



# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

Amended on September 26, 2019 at 1:32 PM EDT

### Date and Time

Monday September 30, 2019 at 6:30 PM EDT

### Location

Ivy Hill Prep Charter School, 475 East 57th Street, Brooklyn NY

### PLEASE REVIEW THE ATTACHED MEETING DOCUMENTS PRIOR TO THE MEETING

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A. Call the Meeting to Order</b>		Marsha Michael	1 m
<ul style="list-style-type: none"> <li>• Call Meeting to Order</li> <li>• Welcome Guest</li> </ul>			
<b>B. Record Attendance and Guests</b>		Kimberly Wedderburn-Henderson	5 m
<ul style="list-style-type: none"> <li>• Secretary Takes Roll Call</li> </ul>			
<b>C. Approve Minutes</b>	Approve Minutes	Marsha Michael	5 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on August 26, 2019			
<b>D. Approval of Meeting Agenda</b>	Vote	Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Vote to Approve Meeting Agenda</li> </ul>			
<b>II. Governance</b>			<b>6:46 PM</b>
<b>A. Vote to Approve Board of Trustees Officers</b>	FYI	Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Review Resolution</li> <li>• Vote to Approve Officers of the Board</li> </ul>			
<b>B. Vote to Approve Adding Jennifer Small as a Board of Trustee Member</b>	Vote	Marsha Michael	5 m

- Approve Resolution Adding Jennifer Small as a Board of Trustee Member to take over vacancy left by Rebecca May
- Term Ends July 2021
- Jennifer Small will serve on the Finance and Development Committee.

<b>C. Planning Ahead</b>	Discuss	Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Discuss plan for tutorial on Open Meeting Law.</li> <li>• The presentation will happen at the next meeting.</li> </ul>			
<b>D. Update Policies</b>	Discuss	Marsha Michael	2 m
<ul style="list-style-type: none"> <li>• Update Employee Handbook to include and exit interview process/transition policy.</li> </ul>			
<b>E. Governance Update - Political landscape</b>	Discuss	Marsha Michael	2 m
<ul style="list-style-type: none"> <li>• Discuss changes in the political landscape.</li> <li>• Discuss plan to engage our local elected officials.</li> </ul>			
<b>III. HOS Evaluation &amp; Support Committee</b>			<b>7:05 PM</b>
<b>A. Approve HOS Evaluation Process Timeline</b>	Vote	Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <li>• Vote to Approve Evaluation Timeline</li> </ul>			
<b>B. Approve HOS Planning Year Evaluation</b>	Vote	Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <li>• Review Evaluation Rubric for the Planning Year</li> <li>• Vote to Approve Rubric</li> </ul>			
<b>C. Approve HOS Year 1 Goals</b>	Vote	Adam Jimenez-Schulman	5 m
<b>IV. Finance</b>			<b>7:20 PM</b>
<b>A. Review Financial Dashboard for July &amp; August</b>	FYI	Digant Bahl	30 m
<b>B. Update on Amended Budget Process</b>	FYI	Nataki Williams	5 m
<b>V. Academic Achievement</b>			<b>7:55 PM</b>
<b>A. Update on Academic Dashboard</b>	FYI	Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Review Dashboard.</li> <li>• Committee still working on finetuning details of dashboard.</li> <li>• Final Dashboard will be ready for board approval at October Board Meeting</li> </ul>			
<b>VI. Development</b>			<b>8:00 PM</b>
<b>A. Ribbon Cutting Overview</b>	FYI	Marsha Michael	5 m
<ul style="list-style-type: none"> <li>• Updated Donor list provided to Board</li> </ul>			
<b>VII. HOS Update</b>			<b>8:05 PM</b>
<b>A. Executive Session</b>	FYI	Ambrosia Johnson	20 m
<ul style="list-style-type: none"> <li>• See HOS Report</li> </ul>			
<b>VIII. Closing Items</b>			<b>8:25 PM</b>

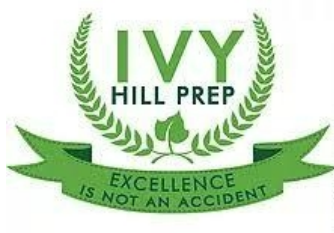
<b>A. Meeting Evaluation</b>	FYI	Jennifer Small	5 m
<ul style="list-style-type: none"><li>• Board Member selected to provide quick evaluation of meeting.</li></ul>			
<b>B. Adjourn Meeting</b>	Vote	Marsha Michael	1 m
<b>Roll Call on Vote to Adjourn Meeting</b>			

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Trustees Meeting - Ivy Hill Prep on August 26, 2019

APPROVED



## Ivy Hill Prep Charter School

### Minutes

#### Board of Trustees Meeting - Ivy Hill Prep

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##### **Date and Time**

Monday August 26, 2019 at 6:30 PM

##### **Location**

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY

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##### **Directors Present**

A. Jimenez-Schulman (remote), K. Wedderburn-Henderson, M. Michael, N. Williams

##### **Directors Absent**

D. Lewis

##### **Guests Present**

A. Johnson, A. Laniyan, M. Kane

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#### **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 Aug 26, 2019 at 6:29 PM.

##### **B. Record Attendance and Guests**

##### **C. Approve Minutes**

M. Michael made a motion to approve minutes.

N. Williams seconded the motion.

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

#### **D. Approval of Meeting Agenda**

M. Michael made a motion to Approve Agenda.

N. Williams seconded the motion.

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

### **II. Governance**

#### **A. Update on Sales Tax Exemption**

Ivy Hill Prep received a Sales Tax-Exemption letter. The letter is used in lieu of a tax-exemption number and is standard for governmental entities. Although many vendors have accepted the letter, there have been some vendors have not.

#### **B. Update on Board Member Resignation**

Rebecca May has resigned from the board of Ivy Hill Prep. Rebecca is unable to participate in board meetings in person and engage in board activities due to her work schedule.

#### **C. Annual Retreat Reminder**

All Board Members are expected to complete the Board Assessment in preparation for the September 8, 2019 Board Retreat. The goal of the retreat is to discuss how the board can be more strategic about its actions in the future, increase board engagement, and set and meet committee goals. Board Chair Marsha Michael will reach out to each board member individually prior to the meeting.

### **III. Finance**

#### **A. Update on Transitioning New Back Office Provider**

Ivy Hill Prep is currently transitioning to a new BackOffice provider, Accounting Solutions of New York. The Finance Committee is working with Accounting Solutions to amend the Year 1 Budget. The goal is to approve the new budget at the September 30 board meeting.

### **IV. Academic Achievement**

#### **A. Update on Academic Dashboard**

The Academic Achievement Committee is finalizing the academic dashboard. The Committee meeting time will change to accommodate board member schedules.

## **V. Development**

### **A. Ribbon Cutting Overview**

The Ribbon Cutting event was a huge success. Well over 100 guests attends and \$600 was raised from raffle alone. The Board will send out thank you cards with a picture from the event to all donors.

The Development Committee requested the list of donors to calculate the total amount raised at the event.

## **VI. HOS Update**

### **A. Final Preparations for Opening**

A kindergarten teacher recently terminated employment with Ivy Hill Prep. The Dean of Student Support will be filling that position until another kindergarten teacher is hired. A part-time martial arts teacher and dance teacher were hired.

Currently, there are 32 first graders enrolled and 87 kindergarten students, just one student short of the enrollment goal of 88.

Head of School Ambrosia Johnson requested that Board Members volunteer for the first day of school.

### **B. NYSED Compliance**

The New York State Education Department (NYSED) visited Ivy Hill Prep this month. The visit was a great success and Ivy Hill Prep is set to open its doors on August 28, 2019.

## **VII. Closing Items**

### **A. Adjourn Meeting**

N. Williams made a motion to adjourn the meeting.

M. Michael seconded the motion.

The board **VOTED** unanimously 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 7:12 PM.

Respectfully Submitted,

K. Wedderburn-Henderson

N. Williams made a motion to adjourn the meeting.

M. Michael seconded the motion.

The motion did not carry.

N. Williams made a motion to adjourn the meeting.

M. Michael seconded the motion.

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



# Coversheet

## Vote to Approve Board of Trustees Officers

**Section:** II. Governance  
**Item:** A. Vote to Approve Board of Trustees Officers  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Resolution Extendiing Terms of Office vF.pdf



# IVY HILL PREPARATORY CHARTER SCHOOL

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## Board of Directors

Kimberly Wedderburn-Henderson,  
*Secretary*  
Derrick Lewis  
Marsha D. Michael, *Board Chair*  
Adam Jimenez-Schulman  
Nataki Williams, *Treasurer*

## Head of School

Ambrosia Johnson

## RESOLUTION APPROVING OFFICERS OF THE BOARD OF TRUSTEES

*The Ivy Hill Preparatory Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan of all board of trustees listed on the attached sheet has voted to approve the respective officers, board chair, treasurer and secretary and voted to extend the term of the treasurer. The resolution approving the officers and extending the term of the treasurer is formally adopted.*

**Adopted by Ivy Hill Prep's Board of Trustees on September 30, 2019 (By a Unanimous Vote of The Majority of the Board).**



## BOARD OF TRUSTEES

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**Below represents a list of the current Board of Trustees, Officers and their respective terms as approved by the board of trustees' resolution dated September 30, 2019**

**1. Marsha D. Michael, Founding Trustee & Board Chair**

780 Concourse Vlg W., Apt 15N

Bronx, NY 10451

Telephone: 917-670-1272

Email: [marsha.michael.esq@gmail.com](mailto:marsha.michael.esq@gmail.com)

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

Term began 2018: 2 years (Ending July 2020)

**2. Nataki Williams, Founding Trustee & Treasurer**

20 Saint Luke Place

Montclair, NJ 07042

Telephone: 973-906-2070

Email: [NatakiWilliams1@gmail.com](mailto:NatakiWilliams1@gmail.com)

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

Term began 2018: 1 Year

Term Renewed 2019: 1 Year (ending July 2020)

**3. Kimberly Wedderburn-Henderson, Esq., Secretary**

1010 East 35<sup>th</sup> Street, Apt #2

Brooklyn, NY 11210

Telephone: 347-451-5190

Email: [wedderburnlaw@gmail.com](mailto:wedderburnlaw@gmail.com)

Committee Membership: Governance

Term began 2019: 1 Year (ending July 2020)

**4. Adam Jimenez-Schulman, Founding Trustee**

280 Ocean Parkway, Apt 5S

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*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

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Brooklyn, NY 11218

Telephone: 845-519-9138

Email: [a.jimenez.schulman@gmail.com](mailto:a.jimenez.schulman@gmail.com)

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

Term began 2018: 2 Years (ending July 2020)

**5. Derrick Lewis, Founding Trustee**

1750 Sedgwick Avenue

Bronx, NY 10453

Telephone: 917-681-1876

Email: [derricklewis@gmail.com](mailto:derricklewis@gmail.com)

Committee Membership: Finance, Development

Term began 2018: 3 Years (ending July 2021)

**6. Jennifer Small, Trustee (Pending Approval by Authorizer)**

454 Halsey Street

Brooklyn, NY 11233

Telephone: 347-678-8040

Email: [derricklewis@gmail.com](mailto:derricklewis@gmail.com)

Committee Membership: Finance, Development

Term began 2018: 3 Years (Taking over Term of Trustee who resigned – Term Ends 2021)

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# Coversheet

## Vote to Aprove Adding Jennifer Small as a Board of Trustee Member

**Section:** II. Governance  
**Item:** B. Vote to Aprove Adding Jennifer Small as a Board of Trustee Member  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Amended Resolution Adding Jennifer Small as BM.pdf



# IVY HILL PREPARATORY CHARTER SCHOOL

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## Board of Directors

Kimberly Wedderburn-Henderson,

*Secretary*

Derrick Lewis

Marsha D. Michael, *Board Chair*

Adam Jimenez-Schulman

Nataki Williams, *Treasurer*

## Head of School

Ambrosia Johnson

## RESOLUTION APPROVING ADDING JENNIFER SMALL

*The Ivy Hill Preparatory Charter School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, has voted to select JENNIFER SMALL as a final candidate to its Board of Trustees, with a term expiring on July, 2021 pending approval by NYSED. The resolution approving JENNIFER SMALL is formally adopted upon NYSED's approval.*

**Adopted by Ivy Hill Prep's Board of Trustees on SEPTEMBER 20, 2019 (By a Unanimous Vote of The Majority of the Board).**

# Coversheet

## Approve HOS Evaluation Process Timeline

**Section:** III. HOS Evaluation & Support Committee  
**Item:** A. Approve HOS Evaluation Process Timeline  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 12 Month Work Plan for Evaluation Process.pdf



## HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
<b>July</b>	<b>Finish HOS Evaluation</b> <ul style="list-style-type: none"> <li>Committee Chair shares evaluation survey with Board</li> <li>Committee Chair drafts summary of evaluation process</li> <li>Committee Chair shares summary and evaluation details with Board.</li> <li>Committee Chair and HOS review memo and collaborate to refine HOS goals and introduce HOS personal development goals for upcoming year.</li> </ul>	
<b>August</b>	<ul style="list-style-type: none"> <li>Committee collaborates with HOS to define goals against which to measure HOS performance in Year 1.</li> <li>HOS and committee create HOS development plan.</li> <li>Board approves the goals that HOS and Committee developed.</li> </ul>	
<b>September</b>	<ul style="list-style-type: none"> <li>HOS report on progress toward goals to Committee</li> <li>Committee Chair works with HOS to set dates for December and March check-ins and June end of year evaluation</li> </ul>	
<b>October</b>	<ul style="list-style-type: none"> <li>HOS reports on progress towards goals to Committee</li> </ul>	

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## HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
<b>November</b>	<ul style="list-style-type: none"> <li>HOS reports on progress towards goals to Committee</li> <li>HOS completes self-reflection on goals.</li> <li>Committee Chair plans December check-in meeting</li> <li>Committee works with HOS to have staff satisfaction survey</li> </ul>	
<b>December</b>	<ul style="list-style-type: none"> <li>HOS reports on progress towards goals to Committee</li> <li>Committee conducts structured check-in with HOS before winter break and what is working /not working with BOARD/HOS partnership</li> </ul>	
<b>January</b>	<ul style="list-style-type: none"> <li>HOS reports on progress towards goals to Committee</li> <li>Committee Chair reports t board regarding December check-in</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li>HOS reports on progress towards goals to Committee</li> <li>HOS completes self reflection</li> <li>Committee Chair plans March check-in conversation</li> <li>Committee Chair works with HOS to have parent satisfaction survey completed.</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>HOS reports on progress towards goals to Committee</li> <li>Committee conducts structured check-in with HOS before winter break and what is working /not working with BOARD/HOS partnership</li> </ul>	

*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.*



## HEAD OF SCHOOL EVALUATION TIMELINE

12 Month Evaluation Plan		
Month	Task	Completed Yes/NO
<b>April</b>	<ul style="list-style-type: none"> <li>HOS reports on progress towards goals to Committee</li> <li>Committee Chair reports t board regarding March check-in</li> <li>Committee Chair plans end of year CEO evaluation</li> </ul>	
<b>May</b>	<ul style="list-style-type: none"> <li>HOS reports on progress towards goals to Committee</li> </ul>	
<b>June</b>	<p><b>Committee Conduct end of year HOS evaluation</b></p> <ul style="list-style-type: none"> <li>HOS completes evaluation</li> <li>Direct reports (DOO) completes evaluation</li> <li>Committee completes evaluation</li> </ul>	

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# Coversheet

## Approve HOS Planning Year Evaluation

**Section:** III. HOS Evaluation & Support Committee  
**Item:** B. Approve HOS Planning Year Evaluation  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** HOS Evaluation Year0.docx



### HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

RUBRIC STRANDS	Exemplary	Proficient	Developing	Needs Improvement
	<p>Consistently demonstrates extraordinary skill, exceeds all benchmarks, meets the best practices standards and practice could serve as model for proficiency. Fulfills responsibility in an excellent manner without exception.</p>	<p>Meets expectations most of the time by meeting most of the general benchmarks in a satisfactory manner.</p>	<p>Meets expectations some of the time but is inconsistent in meeting proficiency and meeting proficient benchmarks.</p>	<p>Performance is low and does not meet expectations for fulfilling benchmarks. Professional coaching and development are needed to address this capacity challenge.</p>



**HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR**

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

CATERGORY: Academic Program	Planning Year Benchmarks	Board Rating	HOS Rating	Comments
<p>1. Create, monitor and sustain school culture of high academic excellence through consistent implementation of systems and structures to maximize student learning</p>	<ul style="list-style-type: none"> <li>• Hire/retain full roster of teachers and leaders necessary for instruction as detailed in charter</li> <li>• Hire/Retain certified staff in compliance with state law</li> <li>• Hire/Retain certified staff in accord with best practices which meets needs of enrolled student needs</li> <li>• Staff PD program well developed to provide teacher coaching</li> <li>• Student discipline code of conduct and behavior policies exist with a clear plan for implementation in Year 1</li> <li>• Operations Handbook</li> </ul>	<p>__ Exemplary</p> <p>__ Proficient</p> <p>__ Developing</p> <p>__ Needs Improvement</p>	<p>__ Exemplary</p> <p>__ Proficient</p> <p>__ Developing</p> <p>__ Needs Improvement</p>	



**HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR**

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

CATERGORY: Academic Program	Planning Year Benchmarks	Board Rating	HOS Rating	Comments
	Created  • Family Orientations Completed			
2. Create, monitor and sustain an exemplary K-5 academic program that supports strong academic achievement for all learners	<ul style="list-style-type: none"> <li>• A system is in place to monitor student/teacher growth which includes reviewing student achievement data.</li> <li>• Goals are created to meet metrics in charter and shared with stakeholders.</li> <li>• Process exists to analyze student data and teacher performance data.</li> <li>• A plan exists to use data in consultation with school leadership to build a strategic plan to achieve goals in charter.</li> </ul>	__ <b>Exemplary</b>  __ <b>Proficient</b>  __ <b>Developing</b>  __ <b>Needs Improvement</b>	__ <b>Exemplary</b>  __ <b>Proficient</b>  __ <b>Developing</b>  __ <b>Needs Improvement</b>	



### HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

CATERGORY: Academic Program	Planning Year Benchmarks	Board Rating	HOS Rating	Comments
3. Facilitate staff development and administrative meetings in coordination with other members of the leadership team.	<ul style="list-style-type: none"> <li>Staff Orientation - organize plan and lead orientation of all staff</li> </ul>	__ Exemplary __ Proficient __ Developing __ Needs Improvement	__ Exemplary __ Proficient __ Developing __ Needs Improvement	
4. Draft and communicate evaluations of all staff members.	<ul style="list-style-type: none"> <li>Create evaluation rubrics.</li> <li>Create Evaluation Protocols (i.e when evaluations will take place and process in place to address results of evaluations.</li> </ul>	__ Exemplary __ Proficient __ Developing __ Needs Improvement	__ Exemplary __ Proficient __ Developing __ Needs Improvement	



### HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

CATERGORY: Financial Management/Stability	Planning Year Measurement	Board Rating	HOS Rating	Comments
1. Manage and allocate school resources including financial resources in alignment with school values and board-approved annual budget.	<ul style="list-style-type: none"> <li>• Create Annual Budget which aligns with mission and HOS goals for budget year</li> <li>• Annual budget provided for board approval with sufficient timeframe to allow for important key purchases</li> <li>• Create budget which reflects strategic planning for future needs</li> <li>• Adhere to all regulatory requirements (City, State and NYSED)</li> <li>• Consistently adhere to pre-defined fiscal health ratios.</li> </ul>	__ Exemplary __ Proficient __ Developing __ Needs Improvement	__ Exemplary __ Proficient __ Developing __ Needs Improvement	
2. Work with operations manager (Director of Operations) to evaluate the accuracy of all financial documents	<ul style="list-style-type: none"> <li>• Monthly Budget created</li> <li>• Operations Handbook</li> </ul>	__ Exemplary __ Proficient	__ Exemplary __ Proficient	





**HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR**

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

CATERGORY: Financial Management/Stability	Planning Year Measurement	Board Rating	HOS Rating	Comments
	Created <ul style="list-style-type: none"> <li>• Chart of Accounts Created</li> </ul>	__ <b>Developing</b>  __ <b>Needs Improvement</b>	__ <b>Developing</b>  __ <b>Needs Improvement</b>	
3. Supervise and monitor daily inputs and outputs of the school including accounts payable and receivable, cash receipts and disbursements, payroll/benefits, taxes and school supplies.	<ul style="list-style-type: none"> <li>• Fiscal Policy created to ensure financial controls</li> <li>• Financial Controls adhered to.</li> <li>• Monthly Management Reports Provided</li> </ul>	__ <b>Exemplary</b>  __ <b>Proficient</b>  __ <b>Developing</b>  __ <b>Needs Improvement</b>	__ <b>Exemplary</b>  __ <b>Proficient</b>  __ <b>Developing</b>  __ <b>Needs Improvement</b>	
4. Collaborate with the Operations Manager (Director of Operations) and Back-office - provider to prepare and submit reports, evaluations and data governing Board, and all external funding sources.	<ul style="list-style-type: none"> <li>• Monthly Financial Reports provided to board</li> <li>• Operations Manager (DOO) hired</li> <li>• DOO trained on financial policies and financial controls</li> <li>• Compliance Reports generated to comply</li> </ul>	__ <b>Exemplary</b>  __ <b>Proficient</b>  __ <b>Developing</b>  __ <b>Needs Improvement</b>	__ <b>Exemplary</b>  __ <b>Proficient</b>  __ <b>Developing</b>  __ <b>Needs Improvement</b>	



**HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR**

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

<b>CATEGORY: Financial Management/Stability</b>	<b>Planning Year Measurement</b>	<b>Board Rating</b>	<b>HOS Rating</b>	<b>Comments</b>
	with state, federal and authorizer compliance mandates  • Grants Report created and provided to governing board			

<b>CATEGORY: Organizational Health</b>	<b>Planning Year Measurement</b>	<b>Board Rating</b>	<b>HOS Rating</b>	<b>Comments</b>
1. Reach and maintain a healthy sustainable and complainant school enrollment.	<ul style="list-style-type: none"> <li>• Coordinate Lottery process.</li> <li>• Create enrollment policy.</li> <li>• Full enrollment for charter authorized seats</li> <li>• Enrollment reflects population of community</li> <li>• Enrolled students and families were engaged from registration to start of school</li> </ul>	___ <b>Exemplary</b>  ___ <b>Proficient</b>  ___ <b>Developing</b>  ___ <b>Needs Improvement</b>	___ <b>Exemplary</b>  ___ <b>Proficient</b>  ___ <b>Developing</b>  ___ <b>Needs Improvement</b>	



**HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR**

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

CATERGORY: Organizational Health	Planning Year Measurement	Board Rating	HOS Rating	Comments
	<p><b>1st Year MEASUREMENTS</b></p> <ul style="list-style-type: none"> <li>• Meet or exceed enrollment plan by October 1 of each school year. (1st Year EVAL MESUREMENT)</li> <li>• 85% of scholars re-enroll the following year. (1st Year EVAL MESUREMENT)</li> <li>• Robust Waitlist capable of meeting any backfilling primarily through sufficient in district applicant</li> <li>• 95% average daily attendance</li> </ul>			
<p>2. Manage and work closely with DOO and other staff to determine what key aspects of organization function will be outsourced to other businesses.</p>	<ul style="list-style-type: none"> <li>• Facility is Ready for Students on Opening Day</li> <li>• Key Vendors are engaged in timely manner</li> </ul>	<p>__ Exemplary __ Proficient __ Developing __ Needs</p>	<p>__ Exemplary __ Proficient __ Developing __ Needs</p>	



### HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

CATERGORY: Organizational Health	Planning Year Measurement	Board Rating	HOS Rating	Comments
	<ul style="list-style-type: none"> <li>Key Vendor Contracts Vetted and executed in a Timely Manner</li> </ul>	Improvement	Improvement	
<p>3. Create and sustain a healthy adult culture which fosters collaboration, development and retention.</p>	<ul style="list-style-type: none"> <li>Fully Hired Staff</li> <li>Background checks completed.</li> <li>HR in place and orientation completed</li> <li>Staff Manual Created</li> <li>Develop and execute process for staff evaluation</li> <li>Adult culture support system in place.</li> <li>Professional Development Plan Created</li> <li>80% of staff say PD was effective</li> </ul>	<p>__ Exemplary</p> <p>__ Proficient</p> <p>__ Developing</p> <p>__ Needs Improvement</p>	<p>__ Exemplary</p> <p>__ Proficient</p> <p>__ Developing</p> <p>__ Needs Improvement</p>	



**HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR**

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

<b>CATEGORY: Organizational Health</b>	<b>Planning Year Measurement</b>	<b>Board Rating</b>	<b>HOS Rating</b>	<b>Comments</b>
4. Serve as primary spokesperson for school to internal and external constituents including media, community members, parents, political leaders and representatives and all other stakeholders.	<ul style="list-style-type: none"> <li>• Monthly Management Reports</li> <li>• School Newsletter distributed on regular basis</li> <li>• Family and Student Handbook created</li> <li>• Student Enrollment packet completed</li> <li>• Family Newsletter created</li> <li>• Visitor Guidelines and Welcome Packet created.</li> </ul>	__ Exemplary __ Proficient __ Developing __ Needs Improvement	__ Exemplary __ Proficient __ Developing __ Needs Improvement	
5. Support and work with all Board committees as well as provide information, data, reports and reports and context necessary to assist in effective governance of school.	<ul style="list-style-type: none"> <li>• Provide Monthly Reports</li> <li>• Responsive to Board inquiries.</li> <li>• Complete Board Survey</li> </ul>	__ Exemplary __ Proficient __ Developing __ Needs Improvement	__ Exemplary __ Proficient __ Developing __ Needs Improvement	



**HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR**

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

<b>CATEGORY: Organizational Health</b>	<b>Planning Year Measurement</b>	<b>Board Rating</b>	<b>HOS Rating</b>	<b>Comments</b>
6. Communicate effectively with families around school's mission and goals	<ul style="list-style-type: none"> <li>• Student and Family Handbook created and given to families</li> <li>• Family Orientation completed</li> <li>• Template for Family Newsletter created.</li> <li>• Template for Family Survey Created</li> </ul>	<p>___ Exemplary</p> <p>___ Proficient</p> <p>___ Developing</p> <p>___ Needs Improvement</p>	<p>___ Exemplary</p> <p>___ Proficient</p> <p>___ Developing</p> <p>___ Needs Improvement</p>	



## HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

### SUMMARY ASSESSMENT OF HOS LEADERSHIP IN ACADEMIC PROGRAMMING DURING THE PLANNING YEAR

Empty area for the summary assessment of HOS leadership in academic programming during the planning year.



## HEAD OF SCHOOL EVALUATION RUBRIC - PLANNING YEAR

Name: \_\_\_\_\_

Date of Evaluation: \_\_\_\_\_

### HOS Reply Form for Evaluation

I agree with the following area ratings:

- 
- 
- 

I agree to take the following specific action to improve in developing and needs improvement rated areas:

- 
- 
- 

I require clarification around the following areas:

- 
- 
- 
- 

I need support working through the following areas

- 
- 
-



# Coversheet

## Approve HOS Year 1 Goals

**Section:** III. HOS Evaluation & Support Committee  
**Item:** C. Approve HOS Year 1 Goals  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Year 1 Goals Edited by AJ.docx



Ivy Hill Prep Year One Goals

<b>CATEGORY: Academic Program Goals</b> <b>Benchmark Defined by Charter</b> <b>(Written by board from charter)</b>	<b>Benchmark Defined by HOS</b>	<b>Benchmark for Renewal</b>	<b>NY State Benchmarks</b>
1. School Receives Minimum ESEA accountability designation of good standing.			
<p><b><u>STUDENT PERFORMANCE - STEP</u></b></p> <p>1. <b>At least 70% of K will reach STEP 4 by 6/2020.</b> (i.e ready for 1st grade literacy)</p> <p>2. <b>At least 80% of 1st Graders will reach STEP 7</b> by end of year (student at IHP for 2 years). (i.e. ready for 2nd grade literacy)</p> <p>3. <b>At least 90% of 2nd Graders will reach STEP 9</b> by end of year (student at IHP for 3yrs) (i.e. ready for 3rd grade literacy)</p> <p>4. <b>Each year at least 90% of ALL students will grow a minimum of 3 STEP levels.</b></p> <p><b><u>Interim Assessment Goals:</u></b></p>	<p><b><u>STUDENT PERFORMANCE - STEP</u></b></p> <p>1. <b>At least 70% of K will reach STEP 4 by 6/2020.</b> (i.e ready for 1st grade literacy)</p> <p>2. <b>At least 80% of 1st Graders will reach STEP 7</b> by end of year (student at IHP for 2 years). (i.e. ready for 2nd grade literacy)</p> <p>3. <b>At least 90% of 2nd Graders will reach STEP 9</b> by end of year (student at IHP for 3yrs) (i.e. ready for 3rd grade literacy)</p> <p>4. <b>Each year at least 90% of ALL students will grow a minimum of 3 STEP levels.</b></p> <p><b><u>Interim Assessment Goals:</u></b></p> <p>1. <b>At least 75% of K &amp; 1 students will reach 75% mastery on all Math IA's throughout the year.</b></p>		
<p><b><u>NWEA MAP Assessment</u></b></p> <p>1. All students will grow at least 5% until average</p>	<p><b><u>NWEA MAP Assessment</u></b></p> <p>1. All students will grow at least 5% until</p>		



### Ivy Hill Prep Year One Goals

<b>CATEGORY: Academic Program Goals</b> <b>Benchmark Defined by Charter</b> <b>(Written by board from charter)</b>	<b>Benchmark Defined by HOS</b>	<b>Benchmark for Renewal</b>	<b>NY State Benchmarks</b>
is 85%.	average is 85%.		
<b><u>Teaching and Learning</u></b>  1. Review Teacher performance by ____  2. HOS to evaluate program against goals defined in charter by March 2020	<b><u>Teaching and Learning</u></b>  1. Review Teacher performance by administering weekly formal feedback meetings and one Mid-Year Evaluation.  2. HOS to evaluate program against goals defined in charter by March 2020		
<b><u>Culture Climate and Family Engagement</u></b>  1. Create Annual Family Survey by January 2020  2. Families complete survey by February 2020. <i>(Application list surveys given at the end of each trimester)</i>  3. At least 80% of families will respond.  4. At least 80% of families will indicate that are satisfied with the frequency and quality of communication.  5. Hold Monthly "Chat and Chew with Leadership Team"	<b><u>Culture Climate and Family Engagement</u></b>  1. Create Annual Family Survey by January 2020  2. Families complete survey by February 2020. <i>(Application list surveys given at the end of each trimester)</i>  3. At least 80% of families will respond.  4. At least 80% of families will indicate that are satisfied with the frequency and quality of communication.  5. Hold Monthly "Chat and Chew with Leadership Team"		



**Ivy Hill Prep Year One Goals**

<b>CATEGORY: Academic Program Goals</b> <b>Benchmark Defined by Charter</b> <b>(Written by board from charter)</b>	<b>Benchmark Defined by HOS</b>	<b>Benchmark for Renewal</b>	<b>NY State Benchmarks</b>
6. Distribute Monthly "Ivy League" Newsletter. 7. Hold "Friday Community Meetings"	7. Hold "Friday Community Meetings"		
<b><u>Student Retention/Attendance:</u></b> 1. Meet/Exceed Enrollment plan by 10/2019 2. Enrollment reflects community 3. 85% of scholars re-enroll after Year 1 4. 95% average daily attendance 5. <i>95% average on time daily arrival</i> 6. <i>Meet target for retention of students with disabilities and ELL and students eligible for free lunch.</i>	<b><u>Student Retention/Attendance:</u></b> 1. Meet/Exceed Enrollment plan by 10/2019 2. Enrollment reflects community 3. 85% of scholars re-enroll after Year 1 4. 95% average daily attendance collectively by the end of each month, beginning 10/1/2019 5. <i>95% average on time daily arrival collectively by the end of each month, beginning 10/1/2019</i> 6. <i>Meet target for retention of students with disabilities and ELL and students eligible for free lunch, as compared to the average in the district.</i> 7. Enrollment Y2: Receive 3 times as many applications, as seats. 60 new seats = 180 applications.	<i>Use Retention calculator.</i>	



### Ivy Hill Prep Year One Goals

<b>CATERGORY: Financial Management</b> <b>Benchmark Defined by Charter</b>	<b>Benchmark Defined by HOS</b>	<b>Benchmark for Renewal</b>	<b>NY State Benchmarks</b>
<p><b><u>Financial Condition:</u></b></p> <p>1. Maintain sound and stable financial condition as evidenced by key financial indicators.</p> <ul style="list-style-type: none"> <li>• Monthly Cash on Hand =</li> <li>• Average Surplus =</li> <li>• Year end Surplus=</li> <li>• Enrollment variance not less than =</li> </ul> <p>2. Operate with balanced budget.</p> <p>3. Audit completed by the end of Fiscal Year 1 with limited number of findings which are corrected quickly.</p>	<p><b><u>Financial Condition:</u></b></p> <p>1. Maintain sound and stable financial condition as evidenced by key financial indicators.</p> <ul style="list-style-type: none"> <li>• Monthly Cash on Hand =</li> <li>• Average Surplus =</li> <li>• Year end Surplus=</li> <li>• Enrollment variance not less than =</li> </ul> <p>2. Operate with balanced budget.</p> <p>3. Audit completed by the end of Fiscal Year 1 with limited number of findings which are corrected quickly.</p>	<p>Financial indicators defined as Current Ratio</p> <ul style="list-style-type: none"> <li>• Unrestricted Days Cash</li> <li>• Enrollment Variance</li> <li>• Composite Score</li> </ul> <p>Sustainability Indicators</p> <ul style="list-style-type: none"> <li>• Total Margin</li> <li>• Debt to Asset Ratio</li> <li>• Debt Service Coverage Ratio</li> </ul>	
<p><b><u>Financial Management</u></b></p> <p>1. Operate fiscally sound budget</p> <p>2. Operate fiscally sound budget which is realistic and takes into account long range financial plan</p>	<p>1. Operate fiscally sound budget</p> <p>2. Operate fiscally sound budget which is realistic and takes into account long range financial plan</p>		



**Ivy Hill Prep Year One Goals**

<b>CATERGORY: Financial Management</b> <b>Benchmark Defined by Charter</b>	<b>Benchmark Defined by HOS</b>	<b>Benchmark for Renewal</b>	<b>NY State Benchmarks</b>
3. Present a budget to board for Year 2 in consultation with back office provider by March/ April 2020.  4. Timely comply with federal and state regulatory compliance requirements	3. Present a budget to board for Year 2 in consultation with back office provider by March/ April 2020.  4. Timely comply with federal and state regulatory compliance requirements		
<b>Grants:</b> 1. Apply for 3 Additional independent grants  2. Timely comply with current grant reporting	<b>Grants:</b> 1. Apply for 1 Additional independent grant  2. Timely comply with current grant reporting		
<b>Private Fundraising Goal:</b>  1. Raise ___ by ___  2. Raise ___ by ___	<b>Private Fundraising Goal:</b>  1. Raise \$15,000.00 by June 30, 2020. 2. Collect Back to School supplies for all 180 students.		

<b>CATERGORY: Organizational Capacity</b> <b>Benchmark Defined by Charter/Board</b>	<b>Benchmark Defined by HOS</b>	<b>Benchmark for Renewal</b>	<b>NY State Benchmarks</b>
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**Ivy Hill Prep Year One Goals**

<b>CATEGORY: Organizational Capacity</b> <b>Benchmark Defined By Charter/Board</b>	<b>Benchmark Defined by HOS</b>	<b>Benchmark for Renewal</b>	<b>NY State Benchmarks</b>
<p><b><u>Staff Hire/Staff Retention</u></b></p> <ol style="list-style-type: none"> <li>1. Hire 4 instructional teachers for Year 2 June 2020</li> <li>2. Hire 2 teaching assistants for Year 2 by June 2020.</li> <li>4. Create Staff Survey by October 2019</li> <li>3. Staff to complete staff survey by November 2019.</li> <li>5. 80% of staff indicate PD is effective.</li> </ol>	<p><b><u>Staff Hire/Staff Retention</u></b></p> <ol style="list-style-type: none"> <li>1. Hire 4 instructional teachers for Year 2 June 2020</li> <li>2. Hire 2 teaching assistants for Year 2 by June 2020.</li> <li>4. Create Staff Survey by October 2019</li> <li>3. Staff to complete staff survey by November 2019.</li> <li>5. 80% of staff indicate PD is effective.</li> </ol>		
<p><b><u>Facilities</u></b></p> <ol style="list-style-type: none"> <li>1. Create Renovation Plan for 3rd Floor by March 2020.</li> </ol>	<p><b><u>Facilities</u></b></p> <ol style="list-style-type: none"> <li>1. Create Renovation Plan for 3rd Floor by March 2021, to be prepared to move during the summer of Y2.</li> </ol>		



**Ivy Hill Prep Year One Goals**



# Coversheet

## Review Financial Dashboard for July & August

**Section:** IV. Finance  
**Item:** A. Review Financial Dashboard for July & August  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Copy of 2. Aug YTD 2019 Ivy Hill Monthly Financials.xlsx

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Copy of 2. Aug YTD 2019 Ivy Hill Monthly Financials.xlsx

# Coversheet

## Update on Academic Dashboard

**Section:** V. Academic Achievement  
**Item:** A. Update on Academic Dashboard  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Copy of HOS Report - Ambrosia.xlsx

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Copy of HOS Report - Ambrosia.xlsx

# Coversheet

## Ribbon Cutting Overview

**Section:** VI. Development  
**Item:** A. Ribbon Cutting Overview  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Copy of Ivy Hill Prep Donors List 2019-2020.xlsx

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Copy of Ivy Hill Prep Donors List 2019-2020.xlsx

# Coversheet

## Executive Session

**Section:** VII. HOS Update  
**Item:** A. Executive Session  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Head of School Report\_September.pdf



# Ivy Hill Prep Board of Trustees

## Head of School REPORT

**IVY HILL PREPARATORY CHARTER SCHOOL**

**Head of School REPORT**

9-30-19

Submitted by: Ambrosia Johnson

**I. Facility Update**

- a. Renovations Updates  
**All completed**

**II. Enrollment Report**

**Accepted Offers / Seats Available**

	Kindergarten	1 <sup>st</sup> Grade
<b>Target</b>	88	32
<b>Current Accepted Offers</b>	<b>81 / 88</b>	<b>30 / 32</b>
<b>Gap</b>	<b>7</b>	<b>2</b>
<b>Waitlist</b>	<b>0</b>	<b>0</b>

**III. Hiring Report**

Position	Total Needed	Total Hired	Goal of Hire	Current Status
Head of School	1	1	N/A	Completed.
Office Coordinator	1	1	N/A	Completed.
Director of Operations	1	0	ASAP	In Progress.
Teacher	8	7	ASAP	In Progress
Dean of Special Supports	1	1	N/A	Completed.
Martial Arts Instructor	1	1	N/A	Completed.
Dance Instructor	1	1	N/A	Completed.



School Social Worker	1	1	N/A	Completed.
Nurse	-	-	N/A	Completed.
Teaching Fellow	1	0	ASAP	Completed.
Total Hires Needed:			16	
Total Hired:			13	

**Updates:**

- a. Teaching Fellow promoted to Co-Teacher
- b. Teaching Fellow position now available.
- c. Dean of Special Supports fulfilling role of Lead Teacher until role is filled.
  - 1. HOS to detail the plan in place for fulfilling the role.
- d. Director of Operations resignation.
  - 1. HOS to detail the plan in place for fulfilling the role.

**IV. School Updates**

- 1. Application for SY 2020-2021
  - Launch Date 10/1
  - Recruitment Plan
    - a. Open Houses
    - b. Re-engaging pre-schools from past year
- 2. Overall Glows & Grows of 5 weeks
  - HOS lists out overall areas of strength and next areas of development for the school as a whole.
  - Glows
    - a. The Road to 21 Days
    - b. Teacher Investment & Satisfaction
    - c. Parent Satisfaction
  - Grows
    - a. Bussing
    - b. Small areas surrounding discipline
      - i. CS & TS

# Coversheet

## Meeting Evaluation

**Section:** VIII. Closing Items  
**Item:** A. Meeting Evaluation  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Board Meeting Evaluation.docx



## Board Meeting Evaluation

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**I invite you to critically review the work we are doing as a board. At the end of each meeting one trustee member will volunteer to provide feedback below.**

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**1. What did we do tonight to further our mission?**

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**2. How much time was spent reporting on the past vs planning for the future**

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**3. Did we stick to the agenda?**

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*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 Meeting Evaluation

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### 4. Was there equal participation by board members?

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### 5. Was the meeting effective? Why or why not?

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### 6. What could have been done to improve the board meeting?

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**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

*Through high-quality curriculum and instruction, intentional leadership development, and a commitment to excellence in all that we do, Ivy Hill Preparatory Charter School educates kindergarten through fifth grade scholars to thrive in middle and high school, graduate from the college of their choice, and access lives of purpose and opportunity.*