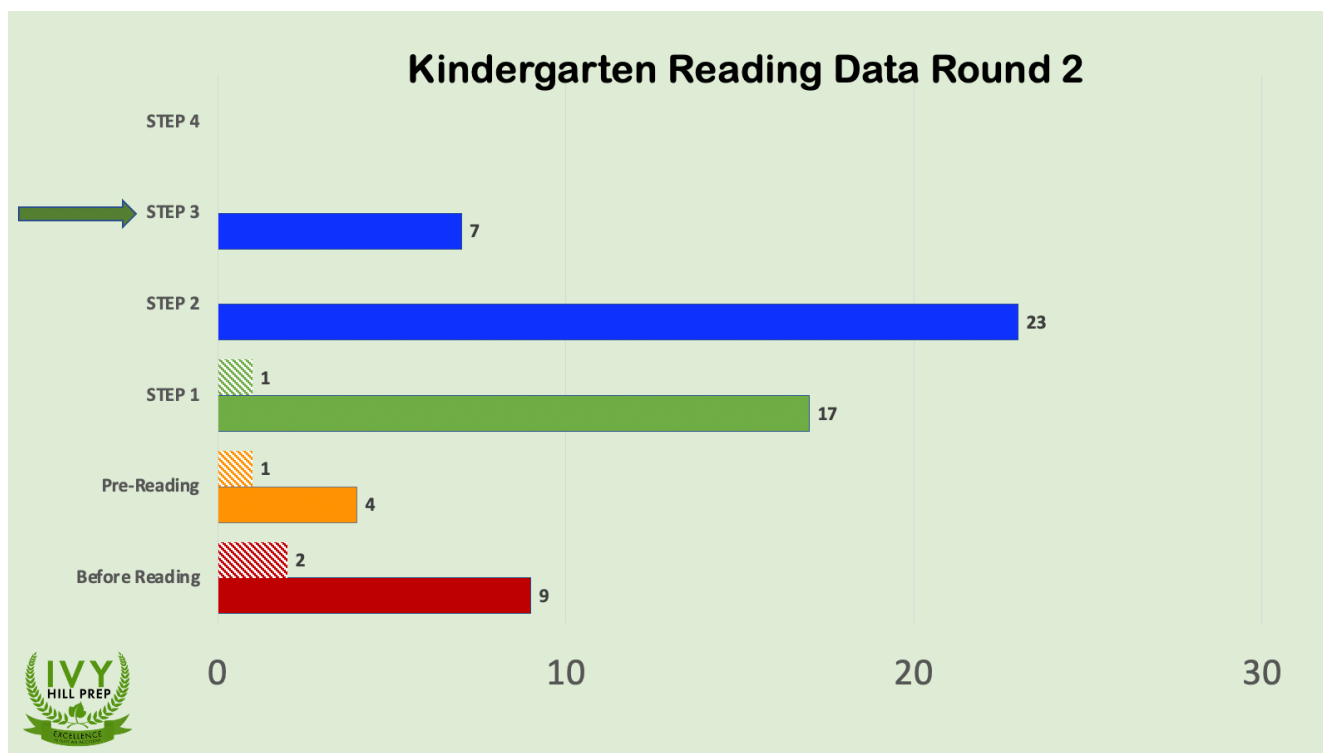
Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
DCI	1	0	1	06/15/21	Not Yet Started
Office Assistant	1	0	1	07/15/21	Not Yet Started
Operations Fellow	1	0	1	07/15/21	Not Yet Started
Special Education Teacher	1	0	1	06/15/21	In Progress
Teaching Fellow	2	0	2	06/15/21	Not Yet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

IV. Academics Update

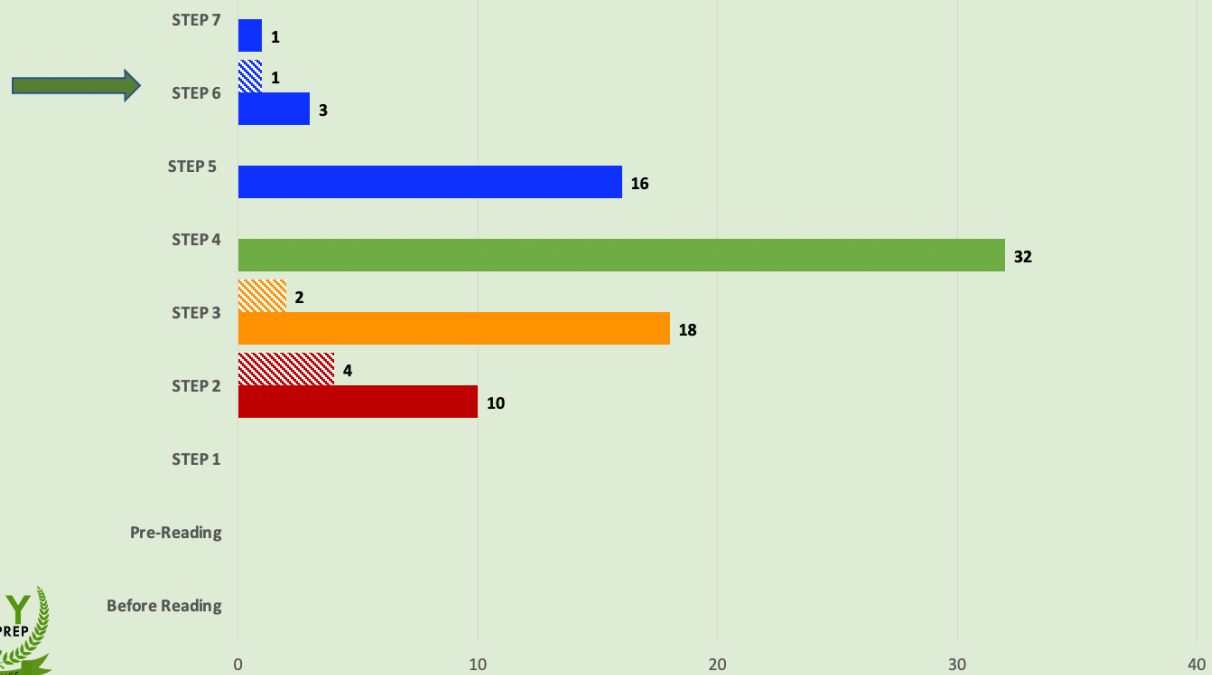
Literacy

- STEP Round 2 spanned from January 7 – January 22nd. The results of Round 2 of our literacy assessment can be found below.

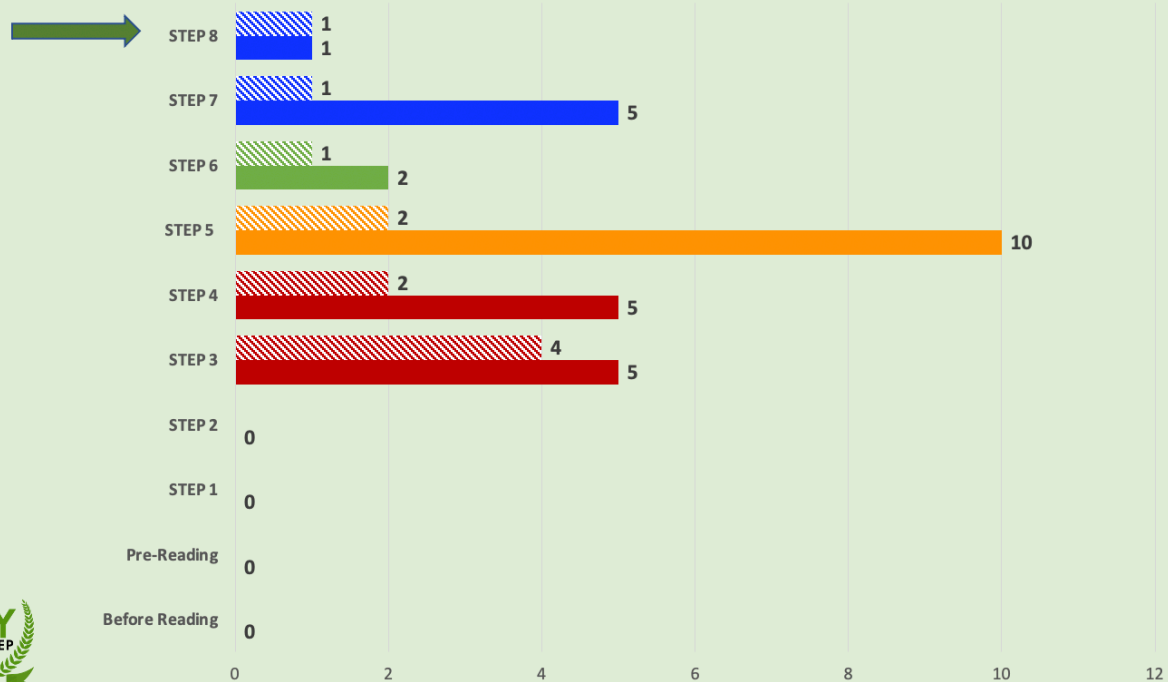
KEY	
Blue	Above Grade Level for this time of year
Green	On Grade Level for this time of year
Red	Below Grade Level for this time of year
Orange	Approaching Grade Level at this time of year
Boxes with Stripes	Special Education Population
Green Arrow	EOY Benchmark



1st Grade Reading Data Round 2



2nd Grade Reading Data Round 2



Data Analysis

Glows & Bright Spots

- **78% of Kindergarten students are on or above grade level** in literacy at this point in the year. This places us on target to reaching our EOY benchmarks for Kindergarten students.
- **65% of 1st grade students are on or above grade level** in literacy at this point in the year. This places us very close to reaching our EOY benchmark for 1st grade students.
- **79% of students in 2nd grade showed growth** in at least one component on their literacy assessment, bringing them closer to their goal of achieving their current STEP level.

Grows & Next Steps

- 28% of students are on or above grade level in 2nd grade.

CAUSE

- As seen below, 100% of our current 2nd grade students entered Ivy Hill Prep last year reading at a Kindergarten reading level.

STEP Level	% of Students February 2019-20
DNA Pre	13%
Pre	7%
STEP 1	30%
STEP 2	50%
STEP 3	0%
STEP 4	0%
STEP 5	0%
STEP 6	0%
STEP 7	0%
STEP 8	0%

- After school closure due to COVID-19, scholars learned virtually, receiving only 60 mins of literacy instruction per day, which is substantially less than their typical amount of live literacy instruction when in the building (225 minutes of live literacy instruction daily.) Though students are not at Ivy Hill’s benchmark for 2nd grade, they are making growth in literacy (as seen below in the figure to the left.)

STEP Level	% of Students February 2019-20	% of Students February 2020-21
DNA Pre	13%	0%
Pre	7%	0%
STEP 1	30%	0%
STEP 2	50%	0%
STEP 3	0%	18%
STEP 4	0%	18%
STEP 5	0%	36%
STEP 6	0%	7%
STEP 7	0%	17%
STEP 8	0%	4%

2 nd Gr Students Below Grade Level	Contributing Factors
AB	New to Ivy Hill in 20-21 SY
CH	Attendance Concern
JK	Attendance Concern
KM	New to Special Education
AF	New to Ivy Hill in 20-21 SY
IB	UJIMA Plan: RTI
JL	UJIMA Plan: RTI
KM	-
CT	New to Ivy Hill in 20-21 SY
DA	New to Ivy Hill in 20-21 SY

CURRENT BEST PRACTICES

- Students are placed in homogeneous groups with students on the same level which allows for targeted instruction.
- Students and families are receiving additional resources to be used at home.
- Use of Ivy Hill Prep’s UJIMA plans, which targeted a total of 5 students. See below for expansion of this initiative.
- Addition of synchronous writing instruction with Black History Thursdays. This additional component allows students to hone in on specific literary skills that will continue to assist in their development.

NEW INITIATIVES FOR UPCOMING ROUND

- UJIMA Plan Expansion: Students who are lowest performing in Kindergarten – 2nd grade (Total: 28 students) are now receiving **4 additional hours of literacy instruction per week**. These extra lessons are taught by our Student Support teachers and are directly aligned to the data we’ve collected re: their areas of growth.
- When live coaching, Principal Johnson is shifting the priority solely to our groups with the most struggling students. Teachers are able to co-teach with Principal Johnson to learn best practices on how to support our most struggling learners.

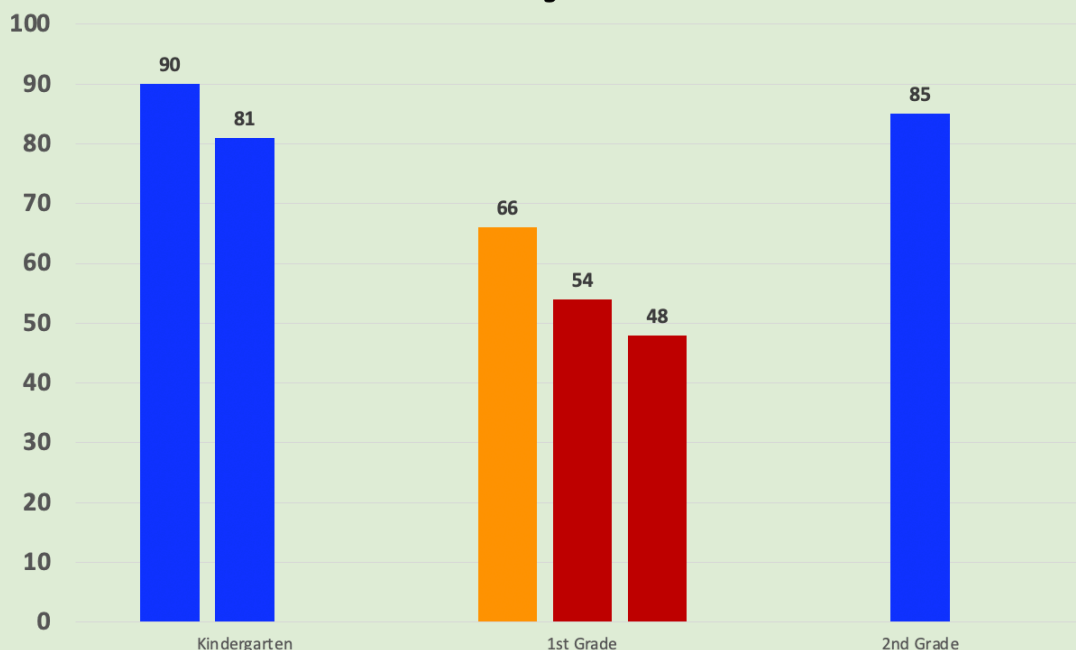
THINKING AHEAD TO CLOSE THE GAPS

- **Virtual Summer School:** The logistics for a virtual Summer School program is currently in the works. This initiative would ideally provide additional instruction for our most struggling students to continue to set them up for success in the upcoming school year.

More details coming soon.

➤ Math

Ivy Hill Prep’s Math Quiz Data January 2021



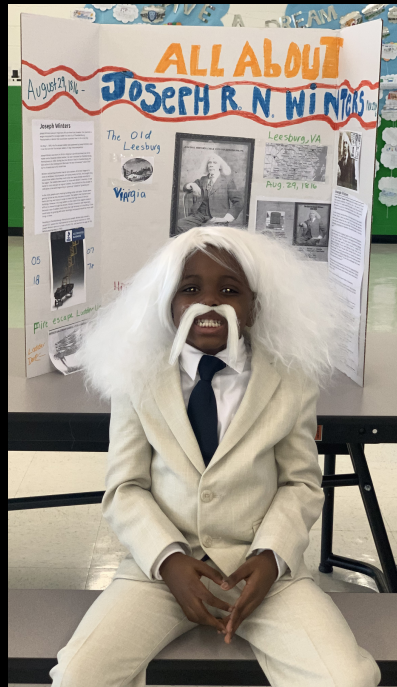
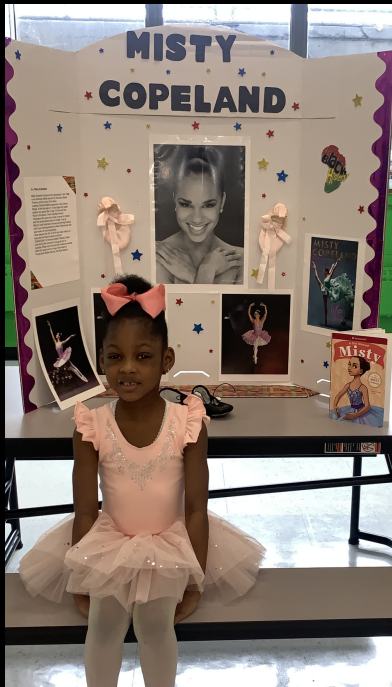
This month was our first opportunity to pilot our new initiative to collect formal Math data. February 1st marked Week 3 of our initiative. We are still working to fine tune the system, as we’ve noticed a number of logistical administering challenges specifically in 1st grade. We look forward to continuing to fine tune our process to move it from good to great!

Upcoming School Events: Join Us!

Virtual Black History Month

LIVING BLACK MUSEUM

Watch influential Black figures come to life through the eyes of our scholars.



 **FEBRUARY 26, 2021**
TO SIGN YOUR SCHOLAR UP,
FIND DETAILS ON THE BACK! 



Looking for awesome speakers for:

CAREER WEEK

March 22, 2021 - March 26, 2021

Do you, or someone you know,
have an interesting career you'd like
to share with our students?

Sign Up Here:

<http://bit.ly/IvyHillCareerWeek>



Cover Sheet

Committee Report

Section: V. Academic Achievement
Item: E. Committee Report
Purpose: Vote
Submitted by:
Related Material: AA Committee Meeting Report -Feb 2021.pdf



BOARD OF TRUSTEES

Academic Achievement Committee Meeting Report

Committee Members Present: Maimouna Kane, Adam Jimenez-Schulman, Kimberly Wedderburn-Henderson (Not Present), Marsha Michael, Aquila Leon-Soon (Prospective Board Member) & Ambrosia Johnson (HOS) & Diana Williams (DOS)

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

February 11, 2021 | 8:00pm – 8:45pm

ZOOM DIAL IN: <https://zoom.us/j/9699543901>

The Following agenda items were discussed at the committee meeting:

1. Academic Program Schools

- Academic Dashboard
 - Enrollment numbers: Total of 174 scholars. (increased by one student since last month) – FTE billing cycle was 174 as per HOS but unsure if it was for the period or last billing cycle. (HOS to follow up)
 - Attendance: 83% (School goal is 85% and charter goal is 90%)
- Enrollment Efforts for 21-22
 - Recruitment: Applications – 110 K apps/10 First grade apps/ 2 Second grade apps/ 1 Third grade App. (Goal is to get 3x as many applications for seats available)
 - Open House: Continuing to do virtual open houses which are going well.
 - NYC Charter Fair: didn't yield a lot of applications (1 Application received)
 - Mailing – Vanguard is set to go out in a few weeks. Payment was remitted by school and artwork is done. Doing 2K mailers for each grade. School is targeting 7 zip codes. Vanguard will garner an influx of applications.
- Hiring Report Staffing Update
 - Update: Missing one teacher and during current hiring process asking prospective hires whether they are interested in immediate start.
 - Dean of Curriculum – A new hire for next year. HOS is looking forward to filling position as this person will help greatly with coaching and own assessment planning.
 - Looking to hire 2 office assistants and eliminating Operations Fellow.

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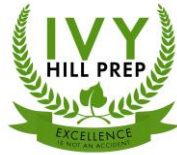
STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

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-
- Next year there will be 2 special education teachers and 2 teaching fellows and 7 new teachers to be hired.
 - Elective Teacher-Discussion. HOS presented idea of filling with the arts. Discussion held by committee.
 - Academic Update/Assessment Results:
 - Kindergarten – 30 students above grade level, 17 students on grade level, 4 students approaching, 9 students below grade level (78% of students on grade level)
 - 1st Grade – 20 students above grade level, 32 students on grade level, 18 students approaching, 10 students below grade level (65% on or above grade level)
 - 2nd Grade– 6 students above grade level, 2 students on grade level, 10 students approaching, 10 students below grade level (79% showed growth) – (Question what is the percentage of students on or above grade level?)
 - HOS presented data analysis and how data is being used.
 - Ms. Williams also explained growth as it relates to some students and some families which experienced some attendance issues.
 - Ivy hill Prep benchmarks for the end of the year are 70% for K and 1st grade but 60% for 2nd Grade as per HOS. Goals were changed but not discussed as a full committee.
 - HOS to speak with authorizer about expectations on assessments.
 - SPED Discussion:
 - How are students progressing in IEP goals? IEP goals aligned with goal for STEP assessments goals. (For example: If student didn't

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STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

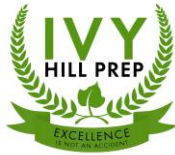
February 11, 2021 | 8:00pm – 8:45pm

ZOOM DIAL IN: <https://zoom.us/j/9699543901>

pass Step 4 as it relates to accuracy then IEP plan goal would articulate something in terms of student will be able to recognize known parts of a word with 80% accuracy and be able to decode word. Goal specific to component needed to pass a STEP round.

- Students with IEP's – 26 students
- Of the 26 - (5 only get related services – 21 have academic programs – ICT and SETS) – Overall there 4 students in K/ 9 students in 1st Grade /13 students in 2nd Grade
- On assessment data shaded number means there is that number student with IEP.
- IEP students don't necessarily have Ujima plan because those are RTI(response to intervention) students who haven't been assessed for an IEP yet. However, this year there are 5 students who have both an IEP plan and Ujima plan as part of the process for increased services.
- Now there are currently 23 students with Ujima plans (previously in round 2 there were 5 only students) Break down is 8 students in K/ 8 students in 1st Grade/ 7 students in 2nd grade). These students represent the lowest performing students.
- Academic Highlights:
 - Students will continue to be placed in homogenous groups rather than randomized groups based on STEP levels.
 - Students and families receiving additional resources to use at home. For example EPIC (online books on with corresponding STEP levels)
 - Ujima plans being used and synchronous black history writing lessons to cause more growth with literacy.

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BOARD OF TRUSTEES

Academic Achievement Committee Meeting Report

Committee Members Present: Maimouna Kane, Adam Jimenez-Schulman, Kimberly Wedderburn-Henderson (Not Present), Marsha Michael, Aquila Leon-Soon (Prospective Board Member) & Ambrosia Johnson (HOS) & Diana Williams (DOS)

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

February 11, 2021 | 8:00pm – 8:45pm

ZOOM DIAL IN: <https://zoom.us/j/9699543901>

-
- New Initiatives: 23 students receiving 4 additional hours of literacy instructions. (New SPED teacher helping to take on this new live instruction load)
 - HOS only live coaching with lowest performing students.
 - Dance instructor to also support offer additional sessions to struggling students. (Proposal to have dance instructor transition to full time from part time) Next year the vision is for Dance instructor to be fulltime and push back to later start time to do an afterschool program but it hasn't been fleshed out. Next year teaching fellows would be doing this work.
 - Virtual Part time summer sessions to be done as well.
 - Math Quizzes
 - New Approach with quizzes once per week.
 - Next month HOS will provide deep dive on data.

2. Culture, Climate and Family Engagement

- Virtual Black History Wax Event planned for 2/26/21.
- Career week in March

3. Committee Discussion on Dissemination of Information

- HOS to think through how to dissect information for full board.

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Cover Sheet

Vote on Leadership Coaching Contract

Section: VII. Head of School Evaluation & Support Committee
Item: B. Vote on Leadership Coaching Contract
Purpose: Vote
Submitted by:
Related Material: NSG - Leadership Development Contract.pdf



February 1, 2021

Ms. Ambrosia Johnson
 Head of School
 Ivy Hill Prep
 475 East 57th Street
 Brooklyn, NY 11203

Dear Ms. Johnson,

Thank you for reaching out to discuss leadership coaching with the Noble Story Group. I enjoyed meeting you and am excited about the prospect of working with you to further support the development of your leadership skills. Based on our conversation, and in order to address the requirements stipulated by the Board, I have proposed an initial structure and timeline for our work together below.

This work should support the following objectives:

1. Provide additional feedback and data to support Ms. Johnson’s leadership development through the use of the ESCI 360, staff feedback surveys and interviews, and observations of her leadership in action.
2. Build Ms. Johnson’s leadership competencies in the four domains of emotional intelligence (self-awareness, self-management, social awareness, and relationship management) in order to support her continued development of effective interpersonal communication skills and receptivity to feedback.

Please note, these objectives will be tracked based on mutually agreed upon metrics once I have met with both Ms. Johnson and the Board representative(s) prior to the start of the coaching engagement.

PROPOSED STRUCTURES AND DELIVERABLES

Description
<p>1-1 Leadership Coaching and 360 Administration</p> <ul style="list-style-type: none"> • Ten (10) 1-1 coaching sessions over Zoom between Feb 2021 and May 2021 • Korn Ferry Emotional-Social Competency Inventory (ESCI) 360 Evaluation and 90-minute debrief, to be completed in Feb 2021.
<p>Board Partnership and Accountability</p> <ul style="list-style-type: none"> • An initial (Feb 2021), mid- (end of March 2021/beginning of April 2021) and final (end of May 2021) meeting between Ms. Johnson, Board representative(s), and coach (Anne Lackritz) • Pre- and post- coaching 20-30 minute stakeholder interviews with eight (8) stakeholders, totaling six (6) hours • Mid- and final stakeholder survey, with collaboratively agreed upon questions and metrics
<p>Observation of Leader in Action</p> <ul style="list-style-type: none"> • Total of three (3) virtual 45 min-1hr visits, totaling (4) hours, including debriefs • These visits will be based on specific opportunities for the coach to see Ms. Johnson’s leadership in action in situations that highlight developmental opportunities. These could include, but are not

limited to, Board meetings, staff meetings, coaching meetings with teachers, and review of written communication.

SUMMARY OF FEES

Description	Fee
Ten (10) 1-hour coaching sessions via Zoom	\$4,500.00
Three (3) 1-hour leader/Board check-ins on progress of work (Feb, March/April, May 2021)	\$1350.00
Administration of ESCI 360 & 90-minute debrief	\$750.00
Three (3) virtual 45 min- 1hr "site visits" and debriefs (4 hours total)	\$1,800.00
Administration of mid- and end- of coaching survey, based on collaboratively developed metrics for success	\$300.00
Eight (8) beginning (Feb 2021) and eight (8) end (May 2021) stakeholder 20-30 minute interviews	\$2700.00
Check-in calls as needed	-
Total cost	\$11,400.00

Payment terms: 50% of the above fee will be paid at the beginning of our partnership, an additional 25% will be paid by March 1, and the remaining 25% will be paid at the conclusion of our work.

The total value for services shall not exceed \$11,400.00 unless additional sessions are requested by Ivy Hill Prep. Any additions to this scope of services will be recorded in an amended version of this document and confirmed in writing by both parties.

I look forward to discussing this proposal to make sure that it meets your needs.

In Partnership,
Anne

Anne Lackritz
Partner, Noble Story Group

Accepted on behalf of Ivy Hill Prep:

Signature: _____
 Name: _____
 Title: _____
 Date: _____

Accepted on behalf of The Noble Story Group

Signature: _____
 Name: Matt Taylor
 Title: CEO and Founder
 Date: _____

Cover Sheet

Adjourn Meeting

Section:	IX. Closing Items
Item:	A. Adjourn Meeting
Purpose:	FYI
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?

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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:** _____

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.

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 - January 2021.xlsx

HOS Report 2019-2021-2.xlsx