

Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday May 24, 2021 at 6:30 PM EDT

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Agenda

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

	Purpose	Presenter	Time
C. Approve April 2021 Board Meeting Minutes	Approve Minutes	Maimouna Kane	3 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on April 26, 2021			
D. Vote to Approve Agenda	Vote	Marsha Michael	2 m
II. Governance			6:41 PM
A. Committee Update	Discuss	Marsha Michael	5 m
• Committee reviewing proposal for board training			
B. Committee Recommendation on Prospective Board Members	Discuss	Marsha Michael	5 m
• Recommendation on extending invitation to prospective members to submit board application to NYSED for approval,			
III. Finance Committee			6:51 PM
Finance			
A. Review Financial Dashboard	Discuss	Nataki Williams	10 m
• Review Key Financial Indicators • Review Budget vs. Actuals			
B. 21-22 Budget Review	Vote	Nataki Williams	15 m
• Vote to Approve Budget			
C. Approve Stipend Policy	Vote	Nataki Williams	5 m
• Approve Stipend Policy			
D. Miscellaneous Financial Issues	Discuss	Ambrosia Johnson/Nataki Williams	5 m
• Audit Review Timeline • Any Upcoming Bids for Review • PEO Provider Change no longer necessary			
IV. Director of Finance Hiring Taskforce			7:26 PM
A. Taskforce Update	Discuss	Jennifer Small	5 m

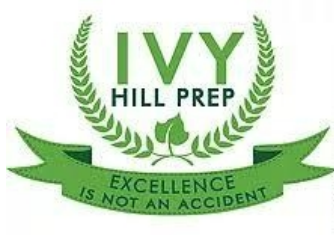
	Purpose	Presenter	Time
• Update on Hiring Process			
V. Academic Achievement			7:31 PM
Academic Achievement			
A. Review Academic Program - Academic Dashboard	Discuss	Ambrosia Johnson	5 m
• Review Dashboard indicators (Enrollment, Attendance etc)			
B. Review Teaching and Learning	Discuss	Ambrosia Johnson	20 m
• Review HOS Report			
• Discuss STEP Assessment Results			
C. Discuss Culture and Climate	Discuss	Ambrosia Johnson	10 m
• Discuss any upcoming events			
• Discuss Scholar and Parent Feedback			
• Discuss Staff Feedback			
D. Committee Report/Governance Issues	Vote	Marsha Michael	5 m
• Vote to Approve Operations Organizational Chart Amendment			
VI. Development			8:11 PM
Development			
A. Update on Development	Discuss	Tanisha James/Adam Laniyan	10 m
• Discuss results of recent initiatives			
VII. Head of School Evaluation & Support Committee			8:21 PM
A. Discuss Committee Next Steps	Discuss	Adam Jimenez-Schulman	5 m

	Purpose	Presenter	Time
• Update on Conclusion of Leadership Training			
VIII. Executive Session			8:26 PM
A. Vote for Executive Session (If Needed)	Discuss	Full Board Discussion	15 m
• Standing Agenda Item			
IX. Closing Items			8:41 PM
A. Adjourn Meeting	FYI	Marsha Michael	
• Meeting Evaluation			

Cover Sheet

Approve April 2021 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve April 2021 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Board of Trustees Meeting - Ivy Hill Prep on April 26, 2021



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday April 26, 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), M. Michael (remote), N. Williams (remote), T. James (remote)

Directors Absent

D. Lewis, J. Small, M. Kane

Guests Present

A. Johnson (remote), A. Leon-Soon (remote), D. Williams (remote), M. Butcher (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 Apr 26, 2021 at 6:33 PM.

B. Record Attendance and Guests

Quorum present

C. Approve March 2021 Board Meeting Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 03-29-21.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to Approve agenda.

T. James seconded the motion.

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

Roll Call

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

II. Governance

A. Committee Update

- Plan to flush out Board PD and and Retreat
- Committee reviewing bylaws for any updates, and plan is to have lawyers well versed in the subject matter review as well
- Finalizing plan for 2021-22 Board (returning members, new members)

III. Finance Committee

A. Review Financial Dashboard

- Expenses should come in lower than expected

B. 21-22 Budget Review

- FY21-22 budget preview; goal is for approved budget by May Board meeting
- Question: assumptions for FTEs of students with IEPs (SpEd); Discussion: accounting for numbers shifting based on student progression and from sense of the number of new students who come in with IEPs; suggestion for reviewing district trends for figures for students with IEPs and for considering impact of COVID-19 on learning and how that factors into future recommendations for evaluation
- Question: stipend rate; Discussion: will reflect number of teachers each individual will be coaching
- Question: COVID-19-related line-item for planning; Discussion: good idea to incorporate
- Revisiting of Y0-Y5 budget that was part of initial charter application; no material variations and adjustments made after Y0 are showing to be effective; operating income is a point of focus as an indicator
- Question: drop in contracted services; Discussion: changing vendors from CSBM, which was going to have drastically increasing fees (in relation to per pupil funding)
- Question: non-instructional personnel line item; Discussion: accounting for Nurse, but that is paid for by DOE
- Stipends, salaries will be main items to be revisited/ tweaked ahead of May board meeting

C. Miscellaneous Financial Issues

- Supporting management in handling bids for new contracts in a timely manner before EOY; Management named anticipated PEO vendor change, which will go to Finance committee in May and requires approval at May Board meeting
- Discussion: timing of May 31st Board Meeting (on a holiday), to be moved to May 24th (vote below)
- Audit timeline: materials due 5/3-5/10 for interim audit; reviewing invoices (standard practice and audit prep)
- Discussion: fiscal policy expectations and review; continued in Finance committee

M. Michael made a motion to Change date of May Board meeting to 5/24.

N. Williams seconded the motion.

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

Roll Call

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

IV. Director of Finance Hiring Taskforce

A. Taskforce Update

- To be picked up in next Board meeting due to pause in timeline

V. Academic Achievement

A. Review Academic Program - Academic Dashboard

- Expecting updated numbers on new families from the lottery who completed full enrollment by May meeting
- Question: plan for filling remaining 2nd grade seats (low waitlist); Discussion: continuing to post openings on social media and message to families for referrals; still part of common app for ongoing apps
- Question: attendance came down 1% point - any trend; Discussion: haven't noticed anything
- Question: conversations with staff members about next year; Discussion: push to follow up with staff about where they stand for next year (if anything has changed since prior conversations)

B. Review Teaching and Learning

- 3rd round of literacy STEP assessment results
- Discussion: mapping performance against charter benchmarks, accounting for reduction in instruction due to COVID-19, but still keeping benchmarks in same charts; maintaining benchmarks was named by authorizer in prior conversation as well; these adjustments to be finalized in Academics Committee
- Math quiz data results
- Discussion: retention practices during COVID-19

C. Discuss Culture and Climate

- Elective discussion for next year - adding additional elective in the form of art; continuing to build out martial arts program, as part of co-curriculum; considering building out both programs upon first returning from hybrid learning
- Discussion: further building out of martial arts principles in all aspects of school

D. 21-22 Re-Opening Plan

E. Committee Report/Governance Issues

VI. Development

A. Update on Development

- Movie Night on 4/29 - Board members to share with networks
- Giving Board reminder

VII. Closing Items

A. Adjourn Meeting

M. Michael made a motion to Adjourn Board Meeting.

N. Williams seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:56 PM.

Respectfully Submitted,
M. Michael

Cover Sheet

Review Financial Dashboard

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

Cover Sheet

21-22 Budget Review

Section: III. Finance Committee
Item: B. 21-22 Budget Review
Purpose: Vote
Submitted by:
Related Material:
Ivy Hill FY 2021-22 Budget Worksheet - FINAL DRAFT 5.14.21.xlsx

Cover Sheet

Approve Stipend Policy

Section:	III. Finance Committee
Item:	C. Approve Stipend Policy
Purpose:	Vote
Submitted by:	
Related Material:	Stipend Policy.pdf



Stipend Policy

A Supplemental Duty Stipend was created for the purpose of compensating staff members who assume additional responsibilities as outlined for the positions below. To qualify for such positions, employees must meet the stated criteria and must express interest by the cutoff date, which is announced annually. Staff members who perform the supplemental duties outlined in the table below are eligible to receive the corresponding stipends as indicated. The Head of School, Dean of Student Supports, and Dean of Curriculum and Instruction are not eligible to receive coaching stipends. Supplemental/Extra duty stipends are authorized for the specific year and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as Instructional Leader, Grade Level Chair, etc. are assigned annually and are not guaranteed responsibilities that carry over from year to year. The Head of School annually establishes a list of approved stipend positions and the payment classifications for those positions. Annually, the Head of School establishes, and the Board of Trustees approves a list of approved stipend positions and the payment classifications for those positions.

Compensation Timing and Specifics

- Stipend amounts and requirements will be reviewed annually. Supplemental duty stipends will be paid in two lump sum payments. Half of the stipend will be paid out in December upon completion of duties in the first half of the school year, and the other half of the stipend will be paid out in May, upon completion of duties in the second half of the school year. In the event of a mid-year start, stipends are only given to compensate for the amount of time worked.
- Instructional Leaders are compensated \$2,500 per teacher that they coach. Instructional Leaders can coach a maximum of 4 teachers, however the annual stipend cannot exceed \$8,000.
- Stipend amounts are released from primary payroll accounts and will be received through an employee's paycheck.
- Stipend amounts are taxable and are subject to federal and state taxable income laws.
- Employees who leave Ivy Hill Preparatory Charter School for any reason before the end of the assignment are not eligible to receive the supplemental duty stipend.
- Supplemental Duty Annual Stipend amounts listed below are the amounts employees will receive for completing the assigned duty for the entire school year.

2021 – 2022 Supplemental Stipends

Role	Compensation
Grade Level Chair	\$3,000
Instructional Leader	\$2,500 per teacher

Cover Sheet

Review Academic Program - Academic Dashboard

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

Cover Sheet

Review Teaching and Learning

Section:	V. Academic Achievement
Item:	B. Review Teaching and Learning
Purpose:	Discuss
Submitted by:	
Related Material:	Head of School Report_May2021.pdf



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

May Board Meeting

Submitted by: Ambrosia Johnson

Data as of 5/4/2021

I. Enrollment Report

2020 – 2021 Enrollment

(Current Year)

	Kindergarten	1 st Grade	2 nd Grade
Enrollment	61	85	29
Waitlist	114	0	5
Total Enrollment	175		
Authorized Enrollment	180		
Budgeted Enrollment	162		
Per Pupil Funding Student Count	174		

February Average Daily Attendance: 91% (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	146	20	23	8
Seats Available	60	0	10	5
Seats Accepted	60	N/A	4	4
Seats Remaining	0	0	3	4
Enrollment Completed	53	N/A	3	N/A
Waitlist	8	14	5	0

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

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

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

Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
DCI	1	0	1	06/15/21	In Progress
Office Assistant	1	0	1	07/15/21	Not Yet Started
Operations Manager	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 --> 9 2 additional T needed	5	4	06/15/21	In Progress

IV. Academics Update

➤ Literacy

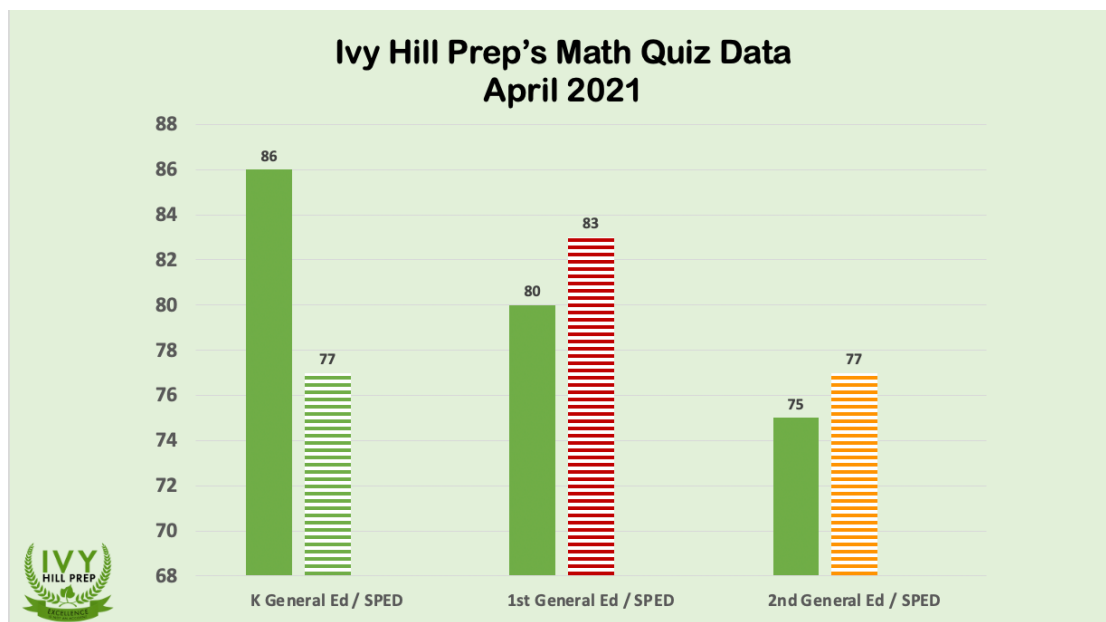
The data below reflects the academic results from STEP Round 3, which were discussed in last month's meeting.

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

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

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

➤ Math



April Recap

Teacher Appreciation Week



Upcoming Events

EOY Closeout



It's Official!

IVY HILL PREP'S SCHOLARS ARE STEPPING UP!

JOIN US AS WE CELEBRATE:
KINDERGARTEN GRADUATION
AND
1ST & 2ND GRADE'S
STEPPING UP!

SAVE THE DATE!

DATE: JUNE 18, 2021

ATTIRE: RED CARPET READY

TIME OF DAY:

MORNING / AFTERNOON

SPECIFIC CLASSROOM TIMES WILL
BE ANNOUNCED BY 6/1



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 - April 2021.xlsx

Ivy Hill FY 2021-22 Budget Worksheet - FINAL DRAFT 5.14.21.xlsx

Academic Dashboard 2019-2021- May 2021 Meeting.xlsx