



Ivy Hill Prep Charter School

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday November 30, 2020 at 6:30 PM EST

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order		Marsha Michael	5 m
<ul style="list-style-type: none"> • Welcome Guests • Public Comments 			
B. Record Attendance and Guests		Maimouna Kane	1 m
C. Approve October 2020 Board Meeting Minutes	Approve Minutes	Maimouna Kane	3 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on October 26, 2020			
D. Vote to Approve Agenda	Vote	Marsha Michael	2 m
II. Governance			6:41 PM
A. Discuss Governance Strategic Governance Issues	Discuss	Marsha Michael	5 m
Governance Committee currently reviewing:			

- Discuss Committee Recommendations on changes to Organizational Chart (Any Updates Due to Authorizer by 12/2020)
- Discuss Timeline of deliverables

B. Committee Recommendation on Exit Interview Process Discuss Marsha Michael 5 m

- Discuss Committee progress on vetting exit interview process

III. Finance Committee **6:51 PM**

Finance

A. Review Financial Dashboard Discuss Nataki Williams 10 m

- Review Key Indicators

B. Recommendation on Approving TriNet Vote Nataki Williams 5 m

- Previous HR vendor Little Bird was taken over by Trinet
- Committee to Recommend Approving Signing New Contract with TriNet

IV. Director of Finance Hiring Taskforce **7:06 PM**

A. Taskforce Update Discuss Jennifer Small 5 m

B. Director of Finance in Organizational Chart Vote 5 m

- Vote to Approve replacing back officer provider in Organizational Chart with in house Director of Finance.

V. Academic Achievement **7:16 PM**

Academic Achievement

A. Review Academic Program - Academic Dashboard Discuss Ambrosia Johnson 5 m

- Review Dashboard indicators (Enrollment, Attendance etc)

B. Review Teaching and Learning Discuss Ambrosia Johnson 10 m

- Review HOS Report
- Discuss any assessments
- Discuss any staffing concerns

C. Discuss Culture and Climate Discuss Ambrosia Johnson 10 m

- Discuss any upcoming events
- Discuss Scholar and Parent Feedback
- Discuss Staff Feedback

D. Discuss Updated Re-Opening Plan Discuss Ambrosia Johnson 5 m

- Discuss updates to re-opening plan.

VI. Development 7:46 PM

Development

A. Update on Development	Discuss	Tanisha James/Adam Laniyan	10 m
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Discuss Planned Development Initiatives:

- Annual Giving Tuesday Initiative
- Note-a-thon
- Community Food Giveraway

VII. Head of School Evaluation & Support Committee 7:56 PM

A. Discuss Committee Next Steps	Discuss	Adam Jimenez-Schulman	5 m
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- Update on HOS contract. (Previous Contract remains in effect until replaced)
- Update on Committee Next Steps

VIII. Executive Session 8:01 PM

A. Vote for Executive Session	Vote	Full Board Discussion	10 m
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IX. Closing Items 8:11 PM

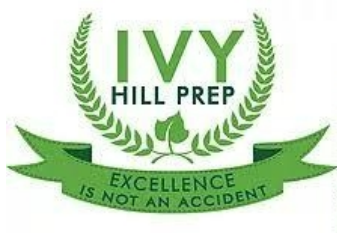
A. Adjourn Meeting	FYI	Marsha Michael	
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Coversheet

Approve October 2020 Board Meeting Minutes

Section: I. Opening Items
Item: C. Approve October 2020 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board of Trustees Meeting - Ivy Hill Prep on October 26, 2020

APPROVED



Ivy Hill Prep Charter School

Minutes

Board of Trustees Meeting - Ivy Hill Prep

Date and Time

Monday October 26, 2020 at 6:30 PM

Location

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

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

IVY HILL PREP - BOARD OF TRUSTEES

Directors Present

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

Directors Absent

J. Small, T. James

Guests Present

A. Johnson (remote), A. Leon-Soon (remote), B. Parker (remote)

I. Opening Items

A. Call the Meeting to Order

M. Michael called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Oct 26, 2020 at 6:34 PM.

B. Record Attendance and Guests

C. Approve September 2020 Board Meeting Minutes

M. Michael made a motion to approve the minutes from September 2020 Board of Trustees Meeting - Ivy Hill Prep on 09-28-20.

D. Lewis seconded the motion.

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

Roll Call

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

D. Vote to Approve Agenda

M. Michael made a motion to Approve the agenda.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

II. Governance

A. Discuss Governance Strategic Governance Issues

Making sure the organizational chart is updated in case amendments need to be made by HOS. Creating a calendar to identify items that need to be approved in a particular time frame. HOS is creating a document that has a specific timeline. Making updates to the job description for the Dean of Special Supports. Discussion was held on the educational requirements for the Dean of Special Supports.

B. Approve Updated Job Description for Dean of Special Supports

M. Michael made a motion to Approve updated job description for Dean of Special Supports.

A. Jimenez-Schulman seconded the motion.

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

Roll Call

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

III. Finance Committee

A. Review Audit Report and Management Letter

Audit held with the finance committee. Auditors advised to increase the escrow account.

N. Williams made a motion to Approve Audit Report.

A. Laniyan seconded the motion.

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

Roll Call

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

B. Review Financial Dashboard

Discussion was held on COVID line item in the financials in case testing needs to be paid for. The cost of testing per week was discussed. Committee didn't recommend to adjust budget for development.

N. Williams made a motion to Approve...

M. Michael seconded the motion.

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

Roll Call

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

N. Williams made a motion to Approve Finance Goals 2020-2021.

M. Kane seconded the motion.

Discussion held on the ability to item on finance goal more board to cover more areas.

Discussion held on rewording an item on the financial goals to lessen restrictions.

Providing rationale as to where line items are directly related to academic results.

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

Roll Call

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

C. Approve Finance Resolutions

IV. Academic Achievement

A. Review Academic Program - Academic Dashboard

Enrollment: 172 students, **Attendance:** 88% **Attrition:** 6 students Waitlist: 0 for 1st grade. Early enrollment will begin to increase the waitlist. The average attendance is 1 under the budgeted amount.

Hiring: Two teachers need to be hired as well as a special education teacher. HOS is interviewing potential candidates. Discussion held on potential hire.

School updates: Third week of remote instruction. Zero percent COVID infection rate for staff and students. All related services are rendered virtually: Speech, OT, PT, and Hearing.

B.

Review Teaching and Learning

Discussion held on the prerecorded instructional videos. Every student is remote, receiving synchronous and asynchronous instruction. Students are in homogenous groups of no more than 15.

C. Discuss Culture and Climate

Discussion held on teacher workload in creating videos. HOS provided video examples of remote instruction in math and guided reading. STEP assessments are concluding.

Discussion held on step assessments being allowed virtually. Discussion held on initial assessment for kindergarten students. October 9th, 2020 last day of in-person instruction.

D. Discuss Updated Re-Opening Plan

Discussion held on reopening of school. Discussion held on certification of COVID test administration. Suggested four-week interims to consider in-person or remain remote.

E. Review NYSED Survey

HOS presented data from a NYS parent survey

V. Development

A. Update on Development

Date secured for Giving Tuesday. The fundraising goal for Giving Tuesday is \$10,000. Community Food Giveaway will be held November 21st, 2020.

VI. Head of School Evaluation & Support Committee

A. Discuss Committee Next Steps

In the process of finalizing evaluation for HOS.

VII. Executive Session

A. Vote for Executive Session

M. Michael made a motion to Move into executive session.

D. Lewis seconded the motion.

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

Roll Call

M. Kane	Aye
T. James	Absent
M. Michael	Aye
A. Jimenez-Schulman	Aye
A. Laniyan	Aye
N. Williams	Aye

Roll Call

D. Lewis	Aye
J. Small	Absent

VIII. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
M. Michael

Coversheet

Discuss Governance Strategic Governance Issues

Section: II. Governance
Item: A. Discuss Governance Strategic Governance Issues
Purpose: Discuss
Submitted by:
Related Material: Governance Committee Meeting Report November 2020.docx
Compliance Calendar 2020.docx



IVY HILL PREP BOARD OF TRUSTEES

Governance Committee Meeting Report – November 3, 2020

Committee Members: Derrick Lewis (not present), Marsha Michael, Adam Jimenez-Schulman, Aquilla Leon-Soon (Not Present Prospective board member)

1. Review New HR Contract

- Previous HR provider, Little Bird was taken over by TriNet
 - HOS wanted committee to review contract prior to signing.
 - Committee informed HOS to filter vendor contract amendment through Finance Committee since no policy considerations were up for discussion.
 - Next Steps for Committee – BC to send email forwarding new contract to Treasurer.
 - Action to be Taken by Board: After new contract is vetted by Finance Committee, committee to determine whether to recommend signing off on new contract. Board will need to approve signing new contract.

2. IHP Year 3 Organizational Chart

- Update: HOS recommended that organizational chart be amended to reflect position of Office Coordinator/Parent Coordinator. HOS explained plan was to formally change to title so that compensation could be updated.
- Next Step for Committee:
 - Committee did not approve to recommend changing organizational chart.
- Action to be Taken by Board: None

3. Review IHP's Exit Interview Practice/Policy

- Follow-up discussion with HOS to ascertain current policy. HOS explained she that process was typically handled internally as part of the regular course of practice when an employee left the organization. HOS surveyed 4 other schools and found their policies to be helpful. However, policies were not shared with the committee and HOS intends to check in with TriNet to see whether they offered any exit interview procedure as part of their HR services.
- Next Steps – HOS to report back information from TriNET
- Action to be Taken by Board: Committee to recommend to Board to approve a practice which is neutral and affords former employees an opportunity to provide feedback which could be helpful data points for the organization moving forward. If no further suggestion is offered by HOS committee to create a protocol for board approval.

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



IVY HILL PREP BOARD OF TRUSTEES

Governance Committee Meeting Report – November 3, 2020

Committee Members: Derrick Lewis (not present), Marsha Michael, Adam Jimenez-Schulman, Aquilla Leon-Soon (Not Present Prospective board member)

4. Strategic Planning

- HOS provided list of deliverables. Committee suggested that a column be added with designated owner.
- Next Steps by Committee: BC to Review document and determine whether any additions should be made related to board action which must be taken.

5. Board Member Recruitment

- Committee discussed email sent by HOS to some members of the committee regarding vetting a potential new board member. All parties had vetting policy and HOS wondered who on the committee would take lead on vetting potential new member.
- Next Steps by Committee: None.

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



Compliance Calendar

October

Completed	Category	Board Applicable	Details	Date
	In House	YES	Revisit Organizational Chart to be presented to the Finance/Academic Committees	10/27
	In House	YES	Begin gathering Security Bids for Y3	December Finance Committee

November

Completed	Category	Board Applicable	Details	Date
	NYSED	NO	Staff Snapshot data need to be uploaded to SIRS	November 6th
	In House	-	Begin gathering Janitorial Bids(in the event of change)	November
	In House	Yes	Begin Budget Building utilizing Template (M, Conservative, More Conservative)	For December Finance Committee Meeting
	NYSED	Yes	Audit Report Submitted	November 1st

December

Completed	Category	Board Applicable	Details	Date
	In House	YES	Submit Security Bids to the	Finance Committee



			Board	Meeting

January

Completed	Category	Board Applicable	Details	Date
	NYSED	NO	FRPL Numbers, enrollment by grade	
	In House	NO	DOO/HOS Classroom Furniture/Supply needs for Y3	By Jan 15th

February

Completed	Category	Board Applicable	Details	Date

March

Completed	Category	Board Applicable	Details	Date
	NYSED	No	FRPL Data Extract/ BEDS Data Data Extract	March 19th
	In House	-	Send out quote request for staff tech	March 1
	In House	-	Send out quote request for student tech	March 1
	In House	Yes	Tent. If management seeks to end	March Finance



			the Janitorial contract.	Committee meeting
	Audit Y2	-	Begin gathering audit materials for interim testing	TBA
	Form 990	Yes	Details to be added*	

April

Completed	Category	Board Applicable	Details	Date
	In House	Yes	Provide Board with 3 tech Bids for staff computers	Finance Committee Meeting
	In House	Yes	Provide Board with 3 tech bids for student computers	Finance Committee Meeting
	Audit	Yes	PKO should have issued a Interim Testing List (Report Update to Finance Committee)	Finance Committee

May

Completed	Category	Board Applicable	Details	Date
	In House	Yes	Renewal process for Commercial Insurance- Review New Policies from S. Burger	Finance Committee Meeting
	NYSED	No	Instructor Assignments & student class entry/exit	May 1
	NYSED	Yes	EOY Reporting	Due by June 30th



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June

Completed	Category	Board Applicable	Details	Date
	NYSED	No	ELL Count for Title 3 funding	June 2021
	NYSED	Yes	Submit Final EOY Report	June 2021

Coversheet

Review Financial Dashboard

Section: III. Finance Committee
Item: A. Review Financial Dashboard
Purpose: Discuss
Submitted by:
Related Material: Ivy Hill Monthly Financials ending October 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](#):

Ivy Hill Monthly Financials ending October 2020.xlsx

Coversheet

Recommendation on Approving TriNet

Section: III. Finance Committee
Item: B. Recommendation on Approving TriNet
Purpose: Vote
Submitted by:
Related Material: Document_to_Sign_for_TriNet_IVY_HILL_PREP_CH.pdf
Ivy Hill Prep Little Bird Signed Agreement.pdf



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Cover Page for Faxing Documents to your DocuSign Envelope

1. Write the number of pages on the line below.
2. Fax the document and cover page to the appropriate number below:

U.S. and Canada: +1 800 480 7090, +1 206 734 3212
 London: +44 330 808 0031
 Singapore: +65 3158 7626
 Australia: +61 280 155 732

From:	Ambrosia Johnson
Envelope Subject:	Document to Sign for TriNet: IVY HILL PREP CHARTER SCHOOL
Attachments to Fax:	
Envelope ID:	42a5739c-c8a5-41c0-8d6f-533dd486d1f7
Sender Account Name:	TriNet HR Corporation
Number of Pages: (Including cover page)	_____

DocuSign Customer Support: <https://support.docusign.com>

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 Fax transmissions take approximately one minute per page faxed.
 This page may only be used once. If you would like to fax again, you must print a new cover page.

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TriNet Electronic Funds Transfer Agreement

Customer and Bank Information (all fields required):

Customer		Customer Contact Name		Phone Number	
IVY HILL PREP CHARTER SCHOOL					
Customer's Bank		Bank Contact Name		Bank Phone Number	
Bank Address		Bank City	Bank State	Bank Zip Code	Bank Country
ACH ABA Routing Number		ACH Account Number		Voided Check Attached	
				Not required if using DocuSign	
Fed Wire ABA Routing Number		Fed Wire Account Number			

In accordance with the terms of Your TriNet Services Requisition (Your "Service Agreement") you agree to fund Your invoice, payroll, and related financial obligations to Us through one of the following methods, as determined by Us in Our reasonable discretion, or as may be required in accordance with a Credit Condition (as defined in Your Service Agreement):

ACH
<p>Through electronic funds transfer and/or Automated Clearing House, we may charge the account designated above as follows:</p> <ol style="list-style-type: none"> We will be authorized to charge Your designated account for the invoice total one (1) business day prior to payroll check date. Our charges will be those communicated in advance in accordance with the above. It is VERY IMPORTANT that You: <ol style="list-style-type: none"> Request Your banking/financial institution add TriNet as an approved debtor to the filter on the account designated above, <u>and</u> Communicate to Your banking/financial institution that "TriNet Vendor ID 1943081033" will be debiting the account holder on an ongoing basis. See the sample letter provided by Us.
FEDWIRE
<p>We will charge, through the Fedwire Funds Service, the account designated above as follows:</p> <ol style="list-style-type: none"> We will charge your designated account for the invoice total, and will draw down such amount by reverse Fedwire request ("RFW"), no earlier than two (2) business days prior to check date. There will be a one dollar (\$1.00) charge to run a "test" RFW prior to the first scheduled RFW. In the event the your bank does not receive and honor RFW instructions two (2) business days prior to the first payroll check date, you agree to pay the invoice total by manually wiring funds to our operating account at Key Bank, 4910 Tiedeman Road, 6th Floor, Brooklyn, Ohio 44144, Routing No. 041001039, Account No. 352101002595. At least ten (10) business days prior to the first payroll check date, you agree to submit a signed letter of RFW Instructions to your bank. A sample letter is available from us to assist with this.

Failure to adhere to the above requirements may result in termination of Your Service Agreement, late fees, Our refusal or inability to process WSE wages or compensation, or any other remedies We may have under Your Service Agreement.

Signature	Title	Date



Date: _____

To: _____
<Customer Bank>

Address: _____
<Customer Bank Address>

RE: Request for ACH / RFW Setup

ACH ABA Routing Number:

ACH Account Number:

Wire ABA Routing Number:

Wire Account Number:

ACH

Please accept this letter as authorization to allow TriNet as an approved debtor to the filter on our account with you listed above. Be advised that TriNet Group, Inc., or one of its affiliates, will be debiting our account listed above on an ongoing basis.

Vendor Number: 1943081033

Vendor: TriNet Group, Inc. One Park Place, Suite 600 Dublin, CA 94568

Initiating Reverse Wires

Please accept this letter as authorization to allow Key Bank to initiate reverse wires against the above-named account. You will receive these requests through the Fedwire Network as Fed Message Type 1031 "Request for Funds" from TriNet Group, Inc., or one of its affiliates. These transfers must be done on a same-day basis through the Fedwire Network, Return Message 1032.

You must indicate on the return Fedwire that the funds are to be credited to:

Bank: Key Bank
ABA Routing Number: 041001039
Account Number: 352101002595
For the Benefit of: TriNet III One Park Place, Suite 600, Dublin, CA 94568

We request that the indicated authorization be implemented as soon as possible. If you have any questions, please contact the undersigned.

Customer Name: IVY HILL PREP CHARTER SCHOOL

Signature: _____

Name: _____

Title: _____

TRINET SERVICES REQUISITION FORM

Customer Information		
Customer Legal Name	IVY HILL PREP CHARTER SCHOOL	"You", "Your", "Customer", or by name
Customer d/b/a, if any		
Headquarters Address	275 Euclid Ave, Brooklyn, NY 11208	
State of Formation	NY	Federal Employer Identification Number ("FEIN") 83-1178507
Type of Legal Entity	Nonprofit Corporation	
If other, specify		

Contract Information	
TriNet Services	TriNet Nonprofit
Includes	Co-employment of Your employees and a bundled solution allowing You to outsource HR functions, described in the Terms and Conditions
TriNet Legal Name	TriNet HR III, Inc., a California corporation "Us", "We", "Our", or "TriNet", a wholly owned subsidiary of TriNet Group, Inc.
Requisition Order No.	0060z000023z64R - 97481
Terms and Conditions	TriNet MSA v20200601

This TriNet Services Requisition Form (the "**TSR**") incorporates by reference the Terms and Conditions (available at <https://www.trinet.com/documents/bltf5132d1b1a709f7d>) specified above, the Additional Terms and Conditions, the relevant Schedule of Due Dates and Special Fees, the list of individuals You are requisitioning Our Services for (the "**Employee Census**") that You have supplied to Us (if any), any addenda or amendments that may be included, and the Required Forms (as defined below), together with any other documents or terms referenced therein (together, the "**Agreement**").

Upon issue to You by TriNet, this TSR is an invitation to treat. By Your signature on the TSR, You request that TriNet provide the Services (as defined in the Terms and Conditions) to You in accordance with the terms of this Agreement. By Our signature on the TSR, TriNet accepts Your offer and agrees to commence providing the Services to You in accordance with the terms of the Agreement. TriNet's acceptance of Your offer is subject to many factors, including review by TriNet of Your risk profile.

Beginning on the Start Date, subject to You paying the fees set out below TriNet will provide the Services to You. These fees have been agreed to by TriNet in reliance upon information that You have provided to Us, including the Employee Census (if any). Notwithstanding the first sentence of this paragraph, any changes to the information provided may result in changes to the fees charges, or rates.

TRINET SERVICES REQUISITION FORM



Customer Payroll Information			
First Payroll Period Start Date ("Start Date")	01/01/2021		
First Payroll Period End Date	01/15/2021		
First Payroll Check Date	01/15/2021	Benefits Start Date	01/01/2021

Required Forms and Conditions

It is a condition precedent and ongoing requirement to TriNet commencing and providing Services hereunder that You complete and provide to TriNet with each of the following forms: Verification of Deposit Request; Electronic Funds Transfer Agreement; any Powers of Attorney required by TriNet; and

If You fail at any time to meet the conditions above, You understand and agree that in addition to Our right to suspend Our Services hereunder, We may also change the Start Date, Benefits Start Date, change our various fees or charges, and/or terminate the Agreement.

CUSTOMER

TRINET

Signature

Signature

Thomas Rose

Print Name

Print Name

Title

Title

Signature Date

Signature Date

Email



REQUIRED AUTHORIZED ROLES

Customer Set-up Site Contact (Provide key Customer information regarding initial payroll, benefit plans, benefits funding strategy, and Customer policies)

Last Name	First Name	Middle Name	SSN*	Date of Birth* (mo/day/year)	
Phone Number		Ext	Email		Email Type
			ajohnson@ivyhillprep.org		Work Home
Address		City	State	Zip Code	Country

*Will not be visible in the final document.

Note: The first payroll check date may be delayed if the Customer Set-up Site Contact is unavailable or not in a position to make set-up decisions during the customer set-up period.

Customer Security Contact (Used to assign the TriNet platform permissions for web transactions and access to confidential Customer and WSE data.)

Check box if contact is the same as above. Otherwise, complete the contact information below.

Last Name	First Name	Middle Name	Phone Number	Ext
Email			Email Type	
ajohnson@ivyhillprep.org			Work	Home

You understand and agree that the Customer Security Contact ("**CSS**") will have the authority to identify an individual who is not a WSE but who is authorized by You to have access to Your data and perform personnel actions on Your behalf through the TriNet online platform. These authorized individuals are called Trusted Advisors ("**TA**") in the Agreement. We agree that a TA will have the same secure access as a WSE to log on to the TriNet online platform. If You require a TA, then the CSS will be responsible for providing the contact information and written authorization to add or remove a TA's access to the TriNet online platform. You understand that until an individual has acknowledged a terms and conditions agreement with Us, the individual is not considered a TA under the Agreement.

ADDITIONAL TERMS AND CONDITIONS



1. Cloud Capabilities:

Applicant Tracking: A cloud-based applicant tracking feature that includes collaborative hiring management, posting user content to both free and paid job boards, and applicant tracking from initial resume view to hire. Charges from third-party providers will apply if You elect to post on paid job boards or to conduct background checks.

Performance Management: A cloud-based performance management solution. This feature encourages collaborative user content for goal management, regular feedback loops, and performance reviews.

Expense Management: A cloud-based expense management feature for individuals and businesses with the ability to capture, track, share, submit, and approve expense reports derived from their expenditures from a computer browser or mobile application.

2. Workers' Compensation Insurance:

Notwithstanding anything to the contrary in the Terms and Conditions, during the term of the Agreement, You will have full responsibility and liability related to workers' compensation insurance coverage for Your employees and WSEs and agree to secure and maintain workers' compensation insurance to cover all of Your employees, WSEs, and as required in compliance with applicable law. This insurance will be provided by an insurance carrier with an A.M. best rating not lower than A-, will cover Your employees, WSEs, and any other individual required to be covered by workers' compensation coverage by applicable law or by contract, and will have the greater of (a) a minimum aggregate policy limit of one million dollars (\$1,000,000) for employers' liability or (b) such amount as required under applicable law.

You will notify Us of any changes to Your workers' compensation insurance coverage, including termination of such coverage, at least thirty (30) days before the change becomes effective. If You do not provide such notice, it will be considered a material breach of the Agreement. You will have Your insurance carrier (i) issue a certificate of insurance ("COI") to Us verifying such coverage and (ii) identify TriNet as a "labor contractor" in the labor contractor endorsement ("**Endorsement**") set forth on Your policy. The Endorsement must be written using the applicable state form(s) and attached to Your policy. You will deliver to Us an updated COI either within ten (10) days of Our request or at least ten (10) days prior to the expiration date of the then-current workers' compensation insurance coverage. The address to use for Us as certificate holder on each COI is: TRINET, Attn: Risk Management, 9000 Town Center Parkway, Bradenton, Florida 34202.

Notwithstanding Your obligations set out above, in the event that You are unable to provide Us with an Endorsement which identifies TriNet as a "labor contractor", TriNet hereby agrees to waive Your obligation to provide Us with an Endorsement. You acknowledge and agree that notwithstanding such waiver, all other obligations with respect to workers' compensation insurance remain in full force and effect, including, but not limited to, Your obligation to notify Us of any changes to Your workers' compensation insurance coverage, including termination of coverage, at least thirty (30) days before the change becomes effective.

Notwithstanding anything in the foregoing, for those states where You have WSEs located that require TriNet to provide workers' compensation insurance, if any, the following shall apply: Statutory workers' compensation coverage for WSEs will be provided consistent with applicable law, the terms of Our workers' compensation insurance policy or policies, and Our requirements. We and Our workers' compensation carrier have the right to inspect Your premises on reasonable notice and at a mutually convenient time. You will report all workplace injuries involving a WSE to Us within twenty-four (24) hours of learning of such injury. You will be responsible for any fines, penalties, and/or other costs arising out of Your failure to timely report an injury to Us. We retain the right to control the conduct of any workers' compensation claims covered under Our workers' compensation insurance policy, including assignment of defense counsel and settlement authorizations.

You agree to indemnify, defend, and hold Us harmless (including Our officers, WSEs, and agents) from and against all claims, losses, liabilities, obligations, suits, judgments, and/or expenses, including, without limitation, court costs and attorney's fees, arising from, relating to, or in connection with, in whole or in part, any workers' compensation insurance claims and/or claims related to workplace injuries in respect of or asserted by any WSE, employee of Yours, alleged WSE or employee of Yours, or any other third party. If We exercise this right of indemnity, You hereby waive and agree not to assert a defense of workers' compensation immunity against Our indemnity claim. To the extent You currently have or later incur any exposures related to the Defense Base Act ("DBA") or with respect to employees or WSEs working outside of the United States, You will maintain appropriate insurance coverage in our sole discretion and provide Us with evidence of such coverages as We may request.

3. Unemployment Taxes:

If You are tax-exempt under Internal Revenue Code Section 501(c)(3), the following paragraph shall apply: You represent and warrant that, at all times during the Agreement, You shall maintain, in good standing, tax-exempt non-profit corporation status certified by the Internal Revenue Service under Internal Revenue Code Section 501(c)(3) ("Tax Exempt Status"). During the term of the Agreement, if You provide satisfactory evidence of Your Tax Exempt Status, We agree to honor and continue Your Tax Exempt Status. You agree to (y) immediately notify Us upon revocation or jeopardy of Your Tax Exempt Status, and (z) indemnify, defend, and hold Us harmless from and against any and all FUTA charges and any third party claims, fines, penalties, and interest therewith, instituted against You or Us arising out of Your breach of this provision. For the avoidance of doubt, this provision will survive the termination or expiration of the Agreement.

ADDITIONAL TERMS AND CONDITIONS

4. Charter School:

a. **Social Security Tax Exempt Employees.** You agree and acknowledge that: (i) any and all WSEs identified by You or such WSE as exempt from or not covered by United States Social Security Taxes (“**Exempt Employees**”) are properly classified as such, and shall be properly excluded for the entirety of such amounts during the entirety of the Agreement except to the extent otherwise communicated by You in writing to Us; (ii) it shall be Your sole responsibility to identify Exempt Employees and to the extent an Exempt Employee later becomes subject to United States Social Security taxes, whether due to changes in job-status, applicable law, or otherwise; (iii) We shall not be responsible for any overpayment of taxes by You or a WSE to the extent a WSE is not identified as an Exempt Employee; (iv) You shall be solely responsible for any underpayment of Social Security taxes by You, Us, or a WSE, or for any reduced Social Security benefit to a WSE, to the extent a WSE is misidentified as an Exempt Employee; (v) notwithstanding the foregoing, Exempt Employees’ exemption of payment or charges of Social Security taxes on TriNet’s payroll platform may or may not be available, depending on, among other things, state rules and regulations and limitations in TriNet’s internal systems; and (vi) We shall not receive, handle, or remit any funds due to any teacher, educator, or government employee retirement system or plan other than a 401(k) plan sponsored by TriNet, and You shall be solely responsible for remitting any such amounts to the applicable plan or retirement system. You agree to indemnify, defend, and hold Us harmless from and against any third-party claims, or costs, damages, expenses, or liabilities arising out of Your or a WSE’s breach of the foregoing obligations and responsibilities. The terms of this additional terms and conditions, Charter School, shall survive termination of the Agreement indefinitely.

b. **School Specific Laws, Obligations, and Regulations.** Customer agrees and acknowledges that it is solely responsible and liable for any and all federal, state, and local laws, rules, decisions, regulations or orders (collectively, “**Laws**”) applicable to its business operations, including but not limited to: (i) state open-record, open-meeting, freedom of information, “Sunshine”, or similar Laws; (ii) application or reporting requirements to, or access or review by, a state or local regulator, examiner, or reviewer, (iii) special education, disability, equal-opportunity, child-access, or similar Laws; (iv) teacher or educator minimum wage, salary, pension, retirement plan, benefits, tenure, or collective bargaining Laws or obligations; or (v) First Amendment, Due Process, or similar Laws or rights afforded public-employees. Customer agrees to indemnify, defend, and hold harmless TriNet from and against any third-party claims, or costs, damages, expenses, or liabilities arising out of Customer’s violation or alleged violation of the foregoing.

c. **School Closures.** Customer agrees to notify TriNet within twenty-four (24) hours of any proposed or likely closure, dissolution, or plan of discontinuation by the school or state or local agency, and in any event, simultaneously with any such notice provided to any state or local agency or school parent.

d. **Waiver of Sovereign Immunity.** Customer hereby irrevocably consents to the personal and subject matter jurisdiction of the various courts in the United States in accordance with the Agreement, and to the extent is has or may hereafter acquire any right of immunity, whether characterized as sovereign immunity or otherwise, from any legal proceedings anywhere in the United States, to enforce or collect upon any liability under the Agreement, including, without limitation, immunity from service of process, immunity from jurisdiction or judgment of any court or tribunal, immunity from execution of a judgment, and immunity of any of its property from attachment prior to any entry of judgment, or from attachment in aid of execution upon a judgment, Customer hereby expressly waives, to the fullest extent permissible under applicable law, any such immunity, and agrees not to assert any such right or claim in any such proceeding, dispute, arbitration, or litigation.

PRICING SCHEDULE



Monthly Service Fee	
Per WSE Monthly Service Fee	\$105.00
Minimum Total Monthly Service Fee	
Minimum Total Monthly Service Fee irrespective of the number of WSEs working for You (" Minimum Total Monthly Service Fee ")	The Minimum Total Monthly Service Fee is \$1,000.00. TriNet agrees to a temporary waiver of the Minimum Total Monthly Service Fee for twelve (12) month(s) beginning with the first payroll following the Start Date (the " Waiver Period "). Upon expiration of the Waiver Period, the Minimum Total Monthly Service Fee will be reinstated and applied to all subsequent payrolls as described in the Agreement.

Any additional services requested will be subject to payment of additional fees by You, as set out in the relevant Schedule of Due Dates and Special Fee

Set-up Requirements	
Set-up Fee	Waived
Payment Method	Not Applicable
Indemnity Guarantee Payment (unless waived by TriNet)	We reserve the right to charge You an Indemnity Guarantee Payment (" IGP ") should We determine that one is required. We reserve the right to waive, modify, or require an IGP should Your financial situation warrant such a change at any point in the future.

TRINET SCHEDULE OF DUE DATES AND SPECIAL FEES



The special fees set forth below are in addition to the Service Fee set out in the TriNet Services Requisition Form. All fees are billed automatically and appear on Your invoice.

1. Human Resources Systems and Services

a. HR Data Management

Change of hire date	\$20
Payroll frequency changes (per WSE)	\$25

2. Payroll Administration

a. Regular Payroll Submission

Your payroll hours and any additional pay must be submitted using the TriNet online platform by 10 a.m. in Your time zone on Your payroll report date. Please refer to Your payroll schedule which is available on the TriNet online platform. Funds for any increases of \$10,000 or more made after Your payroll report date must be sent to Us by Fedwire. Delivery to locations outside of Your main headquarters (per location):

Priority overnight	\$15
First overnight (early morning delivery between 6:30 a.m. and 8:30 a.m.)	\$50

b. Special Payroll, Off-cycle and Termination Checks

Special payroll or off-cycle checks include any separate checks or direct deposits to WSEs beyond regular payroll checks, including termination checks. Information must be submitted to Us by 10 a.m. in Your time zone three (3) business days before the check date, unless a faster turnaround is legally required. Our fee for processing is the same as the service fee charged for a regular payroll check plus any additional fees specified below.

Special payroll or off-cycle check not submitted using Special Payroll on the TriNet platform (per check)	\$15
Priority overnight delivery of special check or termination check (per package)	\$15
Saturday Priority overnight delivery of special check or termination check (per package)	\$25
First overnight delivery of special check or termination check (early morning delivery between 6:30 a.m. and 8:30 a.m.)	\$50
Replacement of lost or misplaced checks, including Stop Payment fee (per check)	\$25

Expedited transfer methods (e.g., Same-Day ACH) if requested by You and accepted by Us in our sole discretion. The greater of \$2,500 and 2.5% of the total invoiced amount
Alternate delivery methods Request quote

c. Tax Reporting

W-2 adjustments submitted on or after December 20 of each year (per WSE)	\$50 + 15% of the tax variance
Issuance of Form W-2c (per form)	\$100
Filing of amended Form 941 (per form)	\$250

d. Pay Advice Statements and Management Reports

Printed set of standard management reports (per payroll)	\$75 plus shipping
Access to Your online reports and information via the TriNet platform for one (1) year following Your termination date	No charge

3. Benefits Administration

a. Newly Eligible WSEs

There is no fee for the benefits enrollment process when submitted using the TriNet platform.
Benefits enrollment using paper forms (per WSE) \$75

b. Customer Benefit Funding Changes

Changes made outside of annual period for benefit decision \$2,500

c. Retirement Plans

Exit fee – Multiple Employer Plan (MEP)	\$1,000
Initial setup fee – Single Employer Plan (SEP)	\$500

d. Health Care Continuation Coverage

Health Care Continuation coverage monthly administration fee (per participant) \$75
TriNet sponsored Health Care Continuation coverage one-time fee (per participant) for any COBRA participants of any prior health plan who are not disclosed to Us at the time of Your initial quote, not included on Your final census, or not included in Your final quote. (Such coverage to be offered in TriNet's discretion). \$7,500

4. Other Fees

a. Invoice Billing



TRINET SCHEDULE OF DUE DATES AND SPECIAL FEES

Pending bank debit authorization – Fee on third invoice and each subsequent invoice until We are authorized to charge Your bank account directly for Our Services	Greater of \$250 or 3% of each invoice
Non-sufficient Funds (“NSF”) or other payment default (per WSE)	\$100
Unpaid balance carrying charge (per month)	1.5%
b. Employment Practices Liability Insurance	
There is no additional fee for Employment Practices Liability Insurance (EPLI) coverage. In the event an EPLI-covered claim is made against You, You are responsible for the retention/deductible amount (per claim)	\$75,000
c. Termination of TriNet Services	
If elected by You, Health Care Continuation coverage processing fee	\$5,000
If elected by You, Health Care Continuation coverage (one-time fee per WSE)	\$1,000
Termination of Services by You with less than the required number of days of advance written notice (per WSE)	\$100
d. Additional Cloud Capabilities and Strategic Services	
We offer cloud capabilities and strategic services. A list of currently available cloud capabilities and strategic services may be found at www.trinet.com . Any cloud capabilities and strategic services and their associated costs that may be listed within this subsection are additional services requisitioned by You prior to the Start Date of Our Services.	
e. International Services	
We provide a range of international services, including global immigration services, Canadian services, and international HR services. For more information, please visit www.TriNet.com .	



CLIENT SERVICES AGREEMENT

The Client Service Agreement (“Agreement”) is between Little Bird HR Inc. (“Little Bird”, “Us”, “Our” or “We”) and any of its affiliates, and Ivy Hill Preparatory Charter School (“You” or “Client”).

Not So Typical “Whereas” Clauses

Whereas, contracts like this usually begin with “whereas” clauses.

Whereas, We would rather do business the old fashioned way: with a handshake and a smile.

Whereas, our lawyer told Us that the law requires us to put our promises to You in writing, and we’re cool with that.

Whereas, We insist that this Agreement reflect Little Bird values and be so easy to read that even non-lawyers will understand it.

So, here it goes:

We Will Provide You With The Following Services

Health Care Benefits. Little Bird will offer medical, dental, vision, disability, life insurance, and other ancillary benefits such as critical illness, accident insurance and ID theft insurance benefits through Little Bird’s master healthcare policy to Covered Employees (“Covered Employees” is defined in the next section of this Agreement). Covered Employees must meet the eligibility requirements under the applicable healthcare plan and governing laws.

Health Care Benefits Administration. Little Bird will provide health care benefits administration for Little Bird’s master healthcare policy which includes Consolidated Omnibus Budget Reconciliation Act (“COBRA”) administration; general plan administration; enrollment; benefits billing; and benefits renewal. When Your group ceases participation in the Little Bird health plan, and If You are subject to state or federal COBRA, You agree to obtain substitute coverage (whether using a policy issued to You or otherwise, including under another Professional Employer Organization’s plan) and offer it to every person who was a COBRA continuee or eligible to elect COBRA as of the time Your group ceased participation in the Little Bird health plan.

Payroll and Tax Filing. Little Bird will: (i) assist You in processing payroll for Covered Employees through Our payroll system; (ii) withhold and remit federal, state and local employment taxes; (iii) deliver payroll to You; (iv) process direct deposits to those Covered Employees electing such service; (v) assist You in creating payroll reports, as you may require from time to time; and (vi) process calendar year-end W-2 forms for the Covered Employees (collectively “Payroll Services”).

Wage Withholding Orders; Garnishment; Lien Processing. We will administer Covered Employee garnishments, liens and withholding orders when You timely provide them to Us.

Unemployment Claims Administration. Little Bird will provide unemployment claims administration. If required by a governmental entity, Client agrees to provide Little Bird with a power of attorney to permit Us to administer Client’s unemployment account.

Human Resources Software. We will provide You with a secure, online human resources software system that allows You to process and report newly hired and terminated Covered Employees (including employee background checks), and administer and manage Covered Employee’s healthcare, payroll, perks, employee benefits, and human resources records.

Human Resources Guidance. Little Bird will provide You with human resources advice and guidance on federal, state, and local employment laws that may affect You, including the Fair Labor Standards Act; the Affordable Care Act; the Immigration Reform and Control Act as it applies to the completion of 1-9 forms; the Fair Credit Reporting Act; and the Family and Medical Leave Act. We will also provide You with templates and forms (and assistance with customizing) human resources documents, including an employee handbook, offer letters and termination documents.

Leave Administration. Little Bird will administer Covered Employee leaves required under state or federal leave laws or by Client’s policy.

Employee Service Center. Little Bird will provide Covered Employees with toll-free access to a call center to assist Covered Employees with benefit questions and related support.

Worksite Safety Guidance. Little Bird will provide You with guidance regarding employee loss prevention and workplace safety practices, and access to employee safety training.

Workers Compensation Claims Administration. At Client’s election, Little Bird will provide workers’ compensation claim administration and provide a toll-free number to report claims.

Multiple Employer 401(K) Plan. At Your election, Little Bird can offer Our multiple employer 401(k) plan to Your Covered Employees. If You elect to participate in Our 401(k) plan, You agree to execute a separate 401(k) plan adoption agreement.

When Employees Are Covered By Our Services

Our services apply to “Covered Employees.” A Covered Employee is an employee (not an independent contractor or worker paid through a staffing service or other third party) performing services for You that You submit to us to be a Covered Employee. You agree to submit all Your full-time and part-time employees to be Covered Employees. Persons do not become Covered Employees until You submit to us all the information we require to set them up in our human resources software system (to avoid risk of non-coverage under this Agreement, You should not allow them to work until they have become Covered Employees). Also, to be a Covered Employee an individual must be subject to Your direction and control.



Reselling and “piggybacking” of our services is prohibited. You are responsible for everything relating to non-Covered Employees, including wages, benefits, and workers’ compensation coverage.

You Run Your Organization, We Support You

Operational decisions. While we may discuss operational decisions with You, You make all operational decisions regarding Your business and Covered Employees. No Covered Employee is an agent of ours, authorized to bind us, or acts on our behalf. Your supervisors and managers are agents of Yours, not ours. You are responsible for products and services Your organization provides and for the actions and omissions of Your organization and its agents.

Hiring, firing, and assignments. You decide who to submit to us to be Covered Employees, how they will be compensated, and what they will do in their employment, as well as whether to end their employment. You direct and control Covered Employees in the course of their performing work for You. You are responsible for Covered Employees’ actions and omissions.

Laws affecting You. You are responsible to comply with laws relating to Your control over Your business and Covered Employees, including applicable laws at the federal, state, and local level relating to discrimination, harassment, retaliation, benefits You are required to provide, child labor, occupational safety, wages and hours, time off, disabilities (including providing reasonable accommodations and engaging in interactive processes), immigration and qualification to work in the United States, licensing, registration, bonding, and similar requirements applicable to Your business and employees, posting or otherwise giving notices required to be given by law, covered safety matters governed by the National Labor Relations Act, warning of layoffs and providing retraining under the WARN Act and similar laws, and complying with laws providing for legally-protected leave such as the FMLA and USERRA (You will be the employer or primary employer for purposes of such laws). You are responsible to provide all equipment, training, and working facilities for Covered Employees and are responsible to comply at Your own expense with all safety and disability laws applicable to Your business and Worksite.

Hiring and employment verification. Since You decide who will be a Covered Employee and have face-to-face contact with Covered Employees, which we do not, You are responsible to verify (and as needed re-verify) their eligibility to work in the United States as required by law, and to maintain records, including original I-9s and (if required or used by You, E-Verify), showing that You complied with verification and reverification requirements (You will provide us copies of and access to these records on our reasonable request including after our Agreement terminates). You may choose to use electronically verify I-9s and submit Covered Employees to E-verify, so long as it is lawful to do so. If a Covered Employee requires a visa, You will be the sponsoring employer. You are responsible for ensuring that Covered Employees are fit and qualified to perform the work they perform for Your business, including any responsibility to perform background checks or verify qualifications.

Policies/handbook. You can set policies for Covered Employees. We will work with You to produce a handbook based on our standard form, customized to conform with Your policies, which we can post inside our human resources software for Covered Employees’ reference, and which You may distribute to Covered Employees via hard copy. Our form handbook contains some basic policies required to comply with certain generally applicable laws and best practices, and our providing it does not imply that we have more, or that You have less, control over Covered Employees than as described in this Agreement.

Retirement benefits You sponsor. You can sponsor Your own retirement benefit plan (e.g. 401K or 403b Plan) and treat Covered Employees as Your employees for purposes of those plans. We will not adopt or sponsor Your retirement benefit plan, act as a plan fiduciary, or in any other way be responsible for them. We may, at Your request, administer and handle employee and employer deductions for such retirement plans via our Payroll Services. Generally speaking, unless You and We agree in writing, We will not handle any money associated with Your retirement plans. Unless we agree otherwise in writing, You are responsible for all matters relating to Your retirement plan, including fiduciary obligations, tax returns, discrimination testing, and compliance with applicable laws, which might include ERISA and the Affordable Care Act. We may reflect the value of such retirement benefits You sponsor on W-2s we issue, however, you must give us information in the format and within the deadlines we provide each year and we will rely on the information You provide.

Contracts with Covered Employees. You can enter into contracts with Covered Employees, including restrictive covenants such as confidentiality and noncompetition agreements and intellectual property agreements. We are not a party to or responsible for such contracts. We disclaim any rights in the work product of Covered Employees you may have, including intellectual property.

Regulated businesses. If You or a Covered Employee are subject to a licensing, registration, bonding, insuring, or other industry or profession regulation-related requirement, we exercise no control over the regulated activity; You maintain all such control (for example, if You are a law firm we do not have any control over Your practice of law) and are responsible for complying with professional licensing or other regulatory requirements. If You are a government contractor we do not become a government contractor by contracting with You, and You are responsible for complying with government contractor requirements.

Unions. If Covered Employees are represented by a union, seek to be represented, or otherwise engage in activity covered under the National Labor Relations Act (NLRA), or any similar state or local entity, You are responsible for all such matters including bargaining, fulfilling Your obligations under collective bargaining agreements, and unfair labor practice claims. We are a service provider to You for purposes of union matters.



How We Are Paid

Fees and Expenses. You agree to pay Little Bird the following:

(i) A Little Bird Service Fee equal to the total number of Covered Employees multiplied by \$105 per month. The Little Bird Service Fee will be invoiced in advance on or about the 25th day of each month and will be due and payable by You no later than the fifth day of the following month. Little Bird will waive this fee, and all implementation and payroll costs through June 30, 2019 if You sign this Agreement on or before October 1, 2018.

(ii) Actual Little Bird employee benefit costs and other discretionary HR expenses (such as background checks) incurred by You and your Covered Employees. Such costs and expenses will be invoiced in advance, if possible, on the 25th day of each month and will be due and payable by You no later than the fifth day of the following month.

(iii) Actual payroll for your Covered Employees (including all associated taxes, and other payroll deductions). You will pay (i.e. “fund”) your payroll with your own money at least two days before each payroll is due to be paid to employees, or as otherwise mutually agreed-to by You and Us in order to ensure that Covered Employees are paid on-time, fully and accurately.

Invoices. You agree to timely pay us all fees and expenses due under this Agreement via ACH. If you do not timely pay us, a late payment charge of 1.5% per month (or the greatest allowed by law if less) will be charged to Your account. You authorize us to initiate debit entries against Your account for any amounts that You owe pursuant to this Agreement (this authorization cannot be revoked without our written consent unless and until You have satisfied all Your financial obligations to Us including after this Agreement terminates); You agree not to allow any debit entry to fail including for insufficient funds or by instructing Your financial institution to reject or reverse our debit entries.

Unemployment taxes/contributions. FUTA, SUTA, and other taxes, surcharges, special assessments, surcharges, special assessments, and other amounts imposed on us by law, in addition to unemployment tax as a result of reporting unemployment contributions, will be passed through to You unless otherwise agreed to in writing by Us and You.

Disputing invoices. You agree to pay our invoices in full without deduction or set-off. If You do not pay us all amounts due when due, this Agreement will be deemed automatically terminated by You as of the last payroll ending day on which You were fully paid up (or such later day as we consent to in our discretion), subject to reinstatement in our sole discretion. If You dispute an invoice You agree to nonetheless pay us in full, notify us of Your dispute within 90 days of the invoice (any disputes You do not notify us of within a six month period will be deemed waived), and You and we will work in good faith to resolve the dispute; we will credit You for any overpayment determined through this process.

When Our Services Begin And End

Term. This Agreement takes effect on the first day of the first period for which we issue payroll, or employee benefits begin, whichever comes first. This Agreement has a term of one year and

automatically renews for additional one-year terms with a three percent (3.0%) increase each year, unless earlier terminated as provided below.

Termination for convenience. After the initial one-year term, You can terminate this Agreement at any time for any reason or no reason by giving us at least 90 days written notice. If You terminate this Agreement we charge a termination fee of \$100 an employee (based on the number of unique Covered Employees in the 90 days before termination) but we will waive that fee if You give us at least 90 days written notice and fulfill Your obligations to us. We can also terminate this Agreement at any time for any reason or no reason on 90 days written notice to You.

Post-termination. This Agreement will end on the last day for which we are responsible for Your payroll (not, for example, the date on which You pay us for that service or the last check date). When this Agreement ends there may be things both You and We have to do to perform our obligations already incurred under this Agreement and doing these things will not extend the termination date. When this Agreement ends You will notify Your staff that Little Bird no longer provides any insurance, benefits, payroll, or services to them, and we may also notify them (for instance, if required by law).

Survival of obligations. Obligations that will survive termination of this Agreement include any obligation to the extent incurred prior to termination, anything explicitly noted in this Agreement as surviving, obligations of payment, reimbursement, indemnification, and cooperation, all terms relating to legal or insurance claims, and obligations relating to returning injured workers to work.

Information And Cooperation We Need From You

Generally. Since we rely on You and we generally have no other source of information regarding Covered Employees and related matters, we depend on You for, and You agree to provide us, accurate, complete, timely information that we reasonably request to perform our services (including information You provided prior to this Agreement becoming effective). You are responsible for matters to the extent caused by Your providing us inaccurate, incomplete, or untimely information.

Payroll information. You agree to report and pay for all taxable compensation and all compensation that would be reported on a W-2 to Covered Employees through our service. You are responsible to identify the workers' compensation code describing each Covered Employee's work. If a Covered Employee has been misclassified the worker's compensation insurer or we, as applicable, can adjust the fees charged with respect to the Covered Employee both prospectively and retroactively to reflect the proper classification (this does not waive any breach of this Agreement caused by such misclassification or require us to accept Covered Employees in the proper code). You agree to submit new hire documentation within three days of hire, keep employee information up to date, and notify us within two days of employee separation. You can change information such as pay rates, job codes, and active employment status using our software at no charge. You and our payroll department will set mutual expectations for when payroll must be submitted.



Worker injuries. If a Covered Employee is injured at work, even if the injury is small or the Covered Employee does not want medical care, You will have a manager notify us as soon as possible using an Little Bird's software, or an e-mail or toll-free number we designate.

Benefits-related information. You agree to timely provide us all information we reasonably request for administration of benefits for plans we sponsor in which Covered Employees participate.

Unemployment claims. You agree to respond to requests for information and documents from us or companies we retain to assist with claims so that responses to unemployment claims can be submitted within the time limits set by law (penalties can be imposed by state agencies for not providing timely, complete, and accurate responses which we will pass through to You if You did not respond timely, completely and accurately, and we may charge our customary fees if healthcare benefits are granted as a result of Your not responding timely, completely, or accurately). In states where unemployment taxes are reported to our account, You agree to cooperate with us to contest claims unless we determine they should be not be contested, including after this Agreement terminates.

Human resources recommendations. If We make a recommendation relating to compliance with law, and You choose not to follow it, You will be responsible for the consequences of not following our recommendation and any matters to the extent arising from or in connection with not following the recommendation (including government and private actions and investigations) and waive any EPLI coverage under a policy of ours for any claims arising from or in connection with not following the recommendation.

Opening and closing Locations. If You open or close a location where Covered Employees work, You will notify us at least 30 days in advance or, if that is not reasonably possible, as soon as reasonably possible. If You experience a mass layoff as defined by the federal WARN Act or that qualifies for worker notification under a similar state law, You will notify us at least 90 days in advance.

Insurance You purchase. We only provide the insurance described in this Agreement. You are responsible to maintain any other insurance You deem appropriate for Your business. You agree to a minimum to maintain, and provide certificates of insurance on our reasonable request: Commercial general liability; vehicle liability (if any Covered Employee operates a vehicle in the course of employment); and professional liability (if applicable), each with not less than \$1 million limits. We suggest You name us as an additional insured on Your policies. Availability and limits of insurance will not limit our obligations to each other under this Agreement.

Governmental and private actions. If You become aware of an actual or threatened governmental or private action, complaint inquiry, or investigation of any kind relating to Covered Employees, their benefits, wages, or employment taxes, or their terms and conditions of employment (including occupational safety), You agree to contact Little Bird immediately and keep us informed on an ongoing basis.

Employment Practices Liability Insurance (EPLI)

Generally. You agree to maintain employment practices liability insurance (EPLI) that covers You for certain legal actions by Covered Employees, former Covered Employees, and applicants for a Covered Employee, and you agree to name Little Bird as an additional insured on Your EPLI policy.

What Documents Are Included In Our Agreement

Included documents. Everything we agree to is contained within this Agreement and any addenda signed by You and Us. There are no external agreements, understandings, or inducements. We may send You updated terms of this Agreement from time to time which will take effect not less than 30 days after we notify You of them (unless a sooner date is required by law) and use of our services after they take effect will constitute acceptance of them.

How We Will Resolve Disputes

Venue. This Agreement is governed by the substantive law of the State of New York (disregarding its choice of law provisions). Any litigation between You and Us will be venued only in the state or federal courts of New York, New York, and You and We consent to jurisdiction and venue there. The prevailing party will be entitled to its costs and reasonable attorney fees. BOTH YOU AND WE WAIVE THE RIGHT TO A JURY TRIAL. If any part of this Agreement is held unenforceable, the remainder will continue to be effective.

Mutual indemnification. You and we will each defend and indemnify each-other (including as to reasonable attorney fees) for claims, allegations, actions, investigations, damages, and other matters to the extent that they are or arise out of or in connection with a matter over which the indemnifying party exercises control as allocated in this Agreement, for which the indemnifying party is responsible under this Agreement, or the failure of the indemnifying party to fulfill a responsibility or obligation explicitly arising under this Agreement, regardless of whether the other party was negligent. Neither You nor We will be able to obtain punitive, multiplied, exemplary, or other damages other than actual economic damages from each-other, or lost profits (even if advised of the potential for lost profits). You and We will cooperate with each-other in any matter for which defense/indemnification is owed. The indemnifying party will have the right to conduct the defense and compromise claims through reasonable counsel, provided that it cannot admit guilt or fault on behalf of the indemnified party or agree to relief other than monetary relief which it alone will pay without the indemnified party's consent, and the indemnified party will have the right to provide input as to the conduct of the case.

Notices. Notices pursuant to this Agreement must be in writing sent to the recipient's notice address by US Mail or commercial carrier properly addressed and postage paid with proof of delivery, and notice will be deemed given the earlier of when delivered or three calendar days after sent. You will tell us what address You want us to use as a notice address when we set up Your account. Our notice address is: *Attn: Notice, Little Bird HR, 234 5th Avenue, Suite 412, New York, NY 10001.*



Interpretation. When interpreting this Agreement, the phrases “including,” “such as,” and “for example” mean “including but not limited to.” Where our Agreement assigns a responsibility to a party, unless otherwise explicitly stated it is that party’s sole responsibility. Any failure to strictly enforce this Agreement will not operate as a waiver or require future waivers. There are no third party beneficiaries to this Agreement other than third parties entitled to indemnification under it. This Agreement can only be assigned with our express written consent, which we will not unreasonably withhold. The substantive terms of this Agreement are not affected by where they appear or the paragraph heading under which they appear. You and We are sophisticated business entities and have bargained over our relationship, therefore no provision of this Agreement will be construed against You or Us as the drafter.

Circumstances We cannot control. If Our services are interrupted or impaired by things beyond our reasonable control such as weather emergencies, war, failures of banking systems, the internet, or common carriers, we will not be in breach of Our agreement as a result, but we will make commercially reasonable efforts to restore service.

We are only responsible for the obligations We expressly undertake in this Agreement. No other obligations of Ours can be implied by course of dealing or for any other reason. **WE MAKE NO WARRANTIES OTHER THAN WHAT IS EXPRESSLY STATED IN THIS AGREEMENT.** No communication from Us should be regarded as legal, tax, or insurance advice. Also, although We are for purposes of some laws considered an employer and the relationship between You, Us, and Covered Employees is sometimes referred to for convenience as “co-employment,” You are a common law employer of Covered Employees, and You and We are independent contractors of each-other, not joint employers.

Alternative Workers’ Compensation

If this provision applies, it supersedes any other part of our Agreement that obligates Us to provide workers’ compensation coverage or workers’ compensation claims management, and any requirement that You report injuries to us or our workers compensation carrier.

You agree to obtain and maintain at Your sole expense all legally-required workers’ compensation coverage (both Part A and Part B), from a carrier admitted in the jurisdictions where Covered Employees reside. You cannot self-insure or elect not to be covered. You agree to have us named as an insured or additional insured/labor contractor on Your workers’ compensation policy by endorsement on an appropriate NCCI or similar state-approved form. The parties intend that by endorsing Us to Your policy we will have fulfilled any statutory or regulatory obligation to provide workers’ compensation to Covered Employees, and that We and You both enjoy the protection of the exclusive remedy of workers’ compensation for claims by Covered Employees. If for any reason the insurance to be provided by You under this provision fails to defend and indemnify Us in any workers’ compensation claim (including Part A and Part B claims) by a Covered Employee, or if we are found not to have provided workers’ compensation coverage or to be entitled to the exclusive remedy of workers’ compensation

because coverage is provided by You or You fail to provide such coverage, You will unconditionally save, defend, hold harmless, and indemnify us and our workers’ compensation carrier with respect to such claim and anything related to it. You will provide us certificates of insurance showing compliance with this provision, and copies of Your policy, on our reasonable request. You will be solely responsible for paying or funding all premiums, deductibles, retentions, broker fees, collateral, deposit, or security requirements, fixed costs, TPA fees, and any other fees or costs associated with the coverage to be provided by You under this provision. Your choice of carrier, terms of coverage such as deductibles and exclusions, and the form by which we are endorsed to Your policy must be acceptable to us in our reasonable discretion. If You fail to provide coverage or proof of coverage as required by this provision we have the right, but not the obligation, to purchase such coverage at Your expense.

Jurisdiction-Specific Provisions

Language included in this section is intended to comply with the laws of specific jurisdictions, if applicable, and applies to services within those respective jurisdictions. If liability for a matter is allocated differently in this section than in the rest of the Agreement, as between You and Us for indemnification purposes the allocation in the rest of this Agreement will continue to apply and not be altered by jurisdiction-specific provisions. In jurisdictions marked “*” we reserve a right of direction and control over Covered Employees to the extent required by law, and You exercise direction and control over Covered Employees including that necessary to conduct Your business, discharge any fiduciary responsibilities, or comply with applicable licensure, regulatory, or statutory requirements. If by law we have to reserve a right of direction and control, a right to hire and fire, or any other right in order to meet the requirements of applicable PEOs, it does not imply that we exercised such rights in a given situation and You still exercise all Your rights under our Agreement at all times and are responsible for the consequences of doing so. Where we assume a responsibility without regard to payment by You, that provision is not for Your benefit (You cannot enforce or rely on it in the event of Your breach) and does not relieve You of Your responsibilities under this Agreement; it is included to comply with jurisdictional requirements. We will not provide services or otherwise do anything that would subject us to the jurisdiction of a government other than that of the United States of America or its states, political subdivisions, and territories.

Connecticut.* You agree to obtain signed employee authorizations and acknowledgments from each person You submit to be a Covered Employee. You will be solely responsible for directing, supervising, training, and controlling the work of Covered Employees with respect to Your business activities and are solely responsible for the acts, errors, or omissions of Covered Employees with respect to such activities. Neither You nor We will be liable for the acts, errors, or omissions of the other or any Covered Employees when acting under the other’s express direction and control, and You acknowledge that You expressly direct and control Covered Employees at all times. You are solely responsible for the quality, adequacy, or safety of the goods or services produced or sold by Your business. We will make payment for Covered Employee benefits to the extent, if any, that we have assumed responsibility in this Agreement.



Florida.* You warrant and represent that under penalty of perjury that as of the inception of this Agreement You are not delinquent in the payment of any fees owed to a PEO/employee leasing company or premium owed to a workers' compensation insurer that is not subject to dispute. We assume responsibility for the payment of wages for work as a Covered Employee, and full responsibility for payment of payroll taxes and collection of taxes from payroll on Covered Employees, without regard to payment by You. We retain a right of direction and control over the management of safety, risk, and hazard control at Your locations affecting Covered Employees, including responsibility for performing safety inspections of Your equipment and premises and for the promulgation and administration of employment and safety policies. We and our assigns may conduct an annual onsite physical examination of Your locations. We retain the authority to hire, terminate, discipline, and reassign Covered Employees, however, You have the right to accept or cancel any such assignment to You. We will give Covered Employees written notice of the relationship between us and You. We and our assigns have the right to conduct onsite physical examinations of Your operations including after our Agreement terminates to aid in the determination of proper workers' compensation classifications of Covered Employees and to aid in determination of payroll amounts paid to Covered Employees (see Rule 61G7-12.001, F.A.C. and 440.381 F.S. and rules promulgated thereunder). You and We intend that we will have the ability to avoid liability for tortious actions of employees including Covered Employees to the fullest extent allowed by law pursuant to Title XLV, Chapter 768.098, You have and We are expressly absolved of control over day-to-day job duties of Covered Employees and actual control over job sites, You are required to report complaints, allegations, or incidents of any tortious misconduct or workplace safety violation by Covered Employees to Little Bird.

New Jersey. We assume responsibility for the payment of wages to each Covered Employee without regard to payment by You. We retain the authority to reassign a Covered Employee subject to the Covered Employee's consent. You have the right to accept or cancel the assignment of any Covered Employee. We will hire the initial Covered Employee from among employees of Yours when this Agreement takes

effect at comparable terms and conditions of employment as are in existence at Your jobsite at that time and as specified by You. You will continue to honor and abide by the terms of any collective bargaining agreement to which You are a party and advise us of any requirements that impact our services. You and we each retain a right of direction and control over management of safety, risk, and hazard control at locations or sites affecting Covered Employees including: responsibility for performing safety inspections of Your equipment and premises; responsibility for the promulgation and administration of employment and safety policies; and responsibility for the management of workers' compensation claims, the filings thereof, and procedures related thereto. If when this Agreement takes effect all Your workforce consists of Covered Employees we will report wages and make unemployment contributions based on experience assigned to us, and when this Agreement ends You will receive a new employer rate if Our agreement was in effect for at least two years (if less, You will pay contributions at our rate until the next July 1 and Your experience while Our Agreement was in effect will be factored into Your pre-existing rate). If when our agreement takes effect less than all of Your workforce consists of Covered Employees You must so inform us, and we will report wages and make contributions for Covered Employees based on experience assigned to Us, but their experience will be factored into Your experience when this Agreement terminates unless this Agreement has been in effect at least two years.

New York. We agree to co-employ Covered Employees. We reserve the right to hire, terminate, and discipline Covered Employees as well as a right of direction and control but You have discretion as necessary to conduct business, discharge fiduciary duties, or comply with licensure requirements. Pursuant to section 195.1 of the Labor Code You will provide Covered Employees a Notice and Acknowledgment of Wage Rate and Designated Pay and keep the originals signed by the Covered Employees on file. We assume responsibility for withholding and remittance of payroll-related taxes and employee benefits from our own accounts for Covered Employees for which we have assumed contractual responsibility in this Agreement. We will comply with the New York Disability Law with respect to the payroll we issue.

By signing below you are agreeing to the above terms of this Client Service Agreement.

Dated 12 / 11 / 2018

Ivy Hill Preparatory Charter School

Ambrosia Johnson

Signature

Ambrosia Johnson

Print Name

Founder & Head of School

Title

Little Bird HR Inc.

James K. Stovall

Signature

James Stovall

Print Name

Chief Executive Officer (CEO)

Title



**AUTHORIZATION AGREEMENT FOR
AUTOMATED CLEARING HOUSE TRANSACTIONS (ACH DEBITS)**

Client Information

Company Name:	Ivy Hill Preparatory Charter School	Company FEIN:	83-1178507
Address, City, & State:	518 Midwood Street, Apt 1	ZIP: 11225	

I (we) hereby authorize Little Bird HR Inc. to initiate debit entries and to initiate, if necessary credit entries and adjustments for any debit entries in error to my (our) Checking account indicated below and the Depository named below, to debit and/or credit the same to such account. ACH Debits will begin on the next immediate billing cycle after this ACH Authorization form is fully complete and received by Little Bird HR Inc.

Bank Information

DEPOSITORY NAME:	JP Morgan	Branch (if applicable): N/A
City:	Brooklyn	State: NY Zip: N/A
Transit/ABA No: ("Routing #")	21000021	Account #: 758158716

*I understand the ACH Debits will be made (5) days after issuance of invoice. I understand that this authorization will remain in effect until I cancel it in writing. I agree to notify **Little Bird HR Inc.** in writing of any changes in my account information or termination of this authorization at least 30 days prior to the next billing date. If the above noted periodic payment dates fall on a weekend or holiday, I understand that the payment may be executed on the next business day. I understand that because this is an electronic transaction, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of an ACH Transaction being rejected for Non Sufficient Funds (NSF) I understand that **Little Bird HR Inc.** may at its discretion attempt to process the charge again within 5 days, and agree to an additional \$250 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I agree not to dispute this recurring billing with my bank so long as the transactions correspond to the terms indicated in this authorization form.*

ACH Authorization

Name:	Ambrosia Johnson	Title:	Founder & Head of School
Signature:	<i>Ambrosia Johnson</i>	Date:	<u>12</u> / <u>11</u> / <u>18</u>

Coversheet

Director of Finance in Organizational Chart

Section: IV. Director of Finance Hiring Taskforce
Item: B. Director of Finance in Organizational Chart
Purpose: Vote
Submitted by:
Related Material: Resolution Adding DOF to Org Chart.docx



IVY HILL PREPARATORY CHARTER SCHOOL

Board of Directors

Tanisha James

Maimouna Kane, *Secretary*

Adam Laniyan

Derrick Lewis

Marsha D. Michael, *Board Chair*

Adam Jimenez-Schulman, *Vice Chair*

Jennifer Small

Nataki Williams, *Treasurer*

Head of School

Ambrosia Johnson

Director of Operations

Brandon Parker

RESOLUTION AMENDING IHP ORGANIZATONAL CHART

The Ivy Hill Preparatory Charter School Board of Trustees having previously voted to add a Director of Finance to it's Organization chart in place of the Back Office Provider, on _____, at duly held and noticed board meeting, hereby further resolves and approves that the Drector of Finance Position shall be added to the Ivy Hill Prep Organizational Chart and said position shall replace the position of the Back Office Provider and said position shall have reporting responsibilities as part of the management team directly to the Board of Trustees.

Adopted by Ivy Hill Prep's Board of Trustees on November 30, 2020 (By a Unanimous Vote of The Majority of the Board).

Coversheet

Review Academic Program - Academic Dashboard

Section: V. Academic Achievement
Item: A. Review Academic Program - Academic Dashboard
Purpose: Discuss
Submitted by:
Related Material: Copy of HOS Report 2019-2021_November.xlsx
November 2020 Committee Meeting Report.docx
Head_of_School_Report_November 2020.pdf

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 2019-2021_November.xlsx



BOARD OF TRUSTEES

Academic Achievement Committee Meeting Report

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

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

November 11, 2020 | 8:00pm – 8:45pm

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

The Following agenda items were discussed at the committee meeting:

1. Academic Program Schools

- Academic Dashboard
 - Enrollment numbers: Total of 173 scholars.
 - Attrition of 4 students (2 moved away and 2 reported school model as the reason.
 - Grades of students who left were not accounted and HOS to update the attrition based on grade level break down.
 - New enrollments from waitlist account for back filling.
 - Students who left were not SPED students.
 - Next Steps on enrollment breakdown: Dashboard to include grade level and distinguish if they are General/Special Education.
 - Attendance: Attendance rate was slightly down in comparison to other months. HOS addressed by having Ops team follow up with parents who aren't signing to see where there may be an issue.
 - Assessment Data
 - Math Assessment to span between Nov 16 – Nov 20th.
 - Assessments will be virtual
 - Teachers given Microsoft powerpoint linked to all questions
 - Questions given to students at the same time
 - Students signal when they are done
 - Scholar answers provided at the same time.
 - Assessments to be videotaped
 - Step Assessment Data

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



BOARD OF TRUSTEES

Academic Achievement Committee Meeting Report

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

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

November 11, 2020 | 8:00pm – 8:45pm

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

-
- Kindergarten DATA – last year 17% were above grade level and this year 54% are above grade level
 - 45% below grade level
 - 2% at grade level
 - 54% above grade level
 - 1st Grade Data
 - 17% below grade level
 - 30% at grade level
 - 53% Above grade level
 - 2nd Grade Data
 - 66% below grade level
 - 13% at grade level
 - 20% above grade level
 - This is the group HOS has her eye on.
 - Plan in place to address assessment data:
 - Classes shifted to have more differentiated groups.
 - SPED population for 2nd grade made progress with Ujeoma plans and HOS will share more of that data at the full board meeting.
 - Reasons provided for slow growth of 2nd Grade:
 - Students came from varying grade level and it has been a game of continual catch up.
 - Literacy instruction has gone from 225 minutes to 50 minutes per day.

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-
- Next Steps for HOS:
 - Historical comparison will be added to assessment breakdown.
 - Staffing Update
 - Update: No new updates.
 - Next Steps: HOS to report back on hiring of new teachers and Sped Teacher.
 - Enrollment Efforts for 20-21
 - 20-21 application went live on Nov. 9th
 - 2 applications received so far
 - Private tours with pre-schools partners to be scheduled (Nov.21)
 - 1st mailer to go out this month.

2. Culture, Climate and Family Engagement

- Chat and chews occurred, and parents got opportunity to vent and discuss some more things they would like to see. (Next month 2 chat and chews are scheduled one will include kickboxing)
- Black history component will be infused in remote learning curriculum
- Asynchronous science projects will be provided (4 per month)
- Report Cards will be given out on Dec 15th and Dec 16th (Virtual)

3. Miscellaneous Considerations

- Changes to charter benchmarks: HOS presented proposed changes.

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BOARD OF TRUSTEES

Academic Achievement Committee Meeting Report

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

STANDING MEETING DATE SECOND WEDNESDAY OF THE MONTH

November 11, 2020 | 8:00pm – 8:45pm

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

-
- Next Steps: Committee decided not to recommend changes as a reflective reaction to the current situation. Committee to continue to be mindful of the current situation.

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Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

November Board Meeting

Submitted by: Ambrosia Johnson

Data as of 11/4/2020

I. Enrollment Report

2020 – 2021 Enrollment
(Current Year)

	Kindergarten	1 st Grade	2 nd Grade
Enrollment	60	82	31
Waitlist	113	0	4
Total Enrollment	173		
Authorized Enrollment	180		
Budgeted Enrollment	162		

II. Hiring Report SY 2020-2021

Position	Total Needed	Total Hired	Total Remaining	Goal of Hire	Current Status
Teacher	9	7	2	7-15-2020	In Progress
Special Education Teacher	1	0	1	7-15-2020	In Progress

Total Hires Needed:	10
Total Hired:	7

III. School Updates

- **STEP Assessment Round 1 - Virtual**
 - K – 2 students completed Round 1 of virtual literacy assessments.
 - Head of School analyzed literacy data across grades K – 2.
 - Head of School held STEP analysis meetings virtually with all instructional staff.
 - K – 2 teachers completed detailed Instructional Plans that outline the upcoming 6 weeks of instruction.

- K – 2 students placed in new classes/pods to align with updated literacy data, to ensure further targeted instruction.

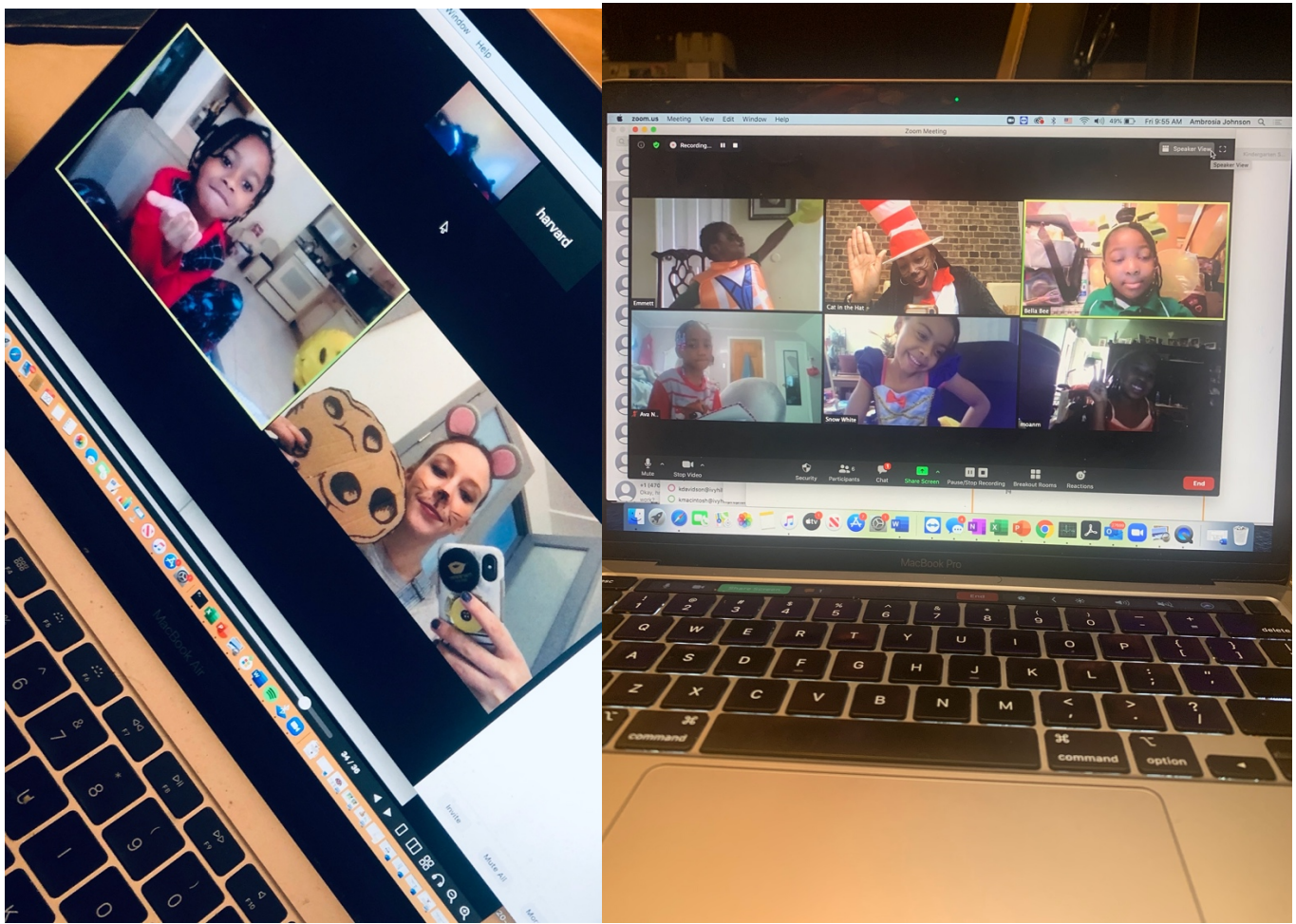
➤ **Math IA Round 1 – Virtual - Preparation**

- Head of School has created virtual math assessments that are still aligned to Common Core State Standards.
- Head of School is currently completing demos to find best practices and tweak any potential errors in the administration of this virtual assessment.
- K – 2 Teachers will be trained on all processes by the Head of School and will be set to administer during the week of November 16th.

➤ **Report Cards & Report Card Conferences – Virtual - Preparation**

- Virtual Report Card Conferences are rescheduled for December 15th and December 16th. The push back in date allows instructional staff to have a complete set of data across literacy and math content areas.

➤ **Storybook Character Day: Virtual**



➤ **October Parent Chat & Chew**

Things Working Well	Struggles/Ideas/Desires for the Future				
<p>1. “Teachers are incredibly patient, kind, diligent, and communicative.” Many shout outs were shared for individual teachers across Kindergarten through 2nd grade. Parents expressed their gratitude for teachers’ efforts. “I struggle with 1, I don’t know how they do it with 30!”</p>	<p>1. Many parents greatly desire the re-opening of school. Parents who expressed this believe their children work better and are more successful when surrounded by other students. Parents desire for their children to have more interaction with other students.</p> <p>Head of School’s Recommendation & Next Steps</p> <p>a. Creating virtual pods for children to mix and mingle with parent supervision. (Currently happening in K.)</p>				
<p>2. Parents expressed the difficulties of being remote, and the hardship this will be for an extended period of time. Many parents stepped forth to share best practices with other families around how to make the best of the current situation.</p> <p>a. Parents who utilize grandparents or extended family set students up with alarm clocks, extra notes for signing into computers, pre-cooked meals, etc. This allows students to be more independent at home.</p> <p>b. Parents who work from home described moving meetings around to not conflict with pre-scheduled class time for students. This allows parents to be present during sessions to assist where necessary.</p>	<p>2. A few parents expressed the struggle experienced from switching from in-person to remote. Some students struggle with focus and follow through.</p> <p>Head of School’s Recommendation & Next Steps</p> <p>a. All aforementioned students have relationships with members of the Leadership Team. Both Mrs. Torres & Principal Johnson have scheduled weekly check-ins via video with these students to re-create an aspect of normalcy, a method of support, and a method of accountability to keep them fired up and on track.</p>				
<p style="text-align: center;">Upcoming Events/Dates</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">November 16 – 20, 2020</td> <td style="text-align: center;">Math IA (Virtual)</td> </tr> <tr> <td style="text-align: center;">November 25 – 27</td> <td style="text-align: center;">School Closed: Thanksgiving</td> </tr> </table>	November 16 – 20, 2020	Math IA (Virtual)	November 25 – 27	School Closed: Thanksgiving	<p>3. Some parents expressed that with the stress of remote learning on students, they desire more ways to incorporate academics that are fun, but still academically driven. Parents miss the way these aspects were alive in the building and wonder how we can incorporate some virtually? (Gentle ask)</p> <p>Head of School’s Recommendation & Next Steps</p> <p>a. Asynchronous Science Lessons: Students and families will be able to conduct experiments led by an Ivy Hill Prep teacher weekly. At the beginning of each month, parents will be given the materials needed for the upcoming month. All materials are expected to be items that are of low cost and/or can already be found at home.</p> <p>b. Black History Fridays: Writing lessons each Friday will have a Black History focus, similar to the Black History Social Studies curriculum curated and implemented during Year 1.</p>
November 16 – 20, 2020	Math IA (Virtual)				
November 25 – 27	School Closed: Thanksgiving				

