

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday March 29, 2021 at 6:30 PM EDT

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order		Adam Jimenez-Schulman	5 m
• Welcome Guests			
• Public Comments			

	Purpose	Presenter	Time
B. Record Attendance and Guests		Maimouna Kane	1 m
C. Approve February 2021 Board Meeting Minutes	Approve Minutes	Maimouna Kane	3 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on February 22, 2021			
D. Vote to Approve Agenda	Vote	Adam Jimenez-Schulman	2 m
II. Governance			6:41 PM
A. Committee Update	Vote	Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> • Committee finalized compliance calendar • Committee will be circling back to adding new members in the next 2 months • Committee will also start planning stages for board training for next fiscal year 			
III. Finance Committee			6:46 PM
Finance			
A. Review Financial Dashboard	Discuss	Nataki Williams	10 m
<ul style="list-style-type: none"> • Review Key Financial Indicators • Review Budget vs. Actuals 			
B. Miscellaneous Finance Issues	Vote	Nataki Williams	15 m
<ul style="list-style-type: none"> • 21-22 Budget Review Timeline Update • Audit Review Timeline Update 			
IV. Director of Finance Hiring Taskforce			7:11 PM
A. Taskforce Update	Discuss	Jennifer Small	5 m
<ul style="list-style-type: none"> • Update on Hiring Process 			
V. Academic Achievement			7:16 PM
Academic Achievement			
A. Review Academic Program - Academic Dashboard	Discuss	Ambrosia Johnson	5 m

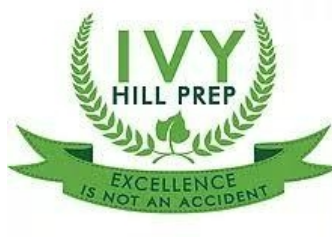
	Purpose	Presenter	Time
• Review Dashboard indicators (Enrollment, Attendance etc)			
B. Review Teaching and Learning	Discuss	Ambrosia Johnson	10 m
• Review HOS Report • Discuss any assessments			
C. Discuss Culture and Climate	Discuss	Ambrosia Johnson	10 m
• Discuss any upcoming events • Discuss Scholar and Parent Feedback • Discuss Staff Feedback			
D. Discuss Updated Re-Opening Plan	Discuss	Ambrosia Johnson	15 m
• Discuss updates to re-opening plan.			
E. Committee Report/Governance Issues	Vote	Adam Jimenez-Schulman	5 m
• Review/Vote to Approve Instructional Leader Job Description			
VI. Development			8:01 PM
Development			
A. Update on Development	Discuss	Tanisha James/Adam Laniyan	10 m
Discuss Planned Development Initiatives:			
VII. Head of School Evaluation & Support Committee			8:11 PM
A. Discuss Committee Next Steps	Discuss	Adam Jimenez-Schulman	5 m
• Update on Committee Next Steps			
VIII. Executive Session			8:16 PM
A. Vote for Executive Session (If Needed)	Discuss	Full Board Discussion	15 m

	Purpose	Presenter	Time
• Standing Agenda Item			
IX. Closing Items			8:31 PM
A. Adjourn Meeting	FYI	Adam Jimenez- Schulman	
• Meeting Evaluation			

Cover Sheet

Approve February 2021 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve February 2021 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on February 22, 2021



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday February 22, 2021 at 6:30 PM

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

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

Directors Absent

T. James

Guests Present

A. Johnson (remote), B. Parker (remote), D. Williams (remote), P. Carras (remote)

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Feb 22, 2021 at 6:35 PM.

B. Record Attendance and Guests

C. Approve January 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from January 2021 Board of Trustees Meeting - Ivy Hill Prep on 01-25-21.

J. Small seconded the motion.

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

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to Approve agenda.

J. Small seconded the motion.

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

Roll Call

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

II. Governance

A. Approve 21-22 Job Descriptions

Job description for dean of curriculum and instruction, adding this individual will manage and coach teachers.

M. Michael made a motion to To modify job description for dean of curriculum and instruction.

J. Small seconded the motion.

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

Roll Call

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

B. Discuss Board Expansion

III. Finance Committee

A. Review Financial Dashboard

The finance committee gave an overview of the balance sheet. Discussion held on payroll issues across employees. Discussion held around ending contract with service provider. Per-pupil funding has not been established as of yet from NYS. Discussion held on hiring of the dance teacher to full-time instructor academically to offer support students. Discussion held around the salary of dance teacher with change to full time. Discussion held around framework of elective salary bands per year. Clarification was provided around salary bands for instructional staff and elective staff.

M. Michael made a motion to change salary tab for the dance instructor.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

B. Miscellaneous Finance Issues

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

Discussion held on interview process for candidates. Discussion held around timeline of meeting with candidates.

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

Enrollment: On track to meet enrollment expectations. **Hiring:** One teacher down but does not impact instruction. HOS is in the process of hiring for the next school year. **Academic data:** **Glows:** 78% Kindergarten above grade level, 65% of 1st graders on or above grade level. 79% 2nd graders showed growth. **Grows:** Dean of students shared rationale for students not meeting standards. Ujimma plans are created to provide targeted support to increase foundational reading support. Question was asked on the large number of students needing support in the 2nd grade. DOS states the additional full-time teacher will be able to provide support. Discussion was held on a specific number of the 79% to grade level. Discussion was held around the possibility of retention. Discussion held on what the plan is for students on Step 3 and Step 4. Discussion was held on the RTI Ujimma plan, explanation was given on the structure and facilitation of Ujimma plans. Discussion was held on the Step expectation at the end of the year for 2nd grade. Discussion held on adjustment on goals for students based on factors.

Calendar invite sent for school events

B. Review Teaching and Learning

C. Discuss Culture and Climate

D. Discuss Updated Re-Opening Plan

E. Committee Report

VI. Development

A. Update on Development

Fundraising initiatives were discussed. Discussion held onboard members sending out info for fundraising events. Discussion held on roll-out of fundraising event.

Question asked around developing a wish list of things needed and wanted for the school. Development will come together to make that list.

VII. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
M. Michael

Cover Sheet

Committee Update

Section:	II. Governance
Item:	A. Committee Update
Purpose:	Vote
Submitted by:	
Related Material:	Compliance Calendar.pdf

Ivy Hill Prep: Annual Compliance Calendar

Key						
In-House Tasks						
Board Tasks						
September						
Status	Category	Board Applicable	Details	Date		
	Board	Yes	Approve HOS goals & Succession Plan	Board Meeting		
	Board	Yes	Board Approve Development Goal & Set Measurable Tracking System	Board Meeting		
October						
Status	Category	Board Applicable	Details	Date		
Completed	In-House	Yes	Revisit Organizational Chart to be presented to the Finance/Academic Committees			
Not Applicable	In-House	Yes	Begin gathering Security Bids for Y3			
	Board	Yes	Finance Committee Reviews Audit Report	Finance Committee Mtg.		
	Board	Yes	Board Vote to Approve Audit Report	Board Meeting		
November						

November

Status	Category	Board Applicable	Details	Date
	NYSED	No	Staff Snapshot data need to be uploaded to SIRS	
Not Applicable	In-House		Begin gathering Janitorial Bids (in the event of change)	November
In Progress	In-House	Yes	Begin Budget Building utilizing Template	For December Finance Meeting
	NYSED	Yes	Audit Report Submitted	November 1st

December

Status	Category	Board Applicable	Details	Date
Not Applicable	In-House	Yes	Submit Security Bids to Board	Dec. Finance Mtg
	Board	Yes	HOS Evaluation & Support Committee Check in on Goals with HOS	HOS Evaluation & Support Committee Mtg.

January

Status	Category	Board Applicable	Details	Date
Not Started	NYSED	No	FRPL Numbers, enrollment by grade	
	In-House	No	DOO/HOS Classroom Furniture/Supply needs for Y3	January 15, 2021

February						
Status	Category	Board Applicable	Details	Date		
	Board	Yes	Review First Draft of Budget for Next Fiscal Year	Finance Committee Meeting		
	Board	Yes	Governance Committee Reviews Job Descriptions For New Positions for the Next Year	Governance Committee Mtg.		
March						
Status	Category	Board Applicable	Details	Date		
	NYSED	No	FRPL Data Extract/ BEDS Data Data Extract			
	In-House		Send out quote request for staff tech			
	In-House		Send out quote request for student tech			
	In-House	Yes	Tentative: If management seeks to end the Janitorial contract.			
	Audit Y2		Begin gathering audit materials for interim testing			
	Form 990	Yes	Details to be added*			
	Board	Yes	Mid-Year Check in with Head of School on Goals	HOS Evaluation & Support Committee Mtg		
	Board	Yes	Full Board Review of 1st Draft of Budget	Board Meeting		
	Board	Yes	Finance Committee Reviews 990 submission	Finance Committee Mtg.		

	Board	Yes	Board Vote to Approve New Job Descriptions	Board Meeting		
April						
Status	Category	Board Applicable	Details	Date		
	In-House	Yes	Provide Board with 3 tech Bids for staff computers	Finance Committee Meeting		
	In-House	Yes	Provide Board with 3 tech bids for student computers	Finance Committee Meeting		
	Audit	Yes	PKO should have issued an Interim Testing List (Report Update to Finance Committee)	Finance Committee Meeting		
	Board	Yes	2nd Review of Updated Budget	Board Meeting		
	Board	Yes	Board Vote to Approve 990 Submission	Board Meeting		
May						
Status	Category	Board Applicable	Details	Date		
	In-House	Yes	Renewal process for Commercial Insurance- Review New Policies from S. Burger	Finance Committee Meeting		
	NYSED	No	Instructor Assignments & student class entry/exit	May 1, 2021		
	NYSED	Yes	EOY Reporting	Due: June 30		
	Board	Yes	Final Board Vote on Budget	Board Meeting		
	Board	Yes	Vote to Approve any New Prospective Trustees	Board Meeting		
	Board	Yes	Trustee Informal Discussion w/Board Chair regarding Term Renewal for next year	Mutually Agreed Upon Time Prior To Board Meeting		
June						

June

Status	Category	Board Applicable	Details	Date
	NYSED	No	ELL Count for Title 3 funding	June 2021
	NYSED	Yes	Submit Final EOY Report	June 2021
	Board	Yes	Board Vote to Approve Meeting Calendar for Next Fiscal Year/Annual Meeting Date and Board Retreat Date	Board Meeting
	Board	Yes	Governance Committee Reviews 1st Draft of Annual Report	Governance Committee Mtg.
	Board	Yes	Vote on Insurance Carrier	Board Meeting
	Board	Yes	Board Complete Board Assessment	Board Meeting
	Board	Yes	Board Members to complete HOS Eval Rubric	Prior to Board Meeting

July

Status	Category	Board Applicable	Details	Date
	Board	Yes	Board Annual Meeting	Board Meeting
	Board	Yes	Committee Draft Strategic Goals for New Year	Committee Mtgs
	Board	Yes	Review Bylaws and Update if Necessary	Governance Committee Mtg

August

Status	Category	Board Applicable	Details	Date

	Board	Yes	Board Determine Board Member Recruitment Goal New Year	Governance Committee Mtg.		
	Board	Yes	Committees & Officers Review Job Descriptions & Propose any updates if Necessary	Board Meeting		
	Board	Yes	Draft Development Plan for the year & Detail Board Role in Development Plan	Development Committee Mtg		
	Board	Yes	Finalize HOS Goals & Succession Plan	HOS Support & Eval Committee		
	Board	Yes	Approve Strategic Goals Developed at Annual Mtg	Board Meeting		

Cover Sheet

Review Financial Dashboard

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

Cover Sheet

Review Academic Program - Academic Dashboard

Section:	V. Academic Achievement
Item:	A. Review Academic Program - Academic Dashboard
Purpose:	Discuss
Submitted by:	
Related Material:	Academic Dashboard for March 2021 Mtg.pdf Academic Dashbaord for March 2021 Board Mtg.xlsx

Data Accurate Through March 4, 2021

Staffing	#	Ratio
Teachers	14	12.5
Administ.	3	58.3
Other	3	58.3
<i>Total</i>	20	8.8

Staff Attrition			
Date	Name	Title	Reason
1/2021	J.A	Teacher	Personal/Medic

Data Accurate Through March 4, 2021

Budgeted: 106

Data Accurate Through March 4, 2021

By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE			
	83%	79%	83%	84%	82%	83%	92%							

Data Accurate Through March 4, 2021

By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
	0.0	N/A	N/A	N/A	N/A	N/A	N/A				

Data Accurate Through March 4, 2021

Reason for Departure:[illegible]

SCHOLAR ENROLLMENT

Data Accurate Through March 4, 2021

	2021-2022 Kindergarten: 60	2021-2022 1st Grade: 60	2021-2022 2nd Grade: 88	2021-2022 3rd Grade: 32
Snapshot	Total Apps Received	Total Apps Received	Total Apps Received	Total Apps Received
Total Apps:	121	13	7	3
144	Available Seats	Available Seats	Avail. Seats	Avail. Seats
Total Seats:	60	0	6	3
69	Application Goal	Application Goal	Application Goal	Application Goal
Seats Accepted	180	10	18	10
N/A	Seats Accepted	Seats Accepted	Seats Accepted	Seats Accepted
Seats Remaining	N/A	N/A	N/A	N/A
N/A	Waitlist	Waitlist	Waitlist	Waitlist
	N/A	N/A	N/A	N/A

OUT OF SCHOOL SUSPENSIONS

Data Accurate Through March 4, 2021

Reason for Suspensions:	Date	Scholar & Class	Grade	Reason

ASSESSMENT DATA
Math Interim Assessment Data

Data Accurate Through March 4, 2021

Math Quiz Reporting					
Percent Proficient					
	January	February	March	April	May
Kindergarten 1	90%	89%			
Kindergarten 2	81%	81%			
First Grade 1	66%	74%			
First Grade 2	54%	66%			
First Grade 3	48%	81%			
2nd Grade 1	85%	78%			

STEP Assessment Data

Data Accurate Through March 4, 2021

Key	
	Below Target
	At Target
	Above Target
DNA	Did Not Achieve

STEP Literacy Assessment
ROUND 1 10/12 - 10/30

EOY Targets

K Target: 70% Achieve STEP 3 | 1st Target: 70% Achieve STEP 6 or above | 2nd Target: 60% Achieve STEP 8

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Analysis	% of S who are SPED out of total amount of S
Kindergarten	45%	2%	30%	22%	2%						Below: 45% On: 2% Above: 54%	Below: 11% On: 0% Above: 0%
First	0%	0%	3%	14%	30%	35%	16%	2%			Below: 17% On: 30% Above: 53%	Below: 21% On: 1% Above: 5%
Second	0%	0%	0%	3%	17%	23%	23%	13%	13%	7%	Below: 66% On: 13% Above: 20%	Below: 45% On: 0% Above: 17%

ROUND 2 1/7 - 1/22

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

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

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

Cover Sheet

Review Teaching and Learning

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



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

March Board Meeting

Submitted by: Ambrosia Johnson

Data as of 3/4/2021

I. Enrollment Report

2020 – 2021 Enrollment

(Current Year)

	Kindergarten	1 st Grade	2 nd Grade
Enrollment	60	84	31 (increased by 1)
Waitlist	115	0	4
Total Enrollment	175		
Authorized Enrollment	180		
Budgeted Enrollment	162		
Per Pupil Funding Student Count	174		

February Average Daily Attendance: 93% (Surpassed our school and charter attendance goal.)

2021 – 2022 Enrollment and Recruitment

(Upcoming Year)

	Kindergarten	1 st Grade	2 nd Grade	3 rd Grade
Applications Received	14 48 110 122	3 5 10 14	1 1 2 8	0 1 1 3
Seats Available	60	0	6	3
Applications Goal	180	10	18	10

2021 – 2022 Recruitment Initiatives

1. Virtual Open Houses

- Virtual Open Houses are held typically 2-4 times per month for families who have (a) already applied or (b) who are interested in applying.

2. Vanguard Mailing

- Due to COVID-19, Vanguard Mailing has experienced extreme delays. Direct mailers are slated to be disseminated by the end of the first month of March. Approximately 2,000 mailers will be mailed out for each respective grade.

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

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

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

Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
DCI	1	0	1	06/15/21	Not Yet Started
Office Assistant	1	0	1	07/15/21	Not Yet Started
Operations Fellow	1	0	1	07/15/21	Not Yet Started
Special Education Teacher	1	0	1	06/15/21	In Progress
Teaching Fellow	2	0	2	06/15/21	Not Yet Started
Elective Teacher*	1	0	1	06/15/21	Not Yet Started <i>Pending Board Approval</i>
Teacher	7	2	5	06/15/21	In Progress

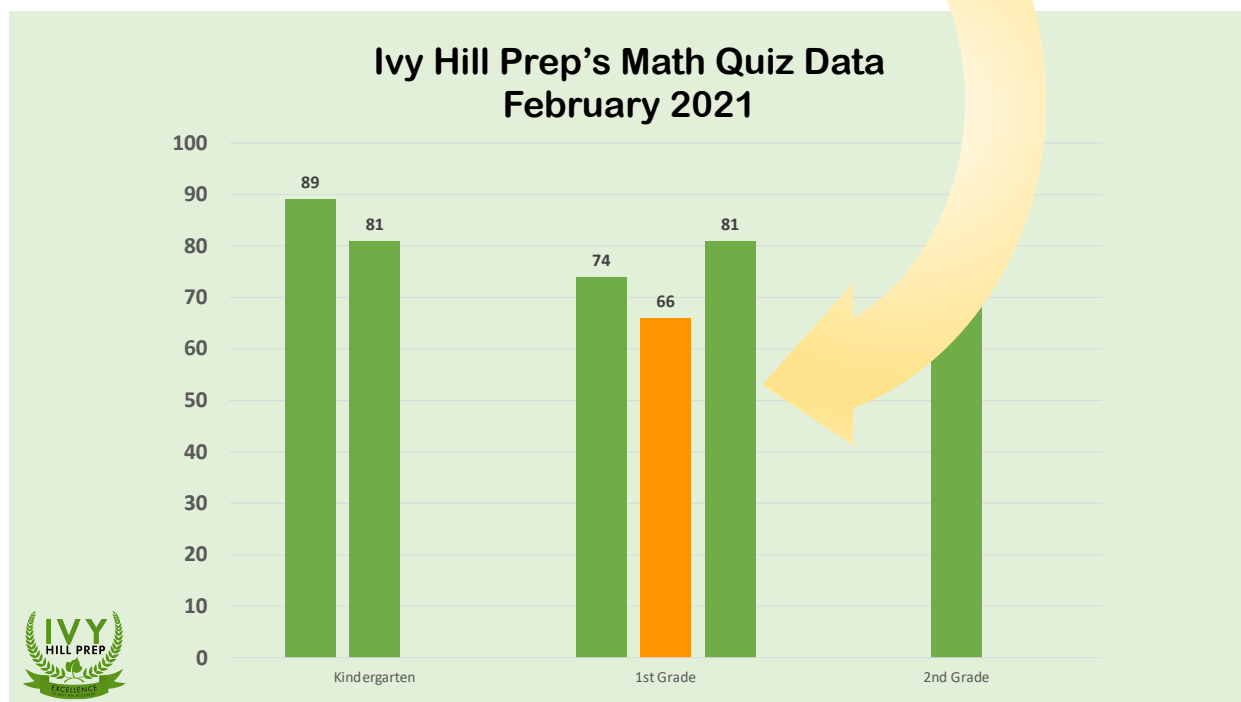
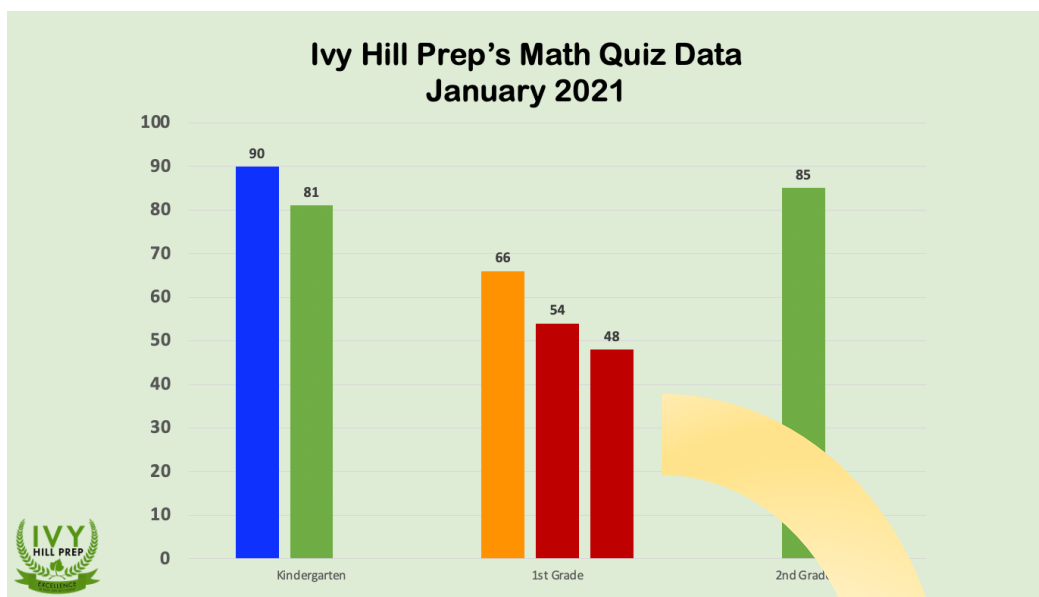
2 teachers hired.

IV. Academics Update

➤ Literacy

- Mid-STEP Round began on March 1, 2021 and ended on March 5, 2021. Results will be shared with the full Board next month.
- STEP Round 3 for all students begins on March 19, 2021 and ends on April 2, 2021. Results will be shared with the full Board next month, providing all assessments conclude on schedule.

➤ Math



- Month 2 of Ivy Hill Prep collecting formal math data virtually proved to be a greater success than Month 1. Grade Teams and the Head of School solidified the upcoming next steps after each assessment round weekly to continue to close academic gaps:
 - **Upgraded Version of Virtual Homework Assignments:** Our Instructional Team across K-2 has updated virtual math homework for all students. Homework assignments now also include specific questions that are aligned to the question types and standards that students are working on.
 - **Virtual Spiral Review:** Virtual Spiral Review has been designed to mirror Spiral Review that takes place in-person after Math Interim Assessments. The term, “Spiral Review”, dictates that specific question types and standards are “spiraled” so that students receive additional support and practice with question types and standards that they’ve previously struggled with.

February Recap

Mid-Year Evaluations

Disclaimer: Due to COVID-19 and the unprecedented circumstances of Academic School Year 2020-2021, there are metrics below that are not applicable; these areas are highlighted in red. Please keep these areas highlighted in red and do not score yourself on such areas.

Domain 1: Instruction				
INSTRUCTION	Advanced	Proficient	Working Towards	Needs Improvement
Management Section – Score <u>28 / 40</u>				
Establishing Learning Expectations and Student Engagement	<ul style="list-style-type: none"> Serves as a model in establishing, demands high expectations for student learning, behavior, and quality of work in a variety of ways, including: Right is Right, No Opt Out, and Cold Call. Has developed a classroom culture where 95-100% of the students are engaged in the learning activity, as demonstrated by their attentiveness and participation. 85%-90% of student hands are raised or students are ready to answer immediately when cold called when reviewing taught material. More than 50% of hands are raised during new material. 	<ul style="list-style-type: none"> Establishes, communicates, and demands high expectations for student learning, behavior, and quality of work in a variety of ways, including: Right is Right, No Opt Out, and Cold Call. Has developed a classroom culture where 10% of the students are engaged in the learning activity. 75-85% of hands are raised when reviewing taught material. Approximately 50% of hands are raised during new material. 	<ul style="list-style-type: none"> Inconsistently establishes, communicates, and demands high expectations for student learning, behavior, and quality of work, and inconsistently uses Right is Right, No Opt Out, and Cold Call, or uses them at inappropriate times. Has developed a classroom culture where 80% of the students are engaged in the learning activity. 65%-75% of hands are raised when reviewing taught material. About 35%-45% of hands are raised during new material. 	<ul style="list-style-type: none"> Does not succeed in establishing, communicating, and/or demanding high expectations for student learning, behavior, and quality of work and does not use Right is Right, No Opt Out, or Cold Call to establish expectations. Less than 80% of students are engaged in the learning activity. Less than 65% of hands are raised when reviewing taught material. Less than 35% of hands are raised during new material.
Use of Instructional Strategies	<ul style="list-style-type: none"> Uses a wide variety of instructional strategies and activities that are academically rigorous and highly engaging. Always ensures student learning through modeling, guided practice, and independent practice. Actively seeks and implements new instructional strategies. 	<ul style="list-style-type: none"> Uses a sufficient variety of instructional strategies and activities that are academically rigorous and highly engaging. Consistently ensures student learning through modeling, guided practice, and independent practice. Seeks and implements new instructional strategies. 	<ul style="list-style-type: none"> Limited in the variety of instructional strategies and/or not all activities are academically rigorous and highly engaging. Inconsistently uses modeling, guided practice, and independent practice. 	<ul style="list-style-type: none"> May inappropriately rely on only one or two instructional strategies and activities, which are either not academically rigorous or engaging for students. Does not use modeling, guided practice, and independent practice with any regularity.

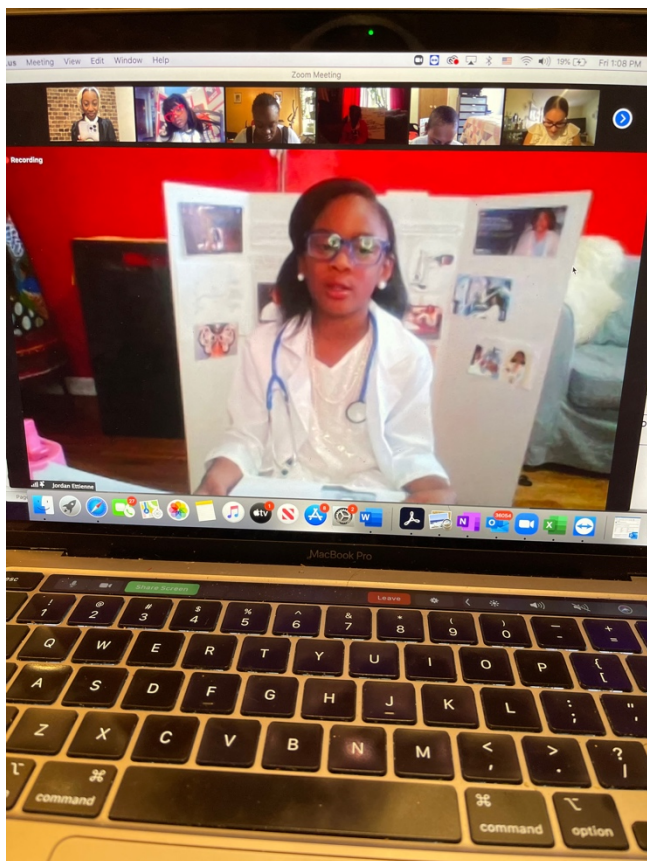
Page 1 of 18 Teacher Evaluation Rubric

Dance Club Month 1

Monthly Parent Meeting: February Chat & Chew



Living Black Wax Museum



Upcoming Events: Join Us



Looking for awesome speakers for:

CAREER WEEK

March 22, 2021 - March 26, 2021

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

Sign Up Here:

<http://bit.ly/IvyHillCareerWeek>



Cover Sheet

Committee Report/Governance Issues

Section:	V. Academic Achievement
Item:	E. Committee Report/Governance Issues
Purpose:	Vote
Submitted by:	
Related Material:	March 2021 Committee Meeting Report.pdf JOB DESCRIPTION_InstructionalLeaders.pdf



Teacher Leaders

Instructional Leader Roles & Responsibilities

Key Responsibilities

Observation & Feedback

- Observe teacher(s) regularly, at least 3 times per month, and follow-up each observation with e-mail communication, including the HOS on formal observation notes any Quick Observations. For new teachers, 75% of feedback should be through See It, Name It, Do It template. For more experienced teachers, this should account for 50% of feedback for the first half of the year
- Co-observe teacher(s) and plan/practice feedback meeting with another more experienced IL or the HOS once a month for the start of the year
- Meet with teacher(s) weekly, executing at least two of the following meeting structures:
 - Observation and Feedback (See It, Name It, Do It)
 - Weekly Data (Student Work Analysis)
 - Planning (Increasing Rigor in Lesson Plans and Internalization)
- Provide real-time feedback to teacher(s), in the moment that they can replicate across other parts of their teaching
- Hold teacher(s) accountable for deadlines, implementing feedback, and professionalism
- ILs may design, lead, and support Professional Development sessions for teachers
- ILs may conduct additional practice sessions for teacher if teacher is struggling with mastery of action step
- ILs plan for and implement post assessment data meetings, including the review and/or revision of the Analysis and Instructional Plan
- Evaluate teacher performance through the Mid-Year and End of Year Evaluation process

Grade-wide Culture Leadership

- Co-Create the vision for grade-wide culture at Ivy Hill Prep and help design the systems needed to support that vision.
- Feels ultimate accountability to ensure the school culture of the grade level is consistent with Ivy Hill Prep's common picture of excellence; does "whatever it takes" to make sure that the school culture on the grade level is positive and conducive to high-quality work life.
- Serve as the point person for communicating ideas, concerns, information to and from the school's Leadership Team.
- Ensures positive staff morale by planning cultural initiatives for the grade team and problem solving with other ILs and HOS if/when challenging circumstances arise.

- Serves as the designated point person for submissions of assignments, analyses, reflections, etc.
- Monitors teacher placement and execution for whole-school postings to ensure all members of the grade team are in alignment.
- Ensures team members uphold expectations for school-wide systems.
- Provides peer feedback and will utilize vertical feedback if peer feedback is ineffective
- Inputs missing postings and/or deadlines into accountability tracker shared with the school's Leadership Team
- Works collaboratively with other ILs and Head of School to build a culture of excellence among the team.

Partnership with the Head of School

- Communicates frequently with the Head of School on all grade-level-related issues including academic, behavioral, and emotional concerns; meets weekly with the Head of School and other ILs to collaborate and plan on the following areas:
 - Academic Goals and Plan of Action
 - Review weekly data for literacy and/or math
 - Compare weekly data for literacy and/or math with data from previous weeks
 - Provide updates on success rates from recent initiatives
 - Share proposed next steps to close academic gaps
 - Collaborate on next steps to close academic gaps and finalize with HOS
 - Team Look Ahead
 - Collaborative backwards plan with grade team to account for responsibilities surrounding upcoming assignments, projects, and/or events

Weekly Meeting Facilitation

- Creates repeated agendas along with other ILs and executes accordingly
- Leads weekly team meetings that address calendar of upcoming events, school culture, joy factor, plans for struggling scholars (created in conjunction with the SS Team) and follow through, logistics/scheduling/transition, homework completion rates, parent communication, etc.
- Ensure that agenda is e-mailed out at least 24 hours in advance
- Uses clear protocol to guide each meeting
- Facilitates respectful, productive discussion
- Ensures that meetings remain goal-oriented and on time
- Maintains detailed notes and action steps for the meetings
- Sends out minutes/action items within 48 hours of meeting to all members of the team, including the Head of School
- Ensures the right data/information is gathered before meetings and that grade teams are focusing meeting time on high-impact conversations/work
- Completes Grade Level data analysis after assessments to identify trends and next steps.

Key Competencies & Qualifications

- A minimum of 2 years teaching experience required
- A proven track record of dramatically improving student achievement
- A Mid-Year Evaluation from the prior year that contains all Proficient or Advanced scorings for 100% of the metrics assessed
- Demonstrated success in building relationships and trust with other teachers and staff
- Experience in managing and influencing teams and individuals to meet specific and strategic outcomes



BOARD OF TRUSTEES

Academic Achievement Committee Meeting Report

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

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

March 10, 2021 | 8:00pm – 8:45pm

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

The Following agenda items were discussed at the committee meeting:

1. Governance & Academic Achievement

- Board/Committee Responsibilities checklist provided to the committee. Committee to review document and align task with responsibilities.
 - Next Steps: Committee to do mid-year check-in on academic goals
- Organizational Chart Update – No permanent change to be made. (Addition of grade level chairs is a management decision and any financial impact should be discussed with the finance committee.
- Instructional Leader – Job Description was discussed.

2. Academic Program Schools

- Academic Dashboard
 - Enrollment numbers: Total of 175 scholars.
 - Attendance: 93% (Surpassing school and Charter goal) (School goal is 85% and charter goal is 90%)
- Staffing Update
 - Update: 2 New Teachers were hired. Hiring process still ongoing.
 - Next Steps: HOS continuing to dive into hiring process for next year.
- Enrollment Efforts for 21-22
 - Recruitment: 3 Weeks away from the lottery.
 - Open House: Virtual Open houses held 2-4 times per week for families who have already applied.

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- Mailing – Due to COVID there have been delays in the mailer. Mailers set to go out the end of the month of March.
 - ELL Recruitment – Committee discussed keeping track of recruitment efforts for ELL students and other ideas around enhanced recruitment efforts. (i.e open house with interpreter) – Question asked about percent of ELL students in the district (HOS informed committee percent is 6.8%.
 - Assessment
 - Math (IA) Monthly data based on Quizzes. Students doing well. Data included in HOS report.
 - Mid-Step Round began on March 1 and ended on March 5th. Results will be provided next month along with results of STEP Round 3.
 - Virtual Homework Assignments – Updated to include specific questions aligned to question types and standards students are working on.
 - Mid-Year Evaluations - wrapped up last week.

3. Culture, Climate and Family Engagement

- Dance Club – 1st Month wrapped up = Video on Youtube.

4. Re-Opening

- Message to family: that information will be provided early April and any re-opening would happen weeks after Spring Break
- HOS outlook:
 - 150 parents responded to survey and 65% of parents want re-opening.

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- 50% of staff partially vaccinated and 20% fully vaccinated.
 - 28% of staff ready to come back/ 14% of staff on the fence/57% not comfortable coming back
 - Question of whether to stay remote for the rest of the year and HOS would prefer to stay remote due to the staff/scheduling concerns.
 - Discussion at open house with parents to be scheduled after a full discussion with full board.
 - Committee feedback: Difficult to delay re-opening when so many other places are re-opening. Some committee members agreed with HOS about the efficacy of re-opening for a few weeks before summer break.
 - Next Steps: HOS to discuss issue with full board and board chair and vice-chair.

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Attachments

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

IHP Monthly Financials Feb 2021.xlsx

Academic Dashbaord for March 2021 Board Mtg.xlsx