

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday January 25, 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
• Welcome Guests			
• Public Comments			
B. Record Attendance and Guests		Maimouna Kane	1 m

C. Approve November 2020 Board Meeting Minutes	Purpose Approve Minutes	Presenter Maimouna Kane	Time 3 m
D. Vote to Approve Agenda	Vote	Marsha Michael	2 m
II. Governance			6:41 PM
A. Discuss Governance Strategic Governance Issues	Discuss	Marsha Michael	5 m
B. Committee Recommendation on Exit Interview Process	Vote	Marsha Michael	5 m
C. Committee Process	Discuss	Marsha Michael	
• Committee Agenda • Committee Report			
III. Finance Committee			6:51 PM
Finance			
A. Review Financial Dashboard	Discuss	Nataki Williams	10 m
• Review Key Indicators			
B. Vote to Approve 990 Form	Vote	Nataki Williams	15 m
IV. Director of Finance Hiring Taskforce			7:16 PM
A. Taskforce Update	Discuss	Jennifer Small	5 m
B. Director of Finance in Organizational Chart	Vote	Jennifer Small	5 m
• Vote to Approve replacing back officer provider in Organizational Chart with in house Director of Finance.			
V. Academic Achievement			7:26 PM
Academic Achievement			
A. Review Academic Program - Academic Dashboard	Discuss	Ambrosia Johnson	5 m
• Review Dashboard indicators (Enrollment, Attendance etc)			

	Purpose	Presenter	Time
B. Review Teaching and Learning • Review HOS Report • Discuss any assessments	Discuss	Ambrosia Johnson	10 m
C. Discuss Culture and Climate • Discuss any upcoming events • Discuss Scholar and Parent Feedback • Discuss Staff Feedback	Discuss	Ambrosia Johnson	10 m
D. Discuss Updated Re-Opening Plan • Discuss updates to re-opening plan.	Discuss	Ambrosia Johnson	5 m
E. Committee Report • Agenda item to discuss any policies/votes	Vote	Marsha Michael	5 m
VI. Development			8:01 PM
Development			
A. Update on Development - Discuss Planned Development Initiatives: • Annual Giving Tuesday • Note-a-thon	Discuss	Tanisha James/Adam Laniyan	10 m
VII. Head of School Evaluation & Support Committee			8:11 PM
A. Discuss Committee Next Steps • Update on Committee Next Steps	Discuss	Adam Jimenez-Schulman	5 m
B. Vote on Leadership Coaching Contract	Vote	Adam Jimenez-Schulman	5 m

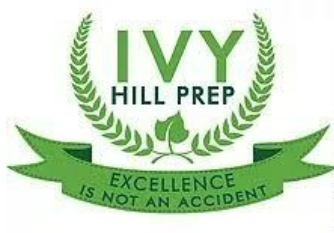
	Purpose	Presenter	Time
• Committee vote to approve leadership coaching contract			
VIII. Executive Session			8:21 PM
A. Vote for Executive Session	Discuss	Full Board Discussion	15 m
• Discuss Staff Concerns			
• Discuss Dance Instructor transition from part time employee to full time status			
IX. Closing Items			8:36 PM
A. Adjourn Meeting	FYI	Marsha Michael	

Cover Sheet

Approve November 2020 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve November 2020 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on November 30, 2020

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday November 30, 2020 at 6:30 PM

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

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

Directors Absent

A. Laniyan, J. Small, M. Kane

Directors who arrived after the meeting opened

D. Lewis

Guests Present

A. Johnson (remote)

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Nov 30, 2020 at 6:37 PM.

B. Record Attendance and Guests

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

C. Approve October 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-26-20.

N. Williams seconded the motion.

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

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to Approve Agenda.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

II. Governance

A. Discuss Governance Strategic Governance Issues

Committee Items on the radar:

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

B.

Committee Recommendation on Exit Interview Process

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

III. Finance Committee

A. Review Financial Dashboard

Key financial indicators were met or above benchmark.

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

Expenses

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

Financial Compliance Issues

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

B. Recommendation on Approving TriNet

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

T. James seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

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

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

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

B. Director of Finance in Organizational Chart

Discussion tabled until the next meeting.

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

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

Attendance

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

Attrition

- Discussion held on decrease of attrition over time.

Application for 2021-22 school year

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

Initiatives for Increasing Applications

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

B. Review Teaching and Learning

Assessments discussion held and video shown.

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

Literacy Data provided:

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

Head of School Report on hiring:

2 teachers hired.

SPED teacher hired and she starts after the new year

1 more teacher needs to be hired.

C. Discuss Culture and Climate

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

D. Discuss Updated Re-Opening Plan

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

D. Lewis arrived.

VI. Development

A. Update on Development

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

VII. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

Discussion on contract, goal setting and other issues.

VIII. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
M. Michael

Cover Sheet

Discuss Governance Strategic Governance Issues

Section:	II. Governance
Item:	A. Discuss Governance Strategic Governance Issues
Purpose:	Discuss
Submitted by:	
Related Material:	IHP-NYSED-Renewal-Chart-REVISED 1-15-21.docx



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

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



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

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



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

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



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

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



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

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



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
ORGANIZATIONAL SOUNDNESS					
BENCHMARK 4: Financial Condition - School is in sound and stable financial condition as evidence by key financial indicators below. Key financial indicators should be presented on a separate dashboard to provide context for school's performance on the following indicators: - Current ratio - Unrestricted days of cash - Enrollment variance - Composite score - Total margin - Debt-to-asset ratio - Debt service coverage ratio - Data to be retrieved from schools independently audited financial statement.	☐ Meets ☒ Approaches ☐ Falls Below - At the end of the fiscal year financials indicators were as follows: - Current ratios:3.93 - Unrestricted days of cash: 101 - Debit-to asset ratio: .84 - Total margin: 0.06				
BENCHMARK 5: Financial Management School operates in a fiscally sound manner with realistic budgets pursuant to a long-range plan, use of appropriate internal controls and procedures and in accordance	☐ Meets ☒ Approaches ☐ Falls Below Back Office provider employed.				



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
with State law and generally accepted accounting practices. Evidence of this will be based on whether the school has: - Financial professionals assigned to manage school finances. - Accurate and functional accounting systems. - Monthly budgets. - Budget objectives set and regularly analyzed in conjunction with underlying assumptions. - Surpluses allocated in fiscally sound manner which attends to social and academic needs of students. - Written fiscal policies - Compliance with State and federal financial reporting requirements. - School maintains internal financial controls and procedures. - Programmatic and independent fiscal audits conducted at least once per year.	- Accounting systems reviewed by board. - No monthly budgets reviewed. - Review of budget utilization done monthly. - Surplus was set aside, and some used to account for extra cost associated with pandemic. - Written fiscal policies exist and some instances of not operating within fiscal (example bonuses, lack of review of 990 by board before submission) - Independent audit conducted at the end of the year.				



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Follows generally accepted accounting principles.					
BENCHMARK 6: Board Oversight and Governance - Trustees provide competent stewardship and oversight of the school while maintaining policies, establishing performance goals and implement systems to ensure academic success, organizational viability, board effectiveness and faithfulness to the terms of the charter. - Renewal evidence based on following indicators: - Board uses annual written performance-based evaluation process to evaluate school leadership, itself and providers. - Board recruits and selects board members with a diverse set of skills and expertise. - Board demonstrates active oversight of charter school management, service providers, fiscal	☐ Meets ☒ Approaches ☐ Falls Below - Board has dedicated HOS Eval & Support committee which vetted evaluation rubric and chair helped facilitate board participation in eval. - Evaluation assessment utilized using board on track platform. 3 new trustees were added to the board in competency areas which were needed. - Board did oversee management but did not have much involvement with service providers. - Board regularly reviewed assessment results. - Board committees developed board goals. - Policies were added to employee handbook to incorporate working remotely policies and policies regarding				



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
operations and progress toward meeting academic and other school goals through a written evaluation process. ○ Board engages in strategic and continuous improvement planning by setting priorities and goals aligned with school's mission and charter. ○ Board regularly updates school policies when needed and receives NYSED approval prior to applicable policy implementation. ○ Board engages in ongoing professional development. ○ Board demonstrates full understanding of governance role, its legal obligations to the school and stakeholders and requirements of charter. ○ Board is familiar with NYSED Charter Performance Framework standards and has a plan to ensure that school meets standards.	resignation and transition upon resignation. • Strategic planning was not followed through for example strategic planning around updating 5yr budget. • Board engaged in training session with board on track as well as with Cliff Schneider.				



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
BENCHMARK 7: Organizational Capacity - School has established a well-functioning organizational structure and has clearly delineated roles for staff, management and board members. - School has effective leadership team. - Team clearly communicates defined mission and goals to staff and school community. - School has clear and well-established communication systems and decision-making processes. - School successfully recruits, hires and retains key personnel. - School leadership is familiar with NYSED Charter Performance Framework standards and has plan to ensure that school meets standards. - School ensures staff has the requisite skill, expertise and professional development to meet student's needs. - School is fully staffed with personnel who can meet all operational needs including	☐ Meets ☒ Approaches ☐ Falls Below - Staff surveys exist but board did not have a clear understanding of the results. - Board approved evaluation rubrics for staff but no clear indication of whether those evaluations were conducted. - Staff attrition served to be an issue in Year 1.				



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
finance, human resources and communications. - School has procedure for effective collaboration among teachers. - School has formal evaluation process in place for staff. - School has mechanism to solicit teachers and staff feedback.					
FAITHFULNESS TO CHARTER AND LAW					
BENCHMARK 8: Mission and Key Design Elements - School is faithful to its mission and has implemented key design elements outlined in its charter. - Stakeholders share common and consistent understanding of the school's mission and key design element outlined in the charter. - School has fully implemented key design elements in approved charter.	☐ Meets ☒ Approaches ☐ Falls Below - Key design rest on increased amount of literacy instruction however due to school closure in the second half of the year literacy instruction was decreased. - Marital arts program is also key design, but it is unclear how the marital arts principles are incorporated in day to day classes. Martial Arts instructor also part-time.				



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

BENCHMARKS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
BENCHMARK 9: Enrollment, Recruitment, And Retention - School is making progress in meeting enrollment plan in charter and retention targets for students with disabilities and ELL & MLL students and students who receive free and reduced lunch. - Benchmark compared against district and charter school data: - At least 85% of enrollment authorized in charter (minimum). - No less than 5% lower than district enrollment of students with disabilities/ELL/MLL.	☒ Meets ☐ Approaches ☐ Falls Below - Enrollment numbers 115 Students 83 - Kindergarten 32- 1st Grade - Comparative Data on enrollment could be better developed.				
BENCHMARK 10: Legal Compliance - School has record of substantial compliance with State/federal law, regulations and charter provisions including but not limited to adhering to the following: - FOIL requests - Open Meeting law - Protecting the rights of students and employees - Addressing complaints	☒ Meets ☐ Approaches ☐ Falls Below - Board effectively dealt with complaints raised. - Use of Board on track platform to comply with open meeting law. (i.e meeting calendar posted publicly with mechanism to attend meeting; meeting materials also accessible to public.				



Ivy Hill Prep Road to Renewal - NYSED Renewal Benchmarks

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

Cover Sheet

Committee Recommendation on Exit Interview Process

Section:	II. Governance
Item:	B. Committee Recommendation on Exit Interview Process
Purpose:	Vote
Submitted by:	
Related Material:	Exit Interview Process and Policyv2.pdf



EXIT INTERVIEW & PROCESS

The purpose of Ivy Hill Prep's Exit Interview is to identify workplace, organizational or human resource factors that have contributed to an employee's decision to leave employment; to enable Ivy Hill Prep to identify any trends requiring attention or any opportunities for improving the school's ability to respond to employee issues; and to allow the school to improve and continue to develop recruitment and retention strategies aimed at addressing these issues. This document covers the process and procedures to be followed when members of the school leave employment for whatever reason.

SCOPE:

The process applies to all employees including employees taking early retirement and voluntary severance. Exceptions include temporary or contract employees and employees discharged for cause. The Exit Interview will be conducted by a leadership member who is not the direct supervisor of the employee.

The designated individual will contact the employee in writing, inviting him/her to attend an exit interview at a mutually convenient time. The exit interview should take place as soon as possible after the confirmed leaving date has been received by the school. The employee will be asked a standard set of questions and given a chance to discuss any concerns of information they feel would be beneficial for the company to know about their employment experience at the school. If an employee chooses not to participate in an exit interview, he/she will be encouraged to complete an Exit Interview Questionnaire.

VOLUNTARY PARTICIPATION & CONFIDENTIALITY

Employees are responsible for participating in the exit interview process on a voluntary basis. If an employee chooses to participate in an exit interview, he/she will be encouraged to be honest, candid, and constructive in their responses. The information received through Exit Interviews will be confidential. No specific information that could possibly be traced back to an ex-employee will be disseminated or discussed.

ANAYLSIS

The information will be analyzed regularly by the school's administration team to identify areas or determine trends that may need to be addressed. The Head of School will routinely share the analysis and any applicable updates with the school's Board of Trustees.



Exit Interview/Survey Form

Employee Name:

Position:

- ☐ Administrator
- ☐ Teacher
- ☐ Other Campus Professional
- ☐ Other _____

Length of Employment

- ☐ 1 year or less
- ☐ 2 – 4 years
- ☐ 5 – 9 years
- ☐ 10 years or more

What initially attracted you to Ivy Hill CS?

Did your job duties turn out as expected?

- ☐ Yes
- ☐ No

If no, please explain:

Did you receive adequate support to fulfill your responsibilities?

- ☐ Yes
- ☐ No

How was your workload?

- ☐ Too much
- ☐ About right
- ☐ Too light

Main reason for leaving (check ONE)

- ☐ Better compensation
- ☐ Opportunity for advancement
- ☐ Dissatisfaction with supervisor
- ☐ Dissatisfaction with co-workers
- ☐ Career change
- ☐ Return to school
- ☐ Retirement
- ☐ Working conditions
- ☐ Personal/family obligations
- ☐ Relocation
- ☐ Other - _____


Other reasons for leaving (Check all that apply)

- ☐ Better compensation
- ☐ Opportunity for advancement
- ☐ Dissatisfaction with supervisor
- ☐ Dissatisfaction with co-workers
- ☐ Career change
- ☐ Return to school
- ☐ Retirement
- ☐ Working conditions
- ☐ Personal/family obligations
- ☐ Relocation
- ☐ Other _____

If you are leaving to work at another school, what impacted your choice to join your new school?

- ☐ Pay increase
- ☐ Benefits
- ☐ Work schedule
- ☐ Shorter commute
- ☐ Working conditions
- ☐ Advanced opportunity
- ☐ Other _____

How would you rate your experience at Ivy Hill Prep?

	Excellent	Good	Fair	Poor
Working relationship with supervisor				
Working relationship with coworkers				
Training provided to you				
Salary				
Benefits (e.g., health insurance, leave)				
Facilities and safety				
Supplies and equipment				
Evaluation procedures				
Opportunity for advancement				
Supervisor support				
Overall employment experience				



What factors made your employment a positive experience with Ivy Hill Prep Charter School?

Do you have any comments or suggestions to improve Ivy Hill Prep Charter School?

Interviewed by:

Date:

Signature of Employee:

Date:

Cover Sheet

Committee Process

Section:	II. Governance
Item:	C. Committee Process
Purpose:	Discuss
Submitted by:	
Related Material:	Governance Committee Meeting Report January 2021.docx



IVY HILL PREP BOARD OF TRUSTEES

Governance Committee Meeting Report – January 5, 2021

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

1. Review Board Goals

- Committee discussed Benchmark chart created and the process of going through the Benchmarks and identify where IHP is doing well and use the analysis to develop areas where the organization could do better.
 - Prospective Trustee Aquilla indicated that as a year 1 school many areas will not be expected to be at the highest rubric level and inquired whether any review had been conducted by the authorizer. HOS also inquired whether there was anything the organization could be looking at for direction on any midyear review. (See checklist attached)
 - Committee decided 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 Committee – BC to send to review benchmark chart and determine which other committees will fill in particular buckets on the benchmark chart. BC to report back to the committee with the updated chart before the next board meeting. Committee to continue fine tuning self-assessment and resulting goals.
 - 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. Review IHP's Exit Interview Practice/Policy

- Committee reviewed exit interview policy provided by HOS and made some recommendations for changes.
- Next Steps – HOS to send updated policy to committee. (Update was received)
- Action to be Taken by Board: Committee to recommend to Board to approve the policy short of any other suggestions by the full board.

3. Strategic Planning

- HOS provided list of deliverables. Committee discussed including important board action to the document. BC to pull together a list of additional deliverables to add to the document. Suggestion made to convert the document to an excel document.
- Next Steps by Committee: BC to Review document submit additional deliverables from the board perspective.

*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 – January 5, 2021

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

4. Board Member Recruitment

- HOS discussed making this a standing agenda item. There was also some discussion about committee member Derrick Lewis making outreach to a prospective board member to extend an invitation to attend our January Board Meeting
- Next Steps by Committee: None.

*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 - December 2020.xlsx

Cover Sheet

Vote to Approve 990 Form

Section:	III. Finance Committee
Item:	B. Vote to Approve 990 Form
Purpose:	Vote
Submitted by:	
Related Material:	2019 Form 990 Ivy Hill Preparatory Charter School[1].pdf

Form 990 (Rev. January 2020) Department of the Treasury Internal Revenue Service	Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) ▶ Do not enter social security numbers on this form as it may be made public. ▶ Go to www.irs.gov/Form990 for instructions and the latest information.	OMB No. 1545-0047 2019 Open to Public Inspection
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A For the 2019 calendar year, or tax year beginning JUL 1, 2019 and ending JUN 30, 2020

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/terminated ☐ Amended return ☐ Application pending	C Name of organization IVY HILL PREPARATORY CHARTER SCHOOL Doing business as Number and street (or P.O. box if mail is not delivered to street address) Room/suite 475 E. 57TH STREET City or town, state or province, country, and ZIP or foreign postal code BROOKLYN, NY 11203 F Name and address of principal officer: AMBROSIA JOHNSON SAME AS C ABOVE	D Employer identification number 83-1178507 E Telephone number 917-789-8959 G Gross receipts \$ 3,125,982. H(a) Is this a group return for subordinates? Yes ☐ No ☒ H(b) Are all subordinates included? Yes ☐ No ☐ If "No," attach a list. (see instructions) H(c) Group exemption number ▶
I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527 J Website: WWW.IVYHILLPREP.ORG K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶ L Year of formation: 2018 M State of legal domicile: NY		

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO PROVIDE KINDERGARTEN THROUGH FIFTH GRADE EDUCATION. 2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets. 3 Number of voting members of the governing body (Part VI, line 1a) 3 4 Number of independent voting members of the governing body (Part VI, line 1b) 4 5 Total number of individuals employed in calendar year 2019 (Part V, line 2a) 18 6 Total number of volunteers (estimate if necessary) 20 7a Total unrelated business revenue from Part VIII, column (C), line 12 0. 7b Net unrelated business taxable income from Form 990-T, line 39 0.	
Revenue	8 Contributions and grants (Part VIII, line 1h) 758,955. 9 Program service revenue (Part VIII, line 2g) 0. 10 Investment income (Part VIII, column (A), lines 3, 4, and 7d) 0. 11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) 0. 12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) 758,955.	Prior Year Current Year
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3) 0. 14 Benefits paid to or for members (Part IX, column (A), line 4) 0. 15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) 172,078. 16a Professional fundraising fees (Part IX, column (A), line 11e) 0. b Total fundraising expenses (Part IX, column (D), line 25) 26,271. 17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) 173,716. 18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) 345,794. 19 Revenue less expenses. Subtract line 18 from line 12 413,161.	0. 0. 1,177,576. 0. 2,119,285. 3,296,861. -170,879.
Net Assets or Fund Balances	20 Total assets (Part X, line 16) 436,550. 21 Total liabilities (Part X, line 26) 23,389. 22 Net assets or fund balances. Subtract line 21 from line 20 413,161.	Beginning of Current Year End of Year
	436,550. 23,389. 413,161.	1,407,311. 1,165,029. 242,282.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer AMBROSIA JOHNSON, FOUNDER & HEAD OF SCHOOL Type or print name and title	Date
Paid Preparer Use Only	Print/Type preparer's name GARRETT M. HIGGINS Preparer's signature GARRETT M. HIGGINS Date 12/21/20 Check if self-employed ☐ PTIN P00543209 Firm's name ▶ PKF O'CONNOR DAVIES, LLP Firm's EIN ▶ 27-1728945 Firm's address ▶ 665 FIFTH AVENUE NEW YORK, NY 10022 Phone no. 212-286-2600	

 May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

Form 990 (2019)

IVY HILL PREPARATORY CHARTER SCHOOL

83-1178507

Page **2****Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III ☒ **X**

- 1**
- Briefly describe the organization's mission:

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

- 2**
- Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ?
- ☐
- Yes
- ☒
- No

If "Yes," describe these new services on Schedule O.

- 3**
- Did the organization cease conducting, or make significant changes in how it conducts, any program services?
- ☐
- Yes
- ☒
- No

If "Yes," describe these changes on Schedule O.

- 4**
- Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 2,839,362. including grants of \$) (Revenue \$ 2,597,598.)

GENERAL EDUCATION: STUDENTS RECEIVE DAILY INSTRUCTION FROM 7:30AM-4:30PM UTILIZING A TWO-TEACHER MODEL IN THE CONTENT AREAS OF LITERACY, MATHEMATICS, AND PERFORMING ARTS. FOR OUR SPECIAL EDUCATION PROGRAM, STUDENTS BENEFIT FROM THE GENERAL EDUCATION PROGRAM, AND ALSO RECEIVE PUSH-IN SERVICES, PULL OUT SERVICES, AND RELATED SERVICES ACCORDING TO THE MANDATES OUTLINED IN THEIR INDIVIDUAL EDUCATION PLANS.

THE SCHOOL PROVIDED EDUCATION TO APPROXIMATELY 116 STUDENTS IN KINDERGARTEN THROUGH FIRST GRADE DURING THE 2019-2020 ACADEMIC YEAR.

4b (Code:) (Expenses \$ including grants of \$) (Revenue \$)**4c** (Code:) (Expenses \$ including grants of \$) (Revenue \$)

- 4d**
- Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses **2,839,362.**Form **990** (2019)

Form 990 (2019)

IVY HILL PREPARATORY CHARTER SCHOOL

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Page **3****Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	1 X	
2 Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?	2 X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>	3	X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>	4	X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>	9	X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>	10	X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	11a X	
b Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>	11b	X
c Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>	11c	X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>	11d X	
e Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>	11e X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	11f X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	12a X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	12b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	13 X	
14a Did the organization maintain an office, employees, or agents outside of the United States?	14a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>	14b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>	19	X
20a Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>	20a	X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b	
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>	21	X

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IVY HILL PREPARATORY CHARTER SCHOOL

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Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i>	22	X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i>	23	X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i>	28c	X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i>	34	X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i>	37	X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	38	X

Note: All Form 990 filers are required to complete Schedule O

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
1a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a	10
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	

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Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return		
2a 18		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b X	
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		
3a Did the organization have unrelated business gross income of \$1,000 or more during the year?	3a	X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O	3b	
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a	X
b If "Yes," enter the name of the foreign country		
See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a	X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b	X
c If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c	
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a	X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b	
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X
b If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c	X
d If "Yes," indicate the number of Forms 8282 filed during the year	7d	
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e	X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f	X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g	
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h	
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8	
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966?	9a	
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b	
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12	10a	
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b	
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders	11a	
b Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b	
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041?	12a	
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b	
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state?	13a	
Note: See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b	
c Enter the amount of reserves on hand	13c	
14a Did the organization receive any payments for indoor tanning services during the tax year?	14a	X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O	14b	
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?	15	X
If "Yes," see instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income?	16	X
If "Yes," complete Form 4720, Schedule O.		

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Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI

☒**Section A. Governing Body and Management**

	1a	1b	2	3	4	5	6	7a	7b	8a	8b	9	Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year	9													
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.														
b Enter the number of voting members included on line 1a, above, who are independent		9												
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?			2											X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?				3										X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?					4									X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?						5								X
6 Did the organization have members or stockholders?							6							X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?								7a						X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?									7b					X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:														
a The governing body?										8a			X	
b Each committee with authority to act on behalf of the governing body?											8b		X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O												9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	10a	10b	11a	11b	12a	12b	12c	13	14	15a	15b	16a	16b	Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a														X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		10b													
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?			11a											X	
b Describe in Schedule O the process, if any, used by the organization to review this Form 990.															
12a Did the organization have a written conflict of interest policy? If "No," go to line 13					12a									X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?						12b								X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done							12c							X	
13 Did the organization have a written whistleblower policy?								13						X	
14 Did the organization have a written document retention and destruction policy?									14					X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?															
a The organization's CEO, Executive Director, or top management official										15a				X	
b Other officers or key employees of the organization											15b				X
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).															
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?												16a			X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?													16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed **NONE**

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records

AMBROSIA JOHNSON - 917-789-8959
475 E. 57TH STREET, BROOKLYN, NY 11203

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IVY HILL PREPARATORY CHARTER SCHOOL

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Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	485,321.				
	f All other contributions, gifts, grants, and similar amounts not included above ...	1f	48,637.				
	g Noncash contributions included in lines 1a-1f	1g	\$ 5,574.				
	h Total. Add lines 1a-1f						
Program Service Revenue	2 a GOV'T PER-PUPIL REV.	Business Code	611110	2,592,024.	2,592,024.		
	b						
	c						
	d						
	e						
	f All other program service revenue						
	g Total. Add lines 2a-2f			2,592,024.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)						
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
	6 a Gross rents	6a	(i) Real (ii) Personal				
	b Less: rental expenses ...	6b					
	c Rental income or (loss)	6c					
	d Net rental income or (loss)						
	7 a Gross amount from sales of assets other than inventory	7a	(i) Securities (ii) Other				
	b Less: cost or other basis and sales expenses	7b					
	c Gain or (loss)	7c					
	d Net gain or (loss)						
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9 a Gross income from gaming activities. See Part IV, line 19	9a					
b Less: direct expenses	9b						
c Net income or (loss) from gaming activities							
10 a Gross sales of inventory, less returns and allowances	10a						
b Less: cost of goods sold	10b						
c Net income or (loss) from sales of inventory							
Miscellaneous Revenue	11 a	Business Code					
	b						
	c						
	d All other revenue						
	e Total. Add lines 11a-11d						
12 Total revenue. See instructions				3,125,982.	2,592,024.	0.	0.

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	142,527.	113,091.	28,466.	970.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	850,109.	674,539.	169,786.	5,784.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits	85,867.	68,133.	17,150.	584.
10 Payroll taxes	99,073.	78,612.	19,787.	674.
11 Fees for services (nonemployees):				
a Management				
b Legal	630.		630.	
c Accounting	91,108.		91,108.	
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch. O.)	28,940.	24,448.	4,260.	232.
12 Advertising and promotion	20,532.	20,532.		
13 Office expenses	78,176.	76,759.	54.	1,363.
14 Information technology	83,031.	83,031.		
15 Royalties				
16 Occupancy	1,447,767.	1,346,423.	86,866.	14,478.
17 Travel	4,012.	3,731.	241.	40.
18 Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
19 Conferences, conventions, and meetings	11,603.	10,791.	696.	116.
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	39,111.	36,373.	2,347.	391.
23 Insurance	29,135.	27,096.	1,748.	291.
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a REPAIRS AND MAINTENANCE	134,821.	125,384.	8,089.	1,348.
b INSTRUCTIONAL SUPPLIES	72,564.	72,564.		
c STUDENT SERVICES	37,250.	37,250.		
d STAFF DEVELOPMENT	33,252.	33,252.		
e All other expenses	7,353.	7,353.		
25 Total functional expenses. Add lines 1 through 24e	3,296,861.	2,839,362.	431,228.	26,271.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)

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Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash - non-interest-bearing	158,305.	1	763,348.
	2 Savings and temporary cash investments		2	1,001.
	3 Pledges and grants receivable, net	134,855.	3	183,357.
	4 Accounts receivable, net	1,000.	4	1,655.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges	1,192.	9	5,728.
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 397,583.		
	b Less: accumulated depreciation	10b 39,111.	10c	358,472.
	11 Investments - publicly traded securities		11	
	12 Investments - other securities. See Part IV, line 11		12	
	13 Investments - program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	93,750.	15	93,750.
16 Total assets. Add lines 1 through 15 (must equal line 33)	436,550.	16	1,407,311.	
Liabilities	17 Accounts payable and accrued expenses	23,389.	17	239,091.
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	0.	25	925,938.
	26 Total liabilities. Add lines 17 through 25	23,389.	26	1,165,029.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here ☒ and complete lines 27, 28, 32, and 33.			
	27 Net assets without donor restrictions	413,161.	27	242,282.
	28 Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	413,161.	32	242,282.
	33 Total liabilities and net assets/fund balances	436,550.	33	1,407,311.

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IVY HILL PREPARATORY CHARTER SCHOOL

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Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	3,125,982.
2	Total expenses (must equal Part IX, column (A), line 25)	2	3,296,861.
3	Revenue less expenses. Subtract line 2 from line 1	3	-170,879.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	413,161.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	242,282.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
1 Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a	X
b Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____	3a	X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____	3b	

Form 990 (2019)

Schedule A (Form 990 or 990-EZ) 2019 **IVY HILL PREPARATORY CHARTER SCHOOL** 83-1178507 Page 2**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2018 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test - 2019. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
b 33 1/3% support test - 2018. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization		
17a 10% -facts-and-circumstances test - 2019. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		
b 10% -facts-and-circumstances test - 2018. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and stop here. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization		
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions		

Schedule A (Form 990 or 990-EZ) 2019

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests - 2019. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

b 33 1/3% support tests - 2018. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
11a		
b A family member of a person described in (a) above?		
11b		
c A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .		
11c		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
1		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
2		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
1		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
1		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
2		
3 By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		
3		

Section E. Type III Functionally Integrated Supporting Organizations

	Yes	No
1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a ☐ The organization satisfied the Activities Test. Complete line 2 below.		
b ☐ The organization is the parent of each of its supported organizations. Complete line 3 below.		
c ☐ The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).		
2 Activities Test. Answer (a) and (b) below.		
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.		
2a		
b Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.		
2b		
3 Parent of Supported Organizations. Answer (a) and (b) below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI .		
3a		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		
3b		

Schedule A (Form 990 or 990-EZ) 2019 **IVY HILL PREPARATORY CHARTER SCHOOL**

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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990 or 990-EZ) 2019

Schedule A (Form 990 or 990-EZ) 2019 **IVY HILL PREPARATORY CHARTER SCHOOL**

83-1178507 Page 7

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required- explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2020. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

Schedule A (Form 990 or 990-EZ) 2019

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.
(See instructions.)

DRAFT

Schedule B(Form 990, 990-EZ,
or 990-PF)Department of the Treasury
Internal Revenue Service**Schedule of Contributors**

- ▶ Attach to Form 990, Form 990-EZ, or Form 990-PF.
▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019

Name of the organization

IVY HILL PREPARATORY CHARTER SCHOOL

Employer identification number

83-1178507

Organization type (check one):

Filers of:**Section:**

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation☐ 501(c)(3) taxable private foundationCheck if your organization is covered by the **General Rule** or a **Special Rule**.**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.**General Rule**

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

LHA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2019)

Schedule B (Form 990, 990-EZ, or 990-PF) (2019)

Page **2**

Name of organization	Employer identification number
IVY HILL PREPARATORY CHARTER SCHOOL	83-1178507

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	NEW YORK CITY CHARTER SCHOOL CENTER 111 BROADWAY NEW YORK, NY 10006	\$ 17,500.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2	WALTON FAMILY FOUNDATION P.O. BOX 2030 BENTONVILLE, AR 72712	\$ 10,000.	Person ☒ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		\$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

IVY HILL PREPARATORY CHARTER SCHOOL

83-1178507

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

[illegible]

Schedule B (Form 990, 990-EZ, or 990-PF) (2019)

Page **4**

Name of organization	Employer identification number
IVY HILL PREPARATORY CHARTER SCHOOL	83-1178507

Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this info. once.) ► \$ _____

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

SCHEDULE D
(Form 990)Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements**

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**
 ▶ **Attach to Form 990.**

▶ **Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

2019**Open to Public Inspection****Name of the organization**

IVY HILL PREPARATORY CHARTER SCHOOL

Employer identification number

83-1178507

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No		
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No		

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included in (a)	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶

4 Number of states where property subject to conservation easement is located ▶

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 ▶ \$

(ii) Assets included in Form 990, Part X ▶ \$

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 ▶ \$

b Assets included in Form 990, Part X ▶ \$

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2019

Schedule D (Form 990) 2019

IVY HILL PREPARATORY CHARTER SCHOOL

83-1178507 Page 2

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibitiond ☐ Loan or exchange programb ☐ Scholarly researche ☐ Other _____c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets

to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

c Beginning balance

d Additions during the year

e Distributions during the year

f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

Part V Endowment Funds. Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ☐ %

b Permanent endowment ☐ %

c Term endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations

(ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		159,000.		159,000.
d Equipment		132,869.	31,781.	101,088.
e Other		105,714.	7,330.	98,384.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				358,472.

Schedule D (Form 990) 2019

Schedule D (Form 990) 2019

IVY HILL PREPARATORY CHARTER SCHOOL

83-1178507 Page 3

Part VII Investments - Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) SECURITY DEPOSITS	93,750.
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	93,750.

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) DEFERRED RENT	925,938.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	925,938.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... ☒

Schedule D (Form 990) 2019

Schedule D (Form 990) 2019

IVY HILL PREPARATORY CHARTER SCHOOL

83-1178507 Page 4

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	3,887,300.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	2,363.
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	758,955.
e	Add lines 2a through 2d	2e	761,318.
3	Subtract line 2e from line 1	3	3,125,982.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	3,125,982.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	3,645,018.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	2,363.
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	345,794.
e	Add lines 2a through 2d	2e	348,157.
3	Subtract line 2e from line 1	3	3,296,861.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	0.
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	3,296,861.

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE SCHOOL RECOGNIZES THE EFFECT OF INCOME TAX POSITIONS ONLY IF THOSE POSITIONS ARE MORE LIKELY THAN NOT TO BE SUSTAINED. MANAGEMENT HAS DETERMINED THAT THE SCHOOL HAD NO UNCERTAIN TAX POSITIONS THAT WOULD REQUIRE FINANCIAL STATEMENT RECOGNITION OR DISCLOSURE. ALL FORMS 990 FILED BY THE SCHOOL ARE SUBJECT TO EXAMINATION.

PART XI, LINE 2D - OTHER ADJUSTMENTS:

REVENUE REPORTED ON PRIOR YEAR FORM 990 758,955.

PART XII, LINE 2D - OTHER ADJUSTMENTS:

EXPENSES REPORTED ON PRIOR YEAR FORM 990 345,794.

Part XIII Supplemental Information *(continued)*

DRAFT

SCHEDULE E
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Schools**▶ **Complete if the organization answered "Yes" on Form 990,
Part IV, line 13, or Form 990-EZ, Part VI, line 48.**▶ **Attach to Form 990 or Form 990-EZ.**▶ **Go to www.irs.gov/Form990 for the latest information.**

OMB No. 1545-0047

2019**Open to Public
Inspection**

Name of the organization

IVY HILL PREPARATORY CHARTER SCHOOL

Employer identification number

83-1178507

Part I

- 1** Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?
- 2** Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?
- 3** Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain.
If you need more space, use Part II

AS A PUBLIC SCHOOL, SUBJECT TO OPEN ENROLLMENT, THE CHARTER SCHOOL IS NOT SUBJECT TO THE SPECIFIC GUIDELINES SET FORTH IN REV. PROC. 75-50 AND AS MODIFIED BY REV. PROC. 2019-22. THE SCHOOL PUBLICIZED ITS RACIALLY NONDISCRIMINATION POLICY THROUGH ITS INTERNET WEBSITE.

- 4** Does the organization maintain the following?
- a** Records indicating the racial composition of the student body, faculty, and administrative staff?
- b** Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?
- c** Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?
- d** Copies of all material used by the organization or on its behalf to solicit contributions?
- If you answered "No" to any of the above, please explain. If you need more space, use Part II.

- 5** Does the organization discriminate by race in any way with respect to:
- a** Students' rights or privileges?
- b** Admissions policies?
- c** Employment of faculty or administrative staff?
- d** Scholarships or other financial assistance?
- e** Educational policies?
- f** Use of facilities?
- g** Athletic programs?
- h** Other extracurricular activities?
- If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.

- 6a** Does the organization receive any financial aid or assistance from a governmental agency?
- b** Has the organization's right to such aid ever been revoked or suspended?
- If you answered "Yes" on either line 6a or line 6b, explain on Part II.
- 7** Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II

YES NO

1

X

2

X

3

X

4a

X

4b

X

4c

X

4d

X

5a

X

5b

X

5c

X

5d

X

5e

X

5f

X

5g

X

5h

X

6a

X

6b

X

7

X

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or Form 990-EZ.

Schedule E (Form 990 or 990-EZ) 2019

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable.

Also provide any other additional information.

LINE 6 - EXPLANATION OF GOVERNMENT FINANCIAL AID:

THE SCHOOL RECEIVES PER-PUPIL FUNDING FROM THE NYC BOARD OF EDUCATION
UNDER THEIR CHARTER AGREEMENT. THE SCHOOL ALSO RECEIVES VARIOUS FEDERAL,
STATE, AND CITY FUNDS INCLUDING FEDERAL ENTITLEMENTS TO ASSIST WITH
COVERING THE COST OF CERTAIN PROGRAMS.

DRAFT

SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2019Open to Public
Inspection

Name of the organization

IVY HILL PREPARATORY CHARTER SCHOOL

Employer identification number

83-1178507

FORM 990, PART III, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

FROM THE COLLEGE OF THEIR CHOICE, AND ACCESS LIVES OF PURPOSE AND
OPPORTUNITY.

FORM 990, PART VI, SECTION B, LINE 11B:

THE SCHOOL HAS ITS FORM 990 PREPARED BY AN OUTSIDE ACCOUNTING FIRM AND HAS
ESTABLISHED THE FOLLOWING REVIEW PROCESS TO ENSURE THAT THE INFORMATION
REPORTED IS COMPLETE AND ACCURATE. WHEN THE FORM 990 HAS BEEN PREPARED,
REVIEWED BY MANAGEMENT AND IS READY TO BE FILED WITH THE INTERNAL REVENUE
SERVICE, IT IS ELECTRONICALLY SENT TO THE BOARD MEMBERS OF THE SCHOOL FOR
ANY COMMENTS. EACH ISSUE IS DOCUMENTED AND ADDRESSED UNTIL THE RETURN IS
FINALIZED AND APPROVED FOR FILING.

FORM 990, PART VI, SECTION B, LINE 12C:

PRIOR TO ELECTION AND HIRING, AND THEREAFTER ON AN ANNUAL BASIS, ALL
TRUSTEES, OFFICERS, AND KEY PERSONS SHALL DISCLOSE IN WRITING TO THE
SECRETARY, WHO SHALL THEN PROMPTLY INFORM THE BOARD ANY ENTITY THEY ARE A
DIRECTOR, OFFICER, TRUSTEE, VOTING MEMBER, OWNER (IN WHOLE OR IN PART) OR
EMPLOYEE OF AND WITH WHICH THE SCHOOL HAS A FINANCIAL RELATIONSHIP AND ANY
TRANSACTION IN WHICH THE SCHOOL IS A PARTICIPANT AND IN WHICH THE TRUSTEE,
OFFICER OR KEY PERSON, OR ONE OF HIS OR HER RELATIVES, MIGHT HAVE A
CONFLICTING INTEREST. IT IS THE RESPONSIBILITY OF THE BOARD OF DIRECTORS TO
MAKE THE DETERMINATION AS TO WHETHER OR NOT A CONFLICT OF INTEREST EXISTS
ONCE A DISCLOSURE HAS BEEN MADE, AND ONCE A CONFLICT OF INTEREST HAS BEEN
DETERMINED IT IS THE RESPONSIBILITY OF THE BOARD OF DIRECTORS TO REVIEW
SUCH CONFLICT. IF A CONFLICT WERE TO ARISE, THE INTERESTED PERSON SHALL

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) (2019)

932211 09-06-19

Schedule O (Form 990 or 990-EZ) (2019)

Page 2

Name of the organization

IVY HILL PREPARATORY CHARTER SCHOOL

Employer identification number

83-1178507

EXCUSE THEMSELVES FROM BOARD DISCUSSION AND ABSTAIN FROM VOTING ON THE
POTENTIAL CONFLICT. THE MINUTES OF THE GOVERNING BOARD SHALL DOCUMENT
CONTEMPORANEOUSLY THE DELIBERATIONS AND DETERMINATION REGARDING ANY OF THE
FINANCIAL INTEREST OR CONFLICT OF INTEREST.

FORM 990, PART VI, SECTION B, LINE 15A:

THE SCHOOL'S BOARD OF DIRECTORS COMPARES SALARIES OF SIMILAR ORGANIZATIONS
TO DETERMINE THE SALARY OF ITS FOUNDER AND HEAD OF SCHOOL. THE BOARD OF
DIRECTORS APPROVED THE COMPENSATION DETERMINATION AND WAS DOCUMENTED IN THE
MINUTES OF THE GOVERNING BOARD. THIS PROCESS OCCURRED IN 2019.

FORM 990, PART VI, SECTION C, LINE 19:

THE SCHOOL'S FORM 990, GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY,
AND FINANCIAL STATEMENTS ARE AVAILABLE TO THE PUBLIC THROUGH THE PUBLIC
PORTAL "BOARD ON TRACK". THESE ITEMS ARE POSTED ALONG WITH MEETING
MATERIALS ON THE SCHOOL'S MEETING CALENDAR ON THEIR WEBSITE. IN ADDITION,
THESE DOCUMENTS ARE AVAILABLE TO THE PUBLIC UPON REQUEST.

FORM 990, PART XII, LINE 2C:

THE SCHOOL HAS A FINANCE COMMITTEE THAT IS RESPONSIBLE FOR OVERSIGHT OF
THE AUDIT AND SELECTION OF THE INDEPENDENT AUDITOR. THE PROCESS HAS NOT
CHANGED FROM THE PRIOR YEAR.

Form **8868**
(Rev. January 2020)Department of the Treasury
Internal Revenue Service**Application for Automatic Extension of Time To File an
Exempt Organization Return**

OMB No. 1545-0047

- **File a separate application for each return.**
 ► **Go to www.irs.gov/Form8868 for the latest information.**

Electronic filing (e-file). You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit www.irs.gov/e-file-providers/e-file-for-charities-and-non-profits.

Automatic 6-Month Extension of Time. Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

Type or print File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. IVY HILL PREPARATORY CHARTER SCHOOL	Taxpayer identification number (TIN) 83-1178507
	Number, street, and room or suite no. If a P.O. box, see instructions. 475 E. 57TH STREET	
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. BROOKLYN, NY 11203	

Enter the Return Code for the return that this application is for (file a separate application for each return) 0 1

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

AMBROSIA JOHNSON

- The books are in the care of ► **475 E. 57TH STREET - BROOKLYN, NY 11203**
Telephone No. ► **917-789-8959** Fax No. ► _____
- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) _____. If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and TINs of all members the extension is for.

- 1 I request an automatic 6-month extension of time until **MAY 17, 2021**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:
 ► ☐ calendar year _____ or
 ► ☒ tax year beginning **JUL 1, 2019**, and ending **JUN 30, 2020**.

- 2 If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return
☐ Change in accounting period

3a If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	3a	\$	0.
b If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	3b	\$	0.
c Balance due. Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	3c	\$	0.

Caution: If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.

LHA **For Privacy Act and Paperwork Reduction Act Notice, see instructions.**Form **8868** (Rev. 1-2020)

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.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_January 2021.pdf



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

December Board Meeting

Submitted by: Ambrosia Johnson

Data as of 1/4/2021

I. Enrollment Report

2020 – 2021 Enrollment

(Current Year)

	Kindergarten	1 st Grade	2 nd Grade
Enrollment	60	83	30
Waitlist	115	1	5
Total Enrollment	173		
Authorized Enrollment	180		
Budgeted Enrollment	162		

2021 – 2022 Enrollment and Recruitment

(Upcoming Year)

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

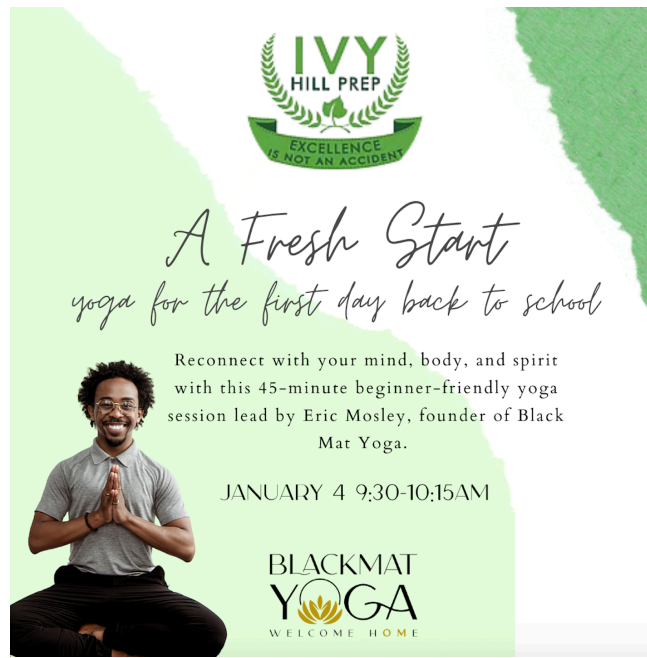
II. Hiring Report SY 2020-2021

Position	Total Needed	Total Hired	Total Remaining	Current Status
Teacher	9	8	1	In Progress
Special Education Teacher	1	1	0	Complete

Total Hires Needed:	10
Total Hired:	9

III. School Updates

➤ 2021 Kick Off



➤ STEP Round 2

- On January 7th, our students and staff began STEP Round 2 to assess literacy growth over the past six weeks.

➤ Remote Learning Update: Black History Thursdays

- Beginning January 14th, Ivy Hill Prep will introduce our virtual component of our Black History Curriculum.
- Once per week, writing instruction will be paired with Black History as students learn about Black historical figures, the creed values that they embodied, and how they too can showcase these characteristics in their everyday lives.



- **Be on the lookout for our 2nd Annual Living Black Wax Museum on Friday, February 26, 2021!**

➤ **Asynchronous Science Lessons**

- Beginning the week of January 11, 2021, students and families will have the option to participate in weekly science experiments. Doing science experiments helps develop a child's resourcefulness, particularly their skills at goal setting, planning, and problem solving. These lessons will nurture intellectual curiosity and will help our students acquire new ways of asking questions and understanding the world. We're looking forward to it!

Cover Sheet

Committee Report

Section:	V. Academic Achievement
Item:	E. Committee Report
Purpose:	Vote
Submitted by:	
Related Material:	December Report.docx



BOARD OF TRUSTEES

Academic Achievement Committee Meeting Report

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

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

December 9, 2020|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. (1 Additional student from last month – a first grader who came back)
 - Attendance: 84% (up 1% percentage point – School goal is 85% and charter goal is 90%)
 - No Attrition this month.
 - Add in IEP, ELL and grade level on attrition data (HOS plan to do this moving forward – but Adam suggests collecting data now because it will be needed)
 - Updated to include 2021-2022 enrollment to reflect K, 1st Grade, 2nd Grade and 3rd Grade.
 - January will be the first time that intent to enroll forms will be given and that data will be added to the dashboard then.
- Staffing Update
 - Update: One more teacher needed to be hired. SPED teacher hired and will start after the new year.
 - Teacher on maternity leave will return and teacher on medical leave will remain on medical leave. (Are we down 2 teachers)
 - Staff Concern: Staff concern shared and team indicated to set up goals and benchmarks which are clear.
 - Next Steps: HOS to dive into hiring plan for next year at the start of 2021.
- Enrollment Efforts for 21-22

*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

Academic Achievement Committee Meeting Report

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

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

December 9, 2020|8:00pm – 8:45pm

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

-
- Recruitment: going back to boots on the ground. Went back to old pre-school partners and tabled outside and engaging new schools and doing weekly drop off flyers. Also doing application completion.
 - Open House: Doing virtual open house next week. One private open house and another one for families who have already applied to the school.
 - Mailing – Vanguard list not ready from DOE yet but when they receive the list they will send out the first mailer.
 - Math IA Assessment
 - Not suited for virtual setting so it did not reflect mastery of students.
 - HOS in the process of creating more formal but frequent assessments which are similar to quizzes and more feasible to get accurate data and track it.

2. Culture, Climate and Family Engagement

- Report Conferences on the December 15th and December 16th of next week.
- Turkey Giveaway: Write up of the giveaway write up was provided. (Liability issue discussed)

3. Re-Opening

- Message to family: We will let families know after the break.
- HOS outlook:
 - Confused by DOE opening when the numbers are rising.
 - Don't believe it would be wise to put teachers at risk to re-open.

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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 (not present) Aquila Leon-Soon (Prospective Board Member) & Ambrosia Johnson (HOS)

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

December 9, 2020|8:00pm – 8:45pm

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

-
- Would like to put out updated letter to families that we don't feel comfortable re-opening and we would like to see where the numbers are 2 weeks after.
 - Committee feedback: If parents are not looking to re-open then we should not change anything until we are safe. Board agrees that more conservative approach would be best. Looking at opening date of Feb 1st as a re-opening date if the numbers say its safe to re-open.
 - Next Steps: Committee decided not to recommend changes as a reflective reaction to the current situation. Committee to continue to be mindful of the current situation.
 - SPED: Bringing in Ms. Williams for SPED issue. January meeting will be early as far as HOS is concerned but February will be a good meeting time to have Director of SPED attend committee.
 - Next Step:
 - HOS requested that Committee send over questions which committee would like to see answered
 - What is SPED number compared to the district? (Questions presented by Committee)

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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_Ivy Hill Prep_Contract A UPDATED_1_12_2021.pdf



January 12, 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 (preferably prior to January 15, 2021).

PROPOSED STRUCTURES AND DELIVERABLES

Description
1-1 Leadership Coaching and 360 Administration - Ten (10) 1-1 coaching sessions over Zoom between January 2021 and May 2021 - Korn Ferry Emotional-Social Competency Inventory (ESCI) 360 Evaluation and 90-minute debrief, to be completed in January 2021.
Board Partnership and Accountability - An initial (Jan 2021), mid- (March 2021) and final (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
Observation of Leader in Action - 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 (Jan, March, 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 (Jan 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: _____

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 - December 2020.xlsx

HOS Report 2019-2021.xlsx