Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday February 24, 2020 at 6:30 PM EST

Location

Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES

Agenda

I. **Opening Items**

   Opening Items

   A. Call the Meeting to Order

      Welcome Guests/Public Comments

   B. Record Attendance and Guests

   C. Approve January 2020 Board Meeting Minutes

   D. Approve Minutes from Special Meeting

E. Vote to Approve Agenda

II. Head of School Evaluation & Support Committee

Committee is currently working on fine tuning HOS goals for Year 1

A. Discuss Ongoing Support

III. Governance

A. Discuss Ongoing Governance Issues

Committee Working on:
1. Board of Trustees Handbook
2. Vetting Various Job Descriptions for Year 2 potential new positions

B. Discuss Recruiting New Trustees and Succession Planning

IV. Finance Committee

Finance

A. Review Financial Dashboard for Month Ending January 2020

B. Vote to Approve Public Announcement System Bid

V. Development

Development

A. Reminder of Board Giving Goal

B. Discuss Development Initiatives

• Discuss Plan for Trivia Night

VI. Academic Achievement

Academic Achievement

A. Review Academic Dashboard

B. Vote to Approve Enrollment Policy

C. Vote to Approve Year 2 Academic Calendar

D. Webinar on Academic Achievement Oversight

VII. Facilities Update

A. Update on Renovation Process

VIII. Head of School Update

A. HOS Report

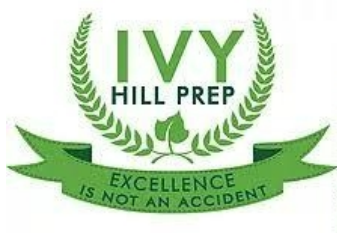## IX. Closing Items

A. Meeting Evaluation

B. Adjourn Meeting

Coversheet

Approve January 2020 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve January 2020 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting - Ivy Hill Prep on January 27, 2020

Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time
Monday January 27, 2020 at 6:30 PM

Location
Ivy Hill Prep Charter School, 475 East 57th Street, Marital Arts Room, Brooklyn NY - CALL 201-785-7737 to ENTER SCHOOL

IVY HILL PREP - BOARD OF TRUSTEES

Trustees Present
J. Small (remote), K. Wedderburn-Henderson, M. Michael, N. Williams

Trustees Absent
A. Jimenez-Schulman, D. Lewis

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of trustees of Ivy Hill Prep Charter School to order on Monday Jan 27, 2020 at 6:58 PM.

B. Record Attendance and Guests

C.

Approve Minutes

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-28-19.
N. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Minutes from November Meeting

M. Michael made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 11-25-19.
N. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Vote to Approve Agenda

M. Michael made a motion to Vote to Approve Agenda.
K. Wedderburn-Henderson seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Head of School Evaluation & Support Committee

A. Discuss Ongoing Support

The Head of School Evaluation & Support Committee has engaged in ongoing discussions on how to support the Head of School. The Board will continue to provide support as outlined in the Head of School Evaluation 12-month timeline.

III. Governance

A. Vote to Approve Staff Resignation Policy

The Staff Resignation Policy was developed to ensure an effective transition after Ivy Hill Prep employees resign. The policy was vetted through Lawyers Alliance to confirm compliance with employment law.
N. Williams made a motion to Vote to Approve Staff Resignation Policy.
M. Michael seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Vote to Approve Adding 3 New Trustees to Board of Trustee

N. Williams made a motion to Vote to Approve Adding 3 New Trustees to Board of Trustee.
K. Wedderburn-Henderson seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Discuss Recruiting New Trustees and Succession Planning

The Board is always actively recruiting new board members. The Board is currently seeking candidates with experience in development and education.

The Board also needs to appoint a Vice Chair. It is best practice to appoint a Vice Chair to fill in for the Chair when she is not available and to take over the role of Chair, if ever needed.

D. Vote to Approve 2020 Board Meeting & Committee Meeting Calendar

The Board reviewed the 2020 Board Meeting & Committee Meeting Calendar and agreed to change the May meeting to May 18, 2020, the June meeting to June 22, 2020, and the December meeting to December 14, 2020.

M. Michael made a motion to Vote to Approve 2020 Board Meeting & Committee Meeting Calendar with the discussed date changes.

K. Wedderburn-Henderson seconded the motion.

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

IV. Finance Committee

A. Review Financial Dashboard for Month Ending November 2019 & December 2019

The November Cash on Hand is below benchmark, but primarily due to the timing of an installment payment from the Department of Education. The Financial Dashboard also revealed that the margin ration is trending below target. The finance commmittee discussed with management that spending should be curtailed to the extent feasible. The December Financial Dashboard revealed $200,000 more revenue than originally planned. The additional revenue is due to a higher than expected student enrollment. The Board also discussed the Department of Youth & Community Development (DYCD) grant. To date, the application has not been released.

B. Vote to Approve Amended Year 1 Budget

M. Michael made a motion to Vote to Approve Amended Year 1 Budget.

K. Wedderburn-Henderson seconded the motion.

Staff Appreciation budget changed to $10,000 from $5,000.

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

Roll Call

J. Small	No
N. Williams	Aye
K. Wedderburn-Henderson	Aye
A. Jimenez-Schulman	Absent
D. Lewis	Absent
M. Michael	Aye

V. Development

A. Vote to Approve Development Goal

M. Michael made a motion to Vote to Approve Development Goal.
N. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Discuss Development Initiatives

The Development committee is planning a Trivia Night and a Silent Auction. Additional details will be provided at the next board meeting.

VI. Academic Achievement

A. Review Academic Dashboard

The Academic Dashboard will be discussed during the HOS report.

B. Review IHP Academic Philosophy

The Board reviewed the IHP Academic Philosophy. Discussion will continue at future board meetings.

VII. Facilities Update

A. Vote to Approve 3rd Floor Renovation Plan and Bid

The Board discussed the third floor renovation plan and bid from NSOS. The Board expressed concern about the timing of the renovation plan. The funds earmarked for this plan must be spent by June 30, 2020. The bid did not specify a specific timeline and the payment schedule was not aligned to completion of specific projects.

The Board tabled voting on the renovation plan and bid until a more detailed timeline tied to a payment schedule was presented by NSOS. A special meeting will be held on February 5, 2020 at 8:30PM to vote on the final renovation plan and bid.

M. Michael made a motion to Special Meeting to Vote on the Maintenance Overhaul Approve 3rd Floor Renovation Plan and Bid.
J. Small seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Vote to Approve Maintenance Overhaul

The Board recommended that the frequency in which tasks be completed by included. The Board also suggested that language about boiler maintenance be omitted.

K. Wedderburn-Henderson made a motion to Vote to Approve Maintenance Overhaul with Changes Discussed.
N. Williams seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Head of School Update

A. HOS Report

The HOS reported there are currently 300 kindergarten applications for the 2020-2021 school year, exceeding the IHP management goal of 180 applications.

The Math Interim Assessment (Math IA) was administered on November 4 and 5 of 2019. The kindergarten students met their goal of 75% and the first grade missed their goal by one percentage point. On the literacy assessment (STEP), the kindergarten round 2 goal was met but the first grade goal was not met. There will be a round 2.5 STEP administered in early February.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
K. Wedderburn-Henderson

Documents used during the meeting

- November Board Meeting Minutes for Approval - no Quorum.pdf

- 12 Month Work Plan for Evaluation Process.pdf

- Resignation Policy.pdf

- Resolution Adding Maimouna Kane as BM.pdf

- Resolution Adding TANISHA JAMES as BM.pdf

- Resolution Adding ADAM LANIYAN as BM.pdf

- Board Committee Meetings Calendar 2020.pdf

- Ivy Hill Monthly Financials - November 2019 (12.16.19).xlsx

- Ivy Hill Monthly Financials - December 2019 (1).xlsx

- Final Budget Approved on 11-25-19.xlsx

- 2019-2020 Development Resolution Goal.pdf

- Academic Dashboard October 2019 - Jan 2020.xlsx

- IHP_Academic Philisophy_19-20.pdf

- IHP 3rd Floor Renovation Bids.pdf

- Maintenance Overhaul.pdf

- Facilities Support Associate.pdf

- Head of School Report_January.pdf

- Head of School Report_December.docx

Coversheet

Approve Minutes from Special Meeting

Section: I. Opening Items
Item: D. Approve Minutes from Special Meeting
Purpose: Vote
Submitted by:
Related Material: Feb Special Meeting Minutes.pdf
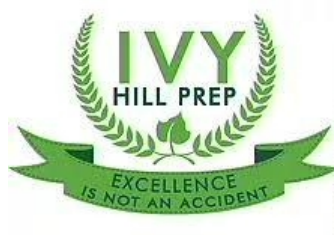
Ivy Hill Prep Charter School

Minutes

Special Meeting

Date and Time
Wednesday February 5, 2020 at 8:30 PM

Location
https://zoom.us/j/9699543901

Directors Present
D. Lewis (remote), J. Small (remote), K. Wedderburn-Henderson (remote), M. Michael (remote), N. Williams (remote)

Directors Absent
A. Jimenez-Schulman

Guests Present
A. Johnson (remote), A. Laniyan (remote), B. Parker (remote), M. Kane (remote)

I. Opening Items

    A.   Record Attendance

    B. Call the Meeting to Order
       M. Michael called a meeting to order on Wednesday Feb 5, 2020 @ 8:34 PM at
       https://zoom.us/j/9699543901
       .

    C. Renovation Plan
       The Board continued the previous discussion on the timeline of the renovation plan and the alignment of the work with the compliance with grant money. The Board discussed the feasibility of the construction occurring during school hours and whether there would be any safety concerns including whether the use of the nurse's office would be impacted. Management explained that safety was accounted for when the plan was proposed. The Board discussed whether a penalty needed to put in place to hold the contractor to the

agreed upon timeline. Ultimately the Board decided that payment being contingent on finishing each phase was sufficient. Management also represented that reimbursement from CSP was possible upon receipt of an invoice alone. Management indicated it was advised of this fact by the back office provider and while this was not the Board's impression of the reimbursement scheme the Board ultimately voted to approve the plan.
J. Small made a motion to Approve the Renovation Plan.
K. Wedderburn-Henderson seconded the motion.
The team **VOTED** unanimously to approve the motion.

II. 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 9:30 PM.

Respectfully Submitted,
K. Wedderburn-Henderson

Documents used during the meeting

- IHP Construction Contract Agreement 2-4-20.pdf

Coversheet

Review Financial Dashboard for Month Ending January 2020

Section: IV. Finance Committee
Item: A. Review Financial Dashboard for Month Ending January 2020
Purpose: Discuss
Submitted by:
Related Material: Ivy Hill Monthly Financials - January 2020 (002).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:

Ivy Hill Monthly Financials - January 2020 (002).xlsx

Coversheet

Vote to Approve Public Announcement System Bid

Section: IV. Finance Committee
Item: B. Vote to Approve Public Announcement System Bid
Purpose: Vote
Submitted by:
Related Material: Charter Technology PA Proposal.pdf
                       EdIT PA Proposal.docx.pdf
                       Visiplex Inc PA Quote.pdf
                       Management - PA System Recommendation.pdf

Charter

TECHNOLOGY SOLUTIONS

Empowering Education

NE - PA install

Ivy Hill Preparatory Charter School
2019-20

Prepared for:
Ambrosia Johnson
Head of School

Prepared on 10/3/2019

Charter
TECHNOLOGY SOLUTIONS

...when IT matters

www.charterts.com   129 20th St, Flr 2, Brooklyn, NY, 11232   Phone: 866-399-3230

QUOTE: CTSQ3085

10/3/2019

Terms: Deposit Req'd

Presented To:

Ambrosia Johnson
Head of School
Ivy Hill Preparatory Charter School
475 E 57th St
Brooklyn, NY 11203
United States

Please review all products and services shown on subsequent pages of this quotation document.

Terms and Conditions

1. All shipping and delivery fees will be added to proposals / quotes after equipment has been delivered and all incurred shipping costs are known.
2. Customer agrees to assist Charter Technology Solutions (CTS) with scheduling all quoted project work, including any network and server downtime during regular business hours throughout project duration.
3. Any work to be scheduled over a weekend, or during 2nd or 3rd shift hours, requires a minimum 2 week advance notice and will be billed at a 50% premium over regular service rates.
4. Customer agrees to facilitate CTS access to their building and facilities with building custodial staff, security staff and/or maintenance personnel to perform scheduled IT work.
5. All equipment and software orders become final once placed by CTS with vendors. Any attempts to return equipment will be on a best-effort basis only and will be subject to restocking and shipping fees.
6. All work to plan, procure and execute the proposed products and services will begin no sooner than 5-10 days following the receipt of a signed quote and the satisfaction of the pre-payment terms by customer.

Payment Terms

1. A deposit totaling 50% of Grand Total of this proposal is required for CTS to initiate procurement of hardware and/or software. This amount is Due Upon Acceptance.
2. The full remaining balance will become due at the end of the project. All project balances are payable on Net 30 Terms.
3. Past due invoices are subject to a 1% monthly financing fee for all remaining balances.

LINE	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	**Valcom Speaker - Wallmount Analog Indoor** Wall-mountable speaker, analog, external power, metal cabinet & black grille	13	$65.00	$845.00
2	**Valcom Speaker - Wallmount IP Indoor** Wall-mountable speaker, PoE, SIP speaker	2	$450.00	$900.00
3	**Valcom Power Module 20 VPU** Power supply for up to 20 analog speakers	2	$70.00	$140.00
4	**Algo Bell Scheduler** Appliance based Bell System. System functions as a scheduler for automated bells, tones, announcements and music.	1	$475.00	$475.00

Charter
TECHNOLOGY SOLUTIONS

...when IT matters

www.charterts.com   129 20th St, Flr 2, Brooklyn, NY, 11232   Phone: 866-399-3230

LINE	DESCRIPTION	QTY	UNIT PRICE	TOTAL
5	**Configuration Services - Bell System** Configuration of PA system, collaborating with onsite technician team, and bell management system setup and configuration - Setup of up to 3 schedules and up to 4 physical zones to cover regular school schedules and special holiday schedule needs.	1	$540.00	$540.00
6	**Installation Services - Paging Speaker Install & Wiring** Paging Speaker Install & Wiring. Quantity determined by total # of all speakers. Pricing based on drop ceiling & sheetrock facilities and may be higher in buildings with more difficult conditions.	1	$3,620.00	$3,620.00

Sub Total	$6,520.00
Shipping	$0.00
Total	**$6,520.00**

By signing below, this will constitute acceptance of this agreement and then will be in effect as a contract for the services and equipment described below

Customer Authorized Signature _____   Date _____

Proposal for PA System Installation

Prepared for
Ivy Hill Prep

Prepared by:
Dr. Matt Ainley
Professor of Solutions
matt@meetedit.com
212.786.7930

135 W 41st St. 5th Fl. NYC 10036

Confidential: edIT services proposal   November 20, 2019
IHP PA   Page **1**

SCOPE OF WORK

1. Project management for PA installation
    a. Determine (with IHP Leadership) appropriate PA setup
    b. Work with Jive to ensure compatibility with phone system
    c. Perform R&D, and make recommendations for purchase of appropriate PA hardware
2. Run 10 new data drops to accommodate new PA setup
    a. Run new cable for 10 additional drops for PA as required
    b. Terminate wall mount RJ45 jacks for additional drops
    c. Terminate new runs and punch down into patch panel
    d. Test and label new drops
3. Configure network & switches
    a. Patch new drops onto IHP network
    b. Configure Network Switches as appropriate for new drops
    c. Configure Network routing as appropriate for implemented data changes
4. Install new PA hardware for a total of 10 speakers over 3 paging zones
    a. Unbox, setup, and install 10 new PA speakers (4 in cafe, 3 on 2nd Fl, and 3 on 3rd Fl)
    b. Configure and install new PA speakers as zones on IHP phone system
    c. Test PA system

ASSUMPTIONS

The provided quote is for labor and cable-plant parts, and PA speakers only; additional phone licenses, peripherals, network switches, and other infrastructure equipment required will be the responsibility of IHP

New cable runs will be installed with the following assumptions:
1. If walls are hollow (studded drywall) new drops will be run through the walls and flush faceplates will be used. Should walls be solid, surface conduit shall be installed along with surface mount data boxes.
2. Where dropped ceilings are available, runs will through the ceiling cavity, where ceilings are solid/finished, runs shall be in surface mounted conduit.

Cabling work dates TBD. Access to the hallways and classrooms will be provided as required.

COSTS

This project will be billed as flat fee including all labor necessary to complete the scope of work and parts needed to complete the data runs and PA installation. Any hardware or equipment required to expand the network infrastructure (e.g. switches) will either be supplied, or reimbursed at cost (with prior agreement) by IHP.

Total $5000

Visiplex, Inc.

1287 Barclay Boulevard, Buffalo Grove, IL 60089
Phone: 847-229-0250 Fax:847-229-0259
Website: www.visiplex.com Email: sales@visiplex.com

Sales Quote: **255761**

Date: 01/08/20	**Revised:** 01/08/20
Issued by: Pat Devine	
Project: Wireless PA Voice Paging & Emergency Notification System	
RMA Number:	
Shipping Method: FDX-GROUND	

Bill to: Ivy Hill Prep Charter School
475 East 57th Street
Brooklyn   NY   11203
Contact: Brandon Parker
Phone: 1-917-789-8959   **Fax:**

No.	Product P/N	Description	Quantity	Price	Amount
1	**VS4500** »	Compact Paging Base Station for Voice and Data Wireless Messaging.	1	640.00	640.00
2	**VS3005**	Hand-Held Microphone.	1	49.00	49.00
3	**VS101-10**	Medium Power Paging Transmitter.	1	1,495.00	1,495.00
4	**VS638** »	Magnetic Mount Antenna - Indoor/Outdoor.	1	87.00	87.00
5	**VNS2610** »	Wireless PA Speaker. Includes 110V/220V Power Adaptor.	8	289.00	2,312.00
		Comments: (4) Hallways, (4) Cafeteria			
6	**VS-LIC** »	FCC License for One Main Site (10 Years).	1	435.00	435.00

» Click on Product P/N marked in Blue to open the respective website link (if Adobe Reader displays a Security Warning dialog box, select Remember My Action for This Site and click on Allow).

To pay online, go to https://www.visiplex.com/secure-payment-service (Reference: Quote 255761. Please confirm shipping charges are included, limited to USA and Canada and up to $10K)

Total (USD):	5,018.00
Freight (USD):	T.B.D.

Comments

Terms and Conditions:
1. Unless mentioned otherwise, all products include standard one-year warranty. Repairs include 90 days limited warranty.
2. If you do not have approved NET terms, payment terms are prepaid, charged to a credit card (USA and Canada only) or COD (USA only).
3. Prices do not include sales tax (if applicable) and shipping charges (unless mentioned otherwise).
4. Quote is valid for 30 days.
5. Product description may include main features only. Refer to product's datasheet for complete information.
6. The configuration and equipment listed on this quote represent a suggested solution based on available products and technology and based on information (if any) that was provided in regards to the quoted project. The suggested solution may not fully comply with specifications, documentation or materials (if any was provided).
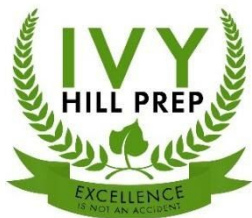
Ivy Hill Preparatory Charter School

OFFICIAL RECOMMENDATION

IVY HILL PREPARATORY CHARTER SCHOOL
Management Recommendation
02-03-2020

Recommendation: Charter Technology Solutions

Background:

> We received formal proposals from 3 vendors. All vendors with the exception of Visiplex did full walk-throughs of the facility and had individual meetings with the Management Team multiple times.

Recommendation:

Management recommends that we go with Charter Technology Solutions to complete the PA sound system installation on the 2nd and 3rd floor as well as the cafeteria for the following reasons:

- CTS is familiar with our building and has already done most of our internet and technology connectivity.
- CTS will be able to maintain the PA system after they have successfully install the PA system.
- CTS is best equipped to install as they were the company utilized to connect the existent sound system in the cafeteria.
- 1 of the other 2 vendors will not be installing the PA system for IHP. The remaining Vendor we have a host of issues with at the present moment and management does not feel it would be best to have them complete further work for IHP.

Coversheet

Review Academic Dashboard

Section: VI. Academic Achievement
Item: A. Review Academic Dashboard
Purpose: Discuss
Submitted by:
Related Material: Dashboard February 2020.pdf

SCHOOL DEMOGRAPHICS — *Data Accurate Through February 10h, 2020*

Grade	#	%
Kindergarten	82	71.9%
1st Grade	32	28.1%
Total	114	100.0%

Gender	#	%
Female	68	59.6%
Male	46	40.4%
Total	114	100.0%

Race	#	%
Black	105	92.1%
Hispanic	7	6.1%
White	0	0.0%
Asian	0	0.0%
Other	2	1.8%
Total	114	100.0%

Other	#	%
Free/Red Lun	98	86.0%
Special Ed K	6	5.3%
Special Ed 1	6	5.3%
ELL/LEP K	2	1.8%
ELL/LEP K	2	1.8%
Bus Riders	51	44.7%

Staffing	#	Ratio
Teachers	10	11.4
Administ.	3	38.0
Other	2	57.0
Total	15	7.6

SCHOOL ENROLLMENT — *Data Accurate Through February 10h, 2020* — **Budgeted: 106**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Actual	0	118	111	110	110	113	115	115			
Goal	0	120	120	120	120	120	120	120			
Over/Under	0.00	2.00	9.00	10.00	10.00	7.00	5.00	5.00	0.00	0.00	0.00

AVERAGE DAILY ATTENDANCE — *Data Accurate Through February 10h, 2020*

By Week	28-Aug	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov
	108	109	108	108	104	102	103	106	105	106	104
	11-Nov	18-Nov	25-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec	6-Jan	13-Jan	20-Jan
	99	107	110	106	n/a	110	n/a	n/a	n/a	111	112
	27-Jan	3-Feb	10-Feb								
	113	114	113								

By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
	108.0	108.0	104.0	110.0	107.0						

AVERAGE DAILY TARDIES — *Data Accurate Through February 10h, 2020*

By Week	28-Aug	2-Sep	9-Sep	16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov
	6	11	7	8	8	8	9	6	5	7	7
	11-Nov	18-Nov	25-Nov	2-Dec	9-Dec	16-Dec	23-Dec	30-Dec	6-Jan	13-Jan	20-Jan
	9	8	5	16	n/a	11	n/a	n/a	2	8	12
	27-Jan	3-Feb	10-Feb								
	2	3	3								

By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
	7.0	3.0	6.0	8.0	7.0	8.0	3.0				

SCHOOL ATTRITION — *Data Accurate Through February 10h, 2020*

By Month	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD
	0	3	1	3	0	0	1					8

Reason for Departure:			Date	Scholar	Brief Explanation	Code	Grade Level
			01/23/20	AW	Scholar moved away	M	1
			02/04/20	JH	A school closer to home	M	K
Departure Codes							
Moved	M						
Academic Difficu	A						
Illness	I						
Transportation	T						
Non-responsive	N						
Hardship	H						
School Model	S						
After School	AS						

SCHOLAR ENROLLMENT — *Data Accurate Through February 10h, 2020*

		2020-2021 Kindergarten: 60	2020-2021 1st Grade: 88	2020-2021 2nd Grade: 32		
Snapshot		Total Apps Received	Total Apps Received	Total Apps Received		
Total Apps:		226	27	14		
267		Avail. Seats	Avail. Seats	Avail. Seats		
Total Seats:		60	5	1		
66		Goal	Goal	Goal		
		180	24	12		
		Confirmed Enrollment	Confirmed Enrollment	Confirmed Enrollment		
		0	0	0		
		Waitllist *(not valid until post lottery)*	Waitllist *(not valid until post lottery)*	Waitllist *(not valid until post lottery)*		
		0	0	0		

OUT OF SCHOOL SUSPENSIONS — *Data Accurate Through February 10h, 2020*

Reason for Suspensions:	Date	Scholar & Class	Grade	Reason
	2/5/20	TM: CU	K	Violent or threatening behavior

ASSESSMENT DATA

Math Interim Assessment Data	Data Accurate Through February 10h, 2020

Math Interim Assessment

Percent Proficient

	Nov 4 & 5	Jan 28 & 29	Mar 10 & 11	Goal	Goal 1 Met?
Kindergarten 1	75%	73%	-	75	No
Kindergarten 2	78%	74%	-	75	No
Kindergarten 3	83%	91%	-	75	Yes
First 1	74%	71%	-	75	No

STEP Assessment Data	Data Accurate Through February 10h, 2020

Key

(red)	Below Target
(green)	At Target
(blue)	Above Target
DNA	Did Not Achieve

STEP Literacy Assessment

ROUND 1   9/16 - 9/27

K Target: 70% of Students Achieve a STEP Pre or above 1st Target: 80% Achieve a STEP 1 or above

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten	71%	17%	10%	2.50%					No
First	13%	6.70%	30%	50%					Yes

ROUND 1.5   10/21 - 10/25

K Target: 70% of Students Achieve a STEP Pre 1st Target: 80% Achieve a STEP Pre

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten	14%	73%	10%	2.50%					Yes
First	NONE	19.70%	30%	50%					Yes

Note: Progressive Monitoring (.5 Rounds) are used to assess the progress of the lowest performing students. Targets for these rounds are responsive to data and set by the HOS after analysis of the previous round's data.

ROUND 2   12/2 - 12/13

K Target: 70% of Students Achieve a STEP 1 or above 1st Target: 80% Achieved a STEP 3 or above

	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten	9%	13%	22%	42.70%	12%				Yes

First	NONE	NONE	6%	19%	12%	32%	16%		No

ROUND 2.5 2/10 - 2/14										Note: Progressive Monitoring (.5 Rounds) are used to assess the progress of the lowest performing students. Targets for these rounds are responsive to data and set by the HOS after analysis of the previous round's data.
K Target: TBD 1st Target: TBD										
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?	
Kindergarten										
First										

ROUND 3 2/24 - 3/6									
K Target: 70% of Students Achieve a STEP 3 or above 1st Target: 80% Achieved a STEP 4 or above									
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten									
First									

ROUND 3.5										Note: Progressive Monitoring (.5 Rounds) are used to assess the progress of the lowest performing students. Targets for these rounds are responsive to data and set by the HOS after analysis of the previous round's data.
K Target: TBD 1st Target: TBD										
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?	
Kindergarten										
First										

ROUND 4 4/22 - 5/5									
K Target: 70% of Students Achieve a STEP 4 or above 1st Target: 80% Achieved a STEP 6 or above									
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?
Kindergarten									
First									

| ROUND 4.5										Note: Progressive Monitoring (.5 Rounds) are used to assess the progress of the lowest performing students. Targets for these rounds are responsive to data and set by the HOS after analysis of the previous round's data.
K Target: TBD 1st Target: TBD										
	DNA Pre	Pre	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Goal Met?	
Kindergarten										
First										

Coversheet

Vote to Approve Enrollment Policy

Section: VI. Academic Achievement
Item: B. Vote to Approve Enrollment Policy
Purpose: Vote
Submitted by:
Related Material: Enrollment Policy_Year2.pdf
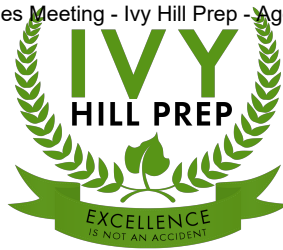
Enrollment Policy 2020-21

In the 2020-21 school year, Ivy Hill Preparatory Charter School will enroll 180 students in Kindergarten, 1st, and 2nd grade. We will grow one grade each year until we reach full scale in year 5, at which point we will enroll students in grades K-5. Ivy Hill Preparatory Charter School's admission policies and procedures are in accordance with Education Law §2854. Ivy Hill Prep is a tuition-free, public charter school. Admission of students will not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, sexual orientation, gender identity, socioeconomic status, parent's/guardian's marital status, political affiliation, or any other protected status. Any child who is qualified under the laws of New York State for admission to a public school is qualified for admission to Ivy Hill Preparatory Charter School.

Enrollment Eligibility

New York State Resident. All student applicants must be residents of New York State at the time of enrollment. To complete the enrollment process, all parents are mandated to attend one (1) of the designated Enrollment Days organized by the school to secure their child's seat. At the time of enrollment, families must provide **two** proof of residency documents for the student. Acceptable proof of residency includes: lease agreement, mortgage statement, residential utility bill, property tax bill, water bill, government-issued identification which has not expired and includes the address of residence, income tax form, NYS driver's license which has not expired, voter registration documents, or evidence of custody of the child that include name of student and address of residence. Students in temporary housing, as defined by McKinney-Vento, are not required to submit proof of residency documentation.

Age. All students that enroll in Kindergarten must turn five by December 31st of that school year. For the 2020-2021 school year, all students that enroll in Kindergarten must turn five by December 31, 2020.

As a public charter school, we do not require any action by a student or family (such as an admissions test, interview, attendance at an information session, etc.) in order for an applicant to receive or submit an application for admission.

Enrollment Process

Application Submission. Ivy Hill Preparatory Charter School participates in the New York City Charter School Common Application and also provides paper applications for families when necessary to meet all accessibility needs. The application form is available in English and Spanish, and will be made available in other languages as needed. The application is available at www.ivyhillprep.schoolmint.net and www.ivyhillprep.org/apply. Ivy Hill Prep's application period will close at 11:59pm on April 1st of each year. Should the number of applications exceed the capacity of the grade level, we will conduct a random, public selection process (lottery) to enroll students.

Lottery. In accordance with Public Officers Law § 104, the date, time, and location of the lottery will be made known to the public. Two weeks prior to the lottery, we will provide notice of the time and location of the lottery to the same media outlet we use to post information about our Board meetings and will also post this information on our website. All families that have submitted an application by the deadline will be notified of the date, time, and location of the lottery. While families are welcome to attend, they are not required to do so and will not be penalized in any way if they do not attend. The lottery will be open to the public, in accordance with NYS Education Law §2854(2)(b), and a disinterested party will draw the lottery (8 NYCRR 119.5).

Accepting an Offer. Families will receive a phone call and email notification if their child is accepted by the lottery, and will have two business days to respond to the offer of acceptance. If families do not respond or formally accept the seat within two (2) business days, the seat will be filled from the waitlist in numerical order. Families can respond to the offer by phone (917.789.8959) or by email (info@ivyhillprep.org.) If a family initially declines an offer and then seeks a seat for the same child at a later point during that school year, that family will be added to the end of the waitlist.

Vacant Seats. We will backfill vacant seats in kindergarten through third grade up to and including the last day of second quarter. Seats vacated between the initial lottery and the last day of second quarter will be offered to students on the waitlist. Seats vacated in the third or fourth quarter will remain vacant through the end of the academic year and will be filled for the next academic year through the public lottery. If a seat becomes available before the third quarter, we will contact the next family on the waitlist in numerical order and allow them two (2) business days to formally accept the seat. Families can respond to the offer by phone (917.789.8959) or by email (info@ivyhillprep.org). Should the family not accept or respond to our offer, we would move to extend an offer to the next family on the waitlist. Per our commitment to fulfill our mission for each student, we will not fill vacant spots that become available during the third or fourth quarter.

No-Show Policy. If a student does not attend and misses 20 consecutive days, and the student's family does not respond to communication from the school during this period of absence, the student may be removed from Ivy Hill Preparatory Charter School. Ivy Hill Prep will make every effort to reach absent families during the course of the first week of the school year, but will remove students and fill vacant seats in accordance with the process outlined above.

Enrollment Preference

In accordance with New York State Charter School Law, enrollment preference will be given to students residing in the district of the school's location, siblings of students applying or already enrolled at Ivy Hill Prep, and students of Ivy Hill Prep employees.

In District of Location. We will accept students residing in the district of the school's location before accepting students living outside of that district. If we have fewer In-District applications

than available seats, we will automatically accept all In-Districts applicants, and then fill the rest of our open seats through the lottery process described above.

Returning Students. Students returning to Ivy Hill Preparatory Charter School in a subsequent school year are exempt from the lottery process, and automatically enrolled in the next school year.

Siblings of Applying and/or Enrolled Students. If a child is selected through the lottery for a seat at Ivy Hill Prep, their siblings will be automatically granted enrollment if there is space available in their grade level. Siblings of currently enrolled students will be exempt from future lotteries and will be automatically granted a seat if there is available space at their grade level. Siblings are defined as children whose primary guardian(s) are also the primary guardian(s) of other children applying or already enrolled at Ivy Hill Prep. This is defined as guardian(s) who have custody of children and include half-siblings, step-siblings, or other family members such as cousins, nieces, or nephews being cared for as primary dependents. Siblings that apply simultaneously to Ivy Hill Preparatory Charter School, will also receive priority in the lottery process.

Children of School Employees. Children of school employees will be exempt from the lottery provided that the parent employed at Ivy Hill Preparatory Charter School has full or joint custody of the child. Employees include anyone who works at least half-time for Ivy Hill Prep and who started work on or before the first day of school of the year in which they are submitting their application. The number of students enrolled who are children of school employees will not exceed 15% of the total enrollment. Should the number of school employees' children applying exceed 15%, then all children of employee applications will be included in the general enrollment lottery.

Withdrawal Process

Students may be withdrawn from Ivy Hill Preparatory Charter School at any time in accordance with the procedure outlined below. Only the enrolling custodial parent/guardian may withdraw a student:

1. Ivy Hill Prep will verify that the withdrawing parent/guardian is the custodial parent/guardian.
2. The withdrawing custodial parent/guardian must complete a withdrawal form and provide a signature to confirm the withdrawal decision.
3. Ivy Hill Prep will confirm receipt of the completed withdrawal form and signature, and will remove the student from the school's roster.

Seats that open as a result of a withdrawal will be filled in accordance with the steps outlined in the **Vacant Seat** section above.

Coversheet

Vote to Approve Year 2 Academic Calendar

Section: VI. Academic Achievement
Item: C. Vote to Approve Year 2 Academic Calendar
Purpose: Vote
Submitted by:
Related Material: Year 2 Academic Calendar.pdf

2020 - 2021 ACADEMIC CALENDAR

School Closed | **Interim Assessments** | **Family Events**

July 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July
4	Independence day

August 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August
15	Kindergarten Orientation: Mandatory
25	First Day of School: Kindergarten Only
26	Second Day of School: Kindergarten Only
27	First Day of School for Grades 1-2
25-28	1/2 Day Dismissal
31	First Full Day of School: All Grades

September 2020

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September
3	Back to School Night
7	Labor Day - No School
29|30	NWEA Map Assessment 1

October 2020

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October
5|16	STEP Literacy Assessment Round 1
12	Columbus Day - No School
30	Storybook Character Day

November 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November
2|3	Math Interim Assessment 1
17|18	Report Card Conferences - 1/2 Day
23	Picture Day
24	Thanksgiving Soiree
25-27	No School - Thanksgiving

December 2020

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December
7|18	STEP Literacy Assessment Round 2
15	Holiday Show
18	Holiday Pajama Day
21-31	No School - Winter Break

Friday Dismissal - 1:30PM

January 2021

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January
1	No School - New Year's Day
4	No School for Students | Staff Data Day
18	No School - Dr. MLK Day

February 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February
1|2	Math Interim Assessment 2
15|19	No School - February Break
22-26	STEP Literacy Assessment Round 2

March 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March
1|5	STEP Literacy Assessment Round 2
16|17	Report Card Conferences - 1/2 Day

April 2021

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April
12|16	No School - Spring Recess
19|20	Math Interim Assessment 3

May 2021

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May
3|14	STEP Literacy Assessment Round 3
31	No School - Memorial Day

June 2021

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June
8|9	NWEA Map Assessment 2
18	Last Day of School - 1/2 Day

Total School Days: 185

2019-20 ACADEMIC CALENDAR

Friday Dismissal - 1:30PM

No	Interim	Family

July 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

July
15	Ivy Hill Leader Institute
29	Ivy Hill Summer Institute

August 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August
28	First Day of School - 1/2 Day
28-30	Half Day Dismissal

September 2020

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September
7	Labor Day - No School
3	First Full Day of School
5	Back to School Night
20-27	STEP Assessment Round 1

January 2021

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January
1-3	No School - Winter Break
3	Staff Data Day for Staff Only
20	No School - Dr. MLK Day
28-29	Math Interim Assessment 2

February 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February
3-14	STEP Assessment Round 3
17-21	No School: February Break
24	Quarter 3 Begins

March 2021

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March
11|12	Report Card Conf - 1/2 Day
25-26	Math Interim Assessment 3

October 2020

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October

14	Columbus Day - No School
17-18	NWEA Map Assessment 1
31	Storybook Character Day

November 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

4|5	Math Interim Assessment 1
11	Quarter 2 Begins
18-19	Report Card Conf - 1/2 Day
27-29	No School - Thanksgiving

December 2020

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December

2-13	STEP Assessment Round 2
18	Holiday Show
23-31	No School - Winter Break

April 2021

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April

13-17	No School - Spring Recess
22-30	STEP Assessment Round 4

May 2021

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May

1--6	STEP Assessment Round 4
25	No School- Memorial Day

June 2021

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June

9|10	NWEA Map Assessment 2
18	Last Day of School - 1/2 Day

IVY HILL PREP
EXCELLENCE

Total School Days: 185

Coversheet

Webinar on Academic Achievement Oversight

Section: VI. Academic Achievement
Item: D. Webinar on Academic Achievement Oversight
Purpose: Discuss
Submitted by:
Related Material: Board on Track Resource Boards Role In Academic Achievement.pdf

Board's Role in Academic Excellence

a **Board**Savvy webinar
by

We help charter school boards deliver exceptional results.

A FEW NOTES BEFORE WE DIVE IN

→ This session is being recorded. If you registered we'll send you the recording. Feel free to share with your team.

→ It's all about the kids.

→ We are going to articulate a very high bar. The students in your charter school deserve nothing short of excellence.

→ Terminology:

◆ We use the term "CEO" to denote the person at the very top of the org chart, who reports directly to the board

◆ We use the term "organization" to mean the charter school or group of schools that the CEO is responsible for

What We're Going to Cover

▶ Defining the full board's role in academic oversight

▶ Defining the role of a board committee

▶ Clarifying the governance – management line

▶ Clarifying what data the board should be receiving on a consistent basis

▶ Concrete tools you can use

Big Picture Framing

Framing Thought
Definition of a Charter School Board

→ Not a collection of well meaning people

Rather…

→ A highly effective team, strategically assembled to bring the skills, expertise, temperament and time to govern a multimillion dollar public enterprise.

BoardOnTrack.com

How Important is a Board to a Charter School's Success?

It can be argued that the ultimate success of a charter school hinges on the board's ability to govern effectively:

→ Board selects, supports and terminates when necessary the CEO

→ Board ensures that the school is operationally and financially viable

→ Partners with the CEO to define and ensure the delivery of academic excellence

Every charter school closure nationwide can be traced back to issues of governance.

Framing

Simply put,

A charter is a contract to increase student achievement.

The contract is given to the board

not the CEO

Governance Grounding Principle

The Board Focuses on Results

CEO focuses on means

to get to results

A Results-Focused Board
is a
Data-Driven Board

Data-Driven Governance

The term data-driven instruction is now widely used in the school context. And, is a cornerstone of successful charter schools. Generally this means:

The use of quantifiable data obtained from measureable goals set by an educator in order to determine if the student is mastering necessary skills.

Data-Driven Governance

▶ Your CEO should partner with your board to mirror this practice at a governance level.

Set measureable goals with the board, collect relevant data, and examine this together frequently to know if the organization is on track, and change strategies if it is not.

Key Action Steps Results-Focused Data-Driven Board

Key Action Steps

1. Partner with and support the CEO

2. Establish an academic excellence committee of the board

3. Clarify charter promises

4. Define academic excellence / your "high bar"

5. Create annual academic goals

6. Monitor progress

7. Educate the full board

Step #1

Strengthen Board- CEO Partnership

Step #1: Establish / Strengthen Your Board-CEO Partnership

BOARD ROLE	CEO ROLE
• The board needs to complement the work of the CEO and the academic team, they should not be duplicating the work • Invest time in understanding the key drivers of academic success, this is the heart of the business you are running	• The CEO needs to feel that the board <u>can</u> and <u>is</u> adding value in this area • Needs to play an active role in educating the full board and sharing information on a consistent basis

Step #2

Establish an Academic Excellence Committee of the Board

Step #2: Academic Excellence Committee

Key Tasks

→ Work with CEO to a develop a plan to define and monitor academic results

→ Educate the full board to conduct proper oversight of the academic program

Step #2:
Academic Excellence Committee

→ Most important committee; hardest one to get right

▸ Think about it functioning like a finance committee:

  ▸ CEO brings draft budget to Finance Committee

  ▸ Finance Committee and CEO go back and forth to refine

  ▸ Bring bigger strategic questions forward for full board deliberation while preparing the budget

  ▸ Final draft brought forward for full board discussion, buy-in and final vote to approve for the year

  ▸ Throughout the year committee monitors budgets to actuals

▸ Academic Excellence Committee does the same thing but it is academic "budget to actuals" rather than financial.

Step #2: Academic Excellence Committee

Committee Membership

→ While it can be useful for a member of the Academic Excellence Committee to have a background in education, it is by no means necessary in order to be an effective committee member.

→ Many effective Academic Excellence Committees do not have an educator on the committee. We find that the key functions of the committee—**helping the CEO to set ambitious goals and then monitoring data to assess progress towards those goals**—are often well met by people with strong analytical skills; these people need not be educators.

BoardOnTrack.com

Step #3

Understand What You Promised to Deliver

Step #3: Charter Promises

→ A charter is a contract to increase student achievement

→ This contract is given to the board not the CEO

→ Together the Board and CEO need to be crystal clear on the key charter promises they have made to the authorizer (typically defined in the charter broadly and more specifically in an accountability plan)

→ You will not get to keep your charter if you don't deliver on these results

Recommended Action Step:

✓ *CEO pull out key charter promises in a document for the board. Ideally in a chart form, one page or less.*

Step #4

Define Your High Bar

Step #4:
Define Your High Bar

1. **Determine if the charter promises are enough or a baseline**

    Baseline

    → The minimal targets you need to hit to keep your charter

    → Many charter contracts / accountability plans are the floor – in many states just hitting the terms in your charter would not be reaching "excellence"

2. **Define your "high bar"**

    → Define excellence, especially academic excellence

Step #5

Create Annual Academic Goals

Step #5:
Set Annual Academic Goals

→ The CEO should bring forward a set of annual academic goals for the committee to discuss and the board to approve

→ They should articulate:

   ◆ What level of success was achieved last year

   ◆ Where the CEO plans to get the organization by the end of this school year

   ◆ Whether the organization has met or exceeded charter promises and if not when will you achieve them

   ◆ Benchmark data for the board to comprehend how you compare to others

   ◆ High-level overview of the key strategies to achieve the goals

Step #5:
Work of Committee vs. CEO role
GOAL SETTING

CEO ROLE	COMMITTEE ROLE
• Develop goals/timeline for reporting on progress towards academic goals and propose them to the committee for discussion and feedback • Present finalized goals/reporting timeline to the full board for approval	• Review CEO's proposed goals/reporting timeline • Ask questions to ensure that the goals are (1) ambitious and (2) achievable. • Recommend finalized goals/reporting timeline to the full board for approval; ensure that all trustees understand goals

Step #6

Monitor Academic Performance

Step #6: Develop a Clear And Consistent Way to Monitor Progress

➔ Board and CEO should look at data consistently at the regular board meeting

➔ Committee should dive deeper into the data at regularly scheduled meetings and validate data and approaches being shared with the full board

Step #6: Work of Committee vs. CEO role
MONITORING PROGRESS

CEO ROLE	COMMITTEE ROLE
• Present the committee with data to assess progress towards goals at the agreed upon timeline • Present updates on data to full board at agreed upon timeline	• Review data to assess progress towards goals at agreed-upon timeline • Ask probing questions to better understand the data and help the CEO look objectively at the data • Help CEO to frame data for presentation to the full board

Step #7

Educate the Full Board

Step #7: Board Education

➔ The entire board is on the hook for governing the entire organization

➔ Members of the committee will dive deeper into the data, but you should develop a key set of metrics that the full board is tracking and an education plan to make sure the full board understands what they are tracking

Further Clarifying
Roles & Responsibilities

Governance-Management Line?

Annually Who Does What In Establishing and Monitoring Academic Results

Key Steps	CEO	Committee	Board
Charter Promises	Develop chart / high level summary for board	Discuss and provide input	Discuss and vote to approve as a full board
Define High Bar	Recommendations to the board about what is baseline and "high bar"	Discuss and provide input	Discuss and vote to approve as a full board
Set Annual Goals	Develop a set of annual academic goals	Discuss and provide input	Discuss and vote to approve as a full board
Monitor Progress	Develop board level dashboard	Discuss and provide input	Discuss and vote to approve as a full board
Board Education	Develop a timeline and action plan, implement	Discuss and provide input, assist in implementation	Discuss and vote to approve as a full board, actively participate

Differentiate work of Committee vs. CEO INSTRUCTIONAL DECISION-MAKING

CEO ROLE	COMMITTEE ROLE
• Select and implement curricula, training, and materials necessary for successful instruction	• Sounding board for CEO's ideas on understanding data, seeing trends, what is working in instruction—are there systems in place to replicate success

Differentiate work of Committee vs. CEO STAFF

CEO ROLE	COMMITTEE ROLE
• Hire and train all staff • Oversee and evaluate all staff	• Ensure that CEO has created and implemented staff evaluation and feedback procedures • Monitor results through annual/biannual staff surveys and through staff retention data

Make Sure Your Committee Doesn't….

→ One of the biggest pitfalls for Academic Excellence Committees is to engage in discussions of ***inputs***—the means by which the organization pursues its mission—rather than ***outcomes***—the objective data used to assess how well the organization is meeting its mission.

→ **Inputs** are management level issues, which should be handled by the CEO. **Outcomes** are what the board should be focused on and governing towards.

Make Sure Your Committee Doesn't….

Continued

➜ Evaluate teachers

➜ Select, design, or review the quality of curricula

➜ Plan professional development for teachers

➜ Interact with teachers or other staff members on a regular basis (i.e., daily or weekly)

➜ Interact with families or students on a regular basis (i.e., daily or weekly)

➜ Present themselves as an outlet for staff, family, or student complaints or concerns that have not first been formally addressed to the CEO

What Data Should the Board Be Seeing?

Right Board-Level Data

Key Categories

→ Academic Achievement

→ School Climate and Culture

→ Human Capital

Right Board-Level Data

We recommend framing the data around a set of key questions that the board and CEO continually ask each other:

Academic Achievement

Are our students making progress toward attaining the highest level of academic achievement?

School Climate and Culture

Has our organization established a powerful climate and culture in which students can thrive?

Human Capital

Does our organization recruit, develop, and retain exceptional staff?

We Highly Recommend You Track: Academic Achievement

Are our students making progress toward attaining the highest level of academic achievement?

✓ ELA Gains

✓ ELA Interim Proficiency

✓ ELA Proficiency

✓ Math Gains

✓ Math Interim Proficiency

✓ Math Proficiency

✓ Graduation Rates

✓ Postsecondary Engagement

We Highly Recommend You Track: School Climate and Culture

Has our organization established a powerful climate and culture in which students can thrive?
✓ Average Daily Attendance
✓ On-time Arrival
✓ Parental Satisfaction
✓ Suspensions – In School
✓ Suspensions – Out of School

We Highly Recommend You Track: Human Capital

Does our organization recruit, develop, and retain exceptional staff?

✓ Teacher Retention

✓ Teacher Satisfaction

✓ Teacher Turnover

TOOLS YOU CAN USE

Tools You Can Use

➔ Job Description for Academic Excellence Committee

➔ In resources section

   ◆ Smart Questions to Ask About Academics

➔ Skills Inventory In BoardOnTrack

   ◆ Do you have the right skills? Bench strength?

BoardOnTrack.com

Have you joined the Community?

The **Board**OnTrack members-only online community is here.

Log in to **Board**OnTrack and click **Community.**

➜   Connect with like-minded leaders
➜   Get help addressing current challenges
➜   Learn from trustees and CEOs around the country

Members-Only Online Community

Connect with trustees, CEOs & school leaders nationwide.

Without traveling to the next conference.
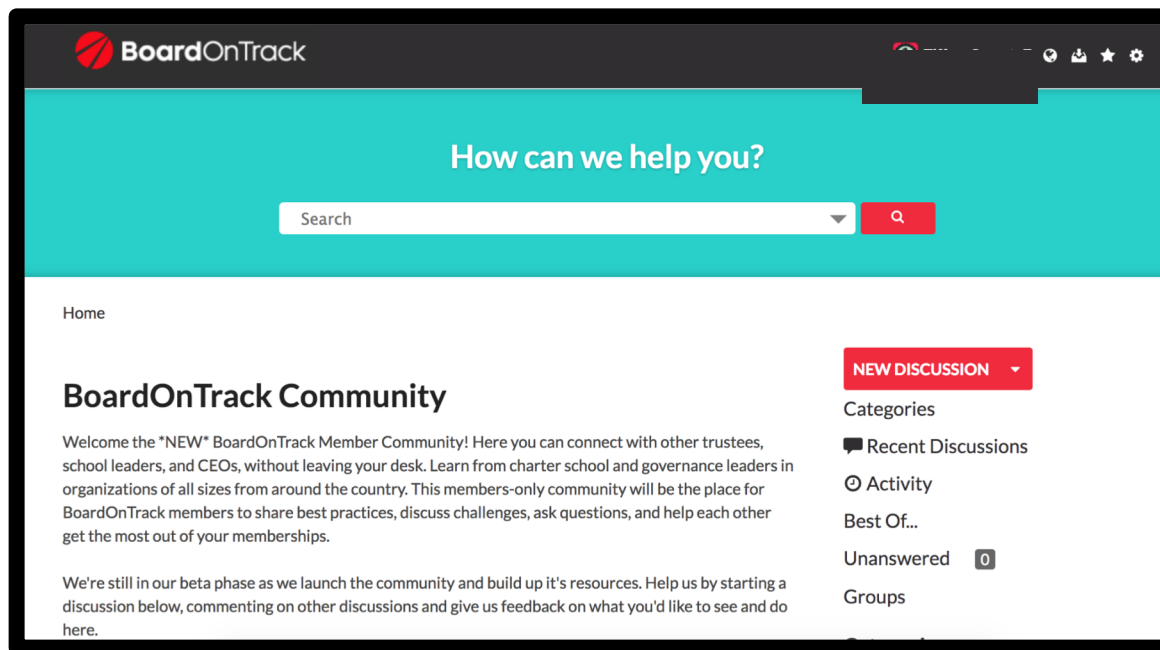
This where **Board**OnTrack members, from single-site school to CMO, share best practices, get new ideas, and
help each other get the most out of membership.
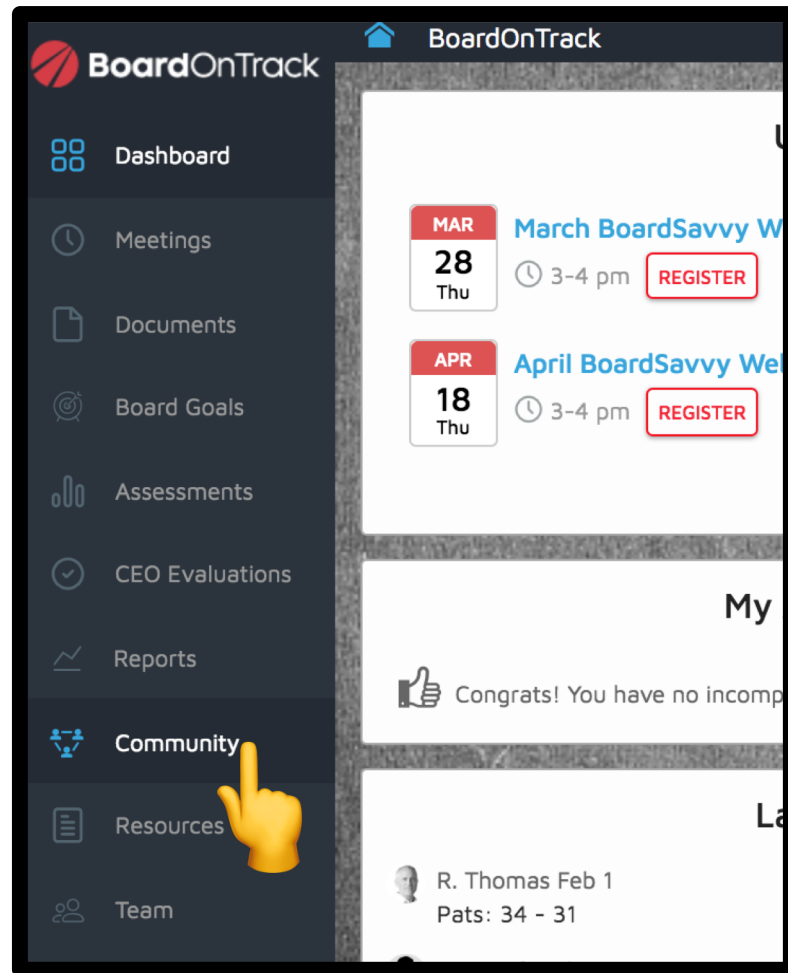
Members-Only Online Community

1 Click

2 Register

3 Start a discussion

QUESTIONS?

Coversheet

HOS Report

Section: VIII. Head of School Update
Item: A. HOS Report
Purpose: Discuss
Submitted by:
Related Material: Head of School Report_February.pdf

Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL
Head of School REPORT
2-24-20
Submitted by: Ambrosia Johnson

I. Facility Update

- Facility renovations slated to begin on February

II. Enrollment Report

Accepted Offers / Seats Available

	Kindergarten	1st Grade
Target	88	32
Current Accepted Offers	82 / 88	31 / 32
Gap	6	1
Waitlist	0	0

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	1	N/A	Completed.
Teacher	8	8	N/A	Completed.
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~~ DOE Counselor	1	1	N/A	Completed.
Nurse	-	-	N/A	Completed.
Teaching Fellow	1	0	ASAP	Completed.

Total Hires Needed:	16
Total Hired:	15

IV. School Updates

1. Application for SY 2020-2021
   - Application updates can be found in the Academic Dashboard.
   - Application Count (Jan): 213 applications for 70 seats. Application Count (Feb): 267 applications for 70 seats.

2. School Academics
   - **STEP Round 3** pushed back to February 24-March 3 to allot for a full 6-7 weeks of instruction with new data.
   - **STEP Round 3** results available at March Board Meeting.
   - **Math IA #2** results are available in this month's dashboard.
   - **Math IA #3** pushed up to March 10th and March 11th to allow for fresher data prior to March Report Card Conferences.
   - **Report Card Conferences** will be on March 25th and March 26th

February Events

➢ February 25: February Chat & Chew Series
➢ February 27: Living Black Museum (9:00 – 10:30AM) if you're interested in attending!