



# Ivy Hill Prep Charter School

## Board of Trustees Meeting - Ivy Hill Prep

### Date and Time

Monday June 27, 2022 at 6:30 PM EDT

### Location

Via zoom link at <https://us02web.zoom.us/j/82354088638>; trustees must have their video capacity enabled for meeting/voting purposes.

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A. Call the Meeting to Order</b>		Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <li>• Start recording</li> <li>• Welcome guests, members of School</li> <li>• Open meeting law and public comment policy</li> <li>• Public comments</li> </ul>			
<b>B. Record Attendance</b>		Maimouna Kane	1 m
<b>C. Approve Minutes</b>	Approve Minutes	Adam Jimenez-Schulman	3 m
Approve minutes for Board of Trustees Meeting - Ivy Hill Prep on May 23, 2022			
<b>D. Approve agenda</b>	Vote	Adam Jimenez-Schulman	1 m
<b>II. Governance</b>			<b>6:40 PM</b>

	Purpose	Presenter	Time
<b>A. Trustee membership/ recruitment</b>	Vote	Adam Jimenez-Schulman	7 m
<ul style="list-style-type: none"> <li>• Vote on Committee recommendation for Resolution to Add New Trustees pending approval by NYSED</li> </ul>			
<b>B. Annual Board Retreat</b>	FYI	Adam Jimenez-Schulman	5 m
<ul style="list-style-type: none"> <li>• Confirmed for 7/23, either at the School or another location, TBD</li> <li>• Agenda being built, facilitation supported by EBP</li> </ul>			
<b>C. Resolution approving Org Chart Changes</b>	FYI	Adam Jimenez-Schulman	2 m
<b>D. NYSED Annual Report</b>			
<ul style="list-style-type: none"> <li>• <a href="#">Financial Disclosure form for all Trustees - due 7/15</a></li> </ul>			
<b>III. Finance</b>			<b>6:54 PM</b>
<b>A. Review Financial Dashboard</b>	Discuss	Juned	10 m
<ul style="list-style-type: none"> <li>• Key financial indicators</li> <li>• Budget vs. Actuals</li> </ul>			
<b>B. FY23 Budget</b>	Discuss	Nataki Williams	5 m
<ul style="list-style-type: none"> <li>• Approved in May</li> <li>• Any other notes</li> </ul>			
<b>C. Finance Transition Plan</b>	FYI	Nataki Williams	10 m
<ul style="list-style-type: none"> <li>• Treasurer</li> <li>• Back-office</li> </ul>			
<b>IV. Academic Achievement</b>			<b>7:19 PM</b>
<b>A. Review Dashboard and HOS Report</b>	Discuss	Annedrea Coleman	10 m
<b>B. School Calendar</b>	Vote	Annedrea Coleman	5 m
<ul style="list-style-type: none"> <li>• Review calendar</li> <li>• Mark events</li> </ul>			

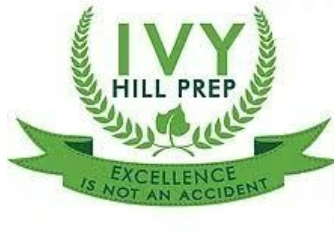
	Purpose	Presenter	Time
<ul style="list-style-type: none"> <li>• 8/3 - Board attends staff PD kick-off</li> </ul>			
<b>C. Enrollment</b>	Discuss	Annedrea Coleman	15 m
<ul style="list-style-type: none"> <li>• Update, initial ideas and brainstorm with group</li> </ul>			
<b>V. CEO Support And Eval</b>			<b>7:49 PM</b>
<b>A. First 90 days and EOY Evaluation</b>	Discuss	Adam Jimenez-Schulman	11 m
<ul style="list-style-type: none"> <li>• High level takeaways</li> <li>• Connection to retreat and planning/ goal setting going forward</li> </ul>			
<b>VI. Other Business</b>			<b>8:00 PM</b>
<b>A. Executive session (as needed)</b>	Vote	Adam Jimenez-Schulman	1 m
<b>VII. Closing Items</b>			<b>8:01 PM</b>
<b>A. Adjourn Meeting</b>	Vote		

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Trustees Meeting - Ivy Hill Prep on May 23, 2022

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

---

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

Mon May 23, 2022 at 6:30 PM

##### **Location**

Ivy Hill Prep Charter School, 475 E 57th Street, Brooklyn, NY 11203

Trustees may also attend via zoom link at <https://us02web.zoom.us/j/82354088638>, from a public location and must have their video capacity enabled for meeting/voting purposes.

---

##### **Directors Present**

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

##### **Directors Absent**

M. Michael

##### **Guests Present**

A. Coleman, D. Williams

---

#### **I. Opening Items**

##### **A. Call the Meeting to Order**

A. Jimenez-Schulman called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday May 23, 2022 at 6:38 PM.

##### **B.**

## Record Attendance

### C. Approve Minutes

T. James made a motion to approve the minutes from April Board of Trustees Meeting - Ivy Hill Prep on 04-25-22.

N. Williams seconded the motion.

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

#### Roll Call

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

### D. Approve agenda

T. James made a motion to Approve Agenda.

N. Williams seconded the motion.

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

#### Roll Call

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

## II. Governance

### A. Trustee membership/ recruitment

Two perspective board members were present for the board meeting. They have been attending and observing committee meetings. Current members shared plans to remain or transition from the position.

### B. NYSED Mid-term Visit

### C. Annual Board Retreat

Discussion held about the board retreat date to be held in July, and if board members are comfortable with the perspective date.

## III. Finance

### A. Review Financial Dashboard

Changes for the organizational chart due to budget adjustments for the 2022-2023 school year. The personnel line within the budget will increase due to the growth of the student body for the upcoming year.

D. Lewis made a motion to approve the budget for 2022-2023.

A. Laniyan seconded the motion.

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

#### Roll Call

D. Lewis	Aye
M. Michael	Absent
N. Williams	Aye
A. Laniyan	Aye
A. Jimenez-Schulman	Aye
M. Kane	Aye

### B. Org Chart changes

Discussion held about the need for a middle school coordinator position and whether the role should be full-time or not due to middle school being lottery based.

N. Williams made a motion to Approve Org Chart for 2022-2023.

D. Lewis seconded the motion.

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

#### Roll Call

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

### C. Stipends

Base pay rate is aligned with what we are currently doing this year. DOE per diem rate was used to guide stipend pay to create equity and alignment. This will only be used for coverages for classes and coaching support. Clear roles will be provided to teachers to establish teacher leader roles.

D. Lewis made a motion to Stipend Policy.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

M. Kane	Aye
D. Lewis	Aye
A. Laniyan	Aye

**Roll Call**

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

**D. FY23 Budget**

**E. DoF Update**

**IV. Academic Achievement**

**A. Review Dashboard and HOS Report**

Board member asked about the community day event. The HOS shared that it was very successful. Current parents and students, as well as potential families enjoyed themselves.

Adjusting expectations for academic target that are aligned for the charter goals based on the gaps created by the pandemic. The same charter goals will be present, but goals should be established for year four and year five to meet the goals. There was never a change to the goals to the rules, authorizer stated the goals will not change due to COVID. Suggestion provided to gather data to then plan on how to close the gap for students.

Question asked about E-Rate and if they will be providing tech support. An email has been sent, the leadership team is waiting for a response. Discussion held about what the connectivity option provided and if they provide reimbursement for tech equipment. DOO will follow up with the representative.

Question asked about the involvement of parents to help with recruitment of students for the upcoming year and beyond. The leadership team is working to create a PTA to help build that support of canvassing.

Question asked by board member about the use to the iPads in the classroom. HOS shared that the iPads will be used to enhance digital reading skills. Board member advised to do research about the reading skills via tech versus a physical book and not to create an additional gap.

**B. School Events**

**V. 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,  
A. Jimenez-Schulman

# Coversheet

## Resolution approving Org Chart Changes

**Section:** II. Governance  
**Item:** C. Resolution approving Org Chart Changes  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Resolution Amending Org Chart\_May 2022.pdf



# IVY HILL PREPARATORY CHARTER SCHOOL

---

## Board of Directors

Tanisha James, *Vice Chair*  
Adam Jimenez-Schulman, *Chair*  
Maimouna Kane, *Secretary*  
Adam Laniyan  
Derrick Lewis  
Nataki Williams, *Treasurer*

## Head of School

Annedrea Coleman

## RESOLUTION AMENDING IVY HILL PREPARATORY CHARTER SCHOOL'S ORGANIZATIONAL CHART

The Ivy Hill Preparatory Charter School *Board of Trustees*, having reviewed, determined, and voted to make changes to the organizational chart in order to provide high quality education to its students, more sustainably, as reflected in the attached document. This resolution is formally adopted pending approval of NYSED.

**Adopted by Ivy Hill Prep's Board of Trustees on May 23, 2022 (By a Unanimous Vote of The Majority of the Board).**

# Coversheet

## Review Financial Dashboard

**Section:** III. Finance  
**Item:** A. Review Financial Dashboard  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** Ivy Hill Monthly Financials - May 2022.pdf



# Ivy Hill Preparatory Charter School

## Financial Indicators

May 31, 2022

BENCHMARKS

<b>NEAR-TERM INDICATORS</b>	<b>Current Ratio (Current Assets / Current Liabilities)</b>		
	Total Current Assets	\$3,580,282	
	Total Current Liabilities	\$568,610	
	<b>Current Ratio</b>	<b>6.30</b>	ratio should be over 1.0
	<b>Unrestricted Days Cash</b>		
Total Cash Available (at end of period)	\$3,396,086		
Budgeted Cash Expenditures	4,275,374		
Daily Cash Expenditures	11,713		
<b>Days Cash on Hand</b>	<b>290</b>	goal of 90 days of cash on hand	
<b>SUSTAINABILITY INDICATORS</b>	<b>Total Margin (Net Income / Total Revenue)</b>		
	Net Income	\$620,640	
	Total Revenue	\$5,032,238	
	<b>Total Margin</b>	<b>0.12</b>	total margin should be positive
	<b>Debt to Asset Ratio (Total Liabilities / Total Assets)</b>		
Total Liabilities	\$2,610,763		
Total Assets	\$3,937,932		
<b>Debt to Asset Ratio</b>	<b>0.66</b>	standard of 0.9 or less is low risk	



## Ivy Hill Preparatory Charter School Balance Sheet

ASSETS	Amounts As of May 31, 2022 (unaudited)	Amounts As of June 30, 2021 (audited)	Notes about current period
<b>Current Assets</b>			
Cash and cash equivalents - Unrestricted	\$ 3,396,086	\$ 1,924,273	
Escrow - Restricted	75,000	50,000	
Grants Receivable	74,962	45,165	Title grants receivable
			Prepaid expenses include the following:
			Legal Fee (retainer) - \$6,182
			GSA Consulting (retainer) - \$2,000
			Taxes receivable - \$4,288
			NYC Charter School Center - \$775
			PowerSchool - \$637
			Board on Track - \$7,250
			SchoolMint - \$2,026
			OnSolve - \$216
			Premier Supplies - \$2,979
Prepaid Expenses and Other Receivables	34,234	89,499	Prepaid Insurance - \$7,880
<b>Total current assets</b>	<b>3,580,282</b>	<b>2,108,937</b>	
Security Deposit	93,750	93,750	
Fixed assets, Net	263,900	303,994	
<b>Total assets</b>	<b>\$ 3,937,932</b>	<b>\$ 2,506,681</b>	
<b>LIABILITIES AND NET ASSETS</b>			
<b>Current liabilities</b>			
Accrued Expenses and Other Accounts Payable	\$ 13,312	\$ 105,752	A schedule of AP aging is included.
			DOE deposit for June 2022 plus a portion of the initial
			- 20% deposits received from the ESSER II Grant
Deferred Revenue	457,817		
Payroll Liabilities	97,481	66,523	Estimated Summer Pay Accruals
<b>Total current liabilities</b>	<b>568,610</b>	<b>172,275</b>	
Deferred Rent	2,042,153	1,627,876	
<b>Total liabilities</b>	<b>2,610,763</b>	<b>1,800,151</b>	
<b>Net assets</b>			
Net Assets without Donor Restrictions	696,530	232,282	
Net Assets with Donor Restrictions	10,000	10,000	
Change in net assets during current period	620,640	464,248	
<b>Total net assets</b>	<b>1,327,169</b>	<b>706,530</b>	
<b>Total liabilities and net assets</b>	<b>\$ 3,937,932</b>	<b>\$ 2,506,681</b>	



# Ivy Hill Preparatory Charter School

## Unaudited Profit & Loss Summary

May 31, 2022

	Current Period			Annual		Audited
	Actuals July 1, 21-May 31, 22	Budget July 1, 21-May 31, 22	Variance	Budget July 1, 21-June 30, 22	% Achieved/Utilized =92%	FY 2020-21 Actuals
<b>Income</b>						
Total 4000 State Grants	4,731,892	4,469,312	262,581	4,875,613	97.05%	3,754,310
Total 4100 Federal Grants	275,523	294,592	(19,069)	321,373	85.73%	158,355
Total 4200 Contributions & Donations	24,823	286,183	(261,360)	26,200	94.74%	14,047
<b>Total Income</b>	<b>5,032,238</b>	<b>5,050,087</b>	<b>(17,848)</b>	<b>5,223,186</b>	<b>96.34%</b>	<b>3,926,713</b>
<b>Expenses</b>						
Total 5100 Administrative Staff	410,531	610,440	199,910	665,935	61.65%	340,565
Total 5200 Instructional Staff	1,228,256	1,460,388	232,132	1,593,151	77.10%	806,520
Total 5400 Payroll Taxes	158,074	193,623	35,549	211,225	74.84%	100,328
Total 5500 Compensation Employee Benefits	157,630	253,704	96,074	276,768	56.95%	139,550
Total 6000 Professional Services/Contracted Expenses	249,437	144,228	(105,209)	157,340	158.53%	138,911
Total 6100 Board Expenses	25,419	19,433	(5,986)	21,200	119.90%	-
Total 6200 Classroom & Teaching Supplies & Materials	49,522	60,304	10,782	65,786	75.28%	17,983
Total 6300 Special Education Supplies & Materials	353	1,650	1,297	1,800	19.60%	100
Total 6400 Textbooks & Workbooks	23,717	35,184	11,466	38,382	61.79%	8,889
Total 6500 Supplies & Materials Other	12,535	9,900	(2,635)	10,800	116.06%	2,136
Total 6600 Equipment & Furniture (Non Asset)	53,802	40,700	(13,102)	44,400	121.17%	67,711
Total 6700 Telephone	8,155	12,742	4,587	13,900	58.67%	3,808
Total 6800 Technology	83,067	108,250	25,183	118,091	70.34%	97,991
Total 6900 Student Testing & Assessment	12,800	18,637	5,837	20,331	62.96%	7,498
Total 7000 Student Travel	8,436	3,208	(5,228)	3,500	241.04%	-
Total 7100 Student Services	3,068	53,093	50,025	57,920	5.30%	1,025
Total 7200 Office Expenses	35,726	27,867	(7,859)	30,400	117.52%	13,500
Total 7300 Staff Development	117,740	59,308	(58,432)	64,700	181.98%	38,482
Total 7400 Staff Recruitment	67,766	15,950	(51,816)	17,400	389.46%	23,567
Total 7500 Student Recruitment/Marketing	9,931	18,563	8,631	20,250	49.04%	8,438
Total 7600 School Meals/Lunches	6,429	4,400	(2,029)	4,800	133.94%	-
Total 7700 Staff Travel	648	2,200	1,552	2,400	27.00%	254
Total 7800 Fundraising Expense	-	1,833	1,833	2,000	0.00%	160
Total 7900 Miscellaneous Expenses	223	5,042	4,818	5,500	4.06%	754
Total 8000 Insurance Expense	40,117	49,042	8,925	53,500	74.98%	25,308
Total 8100 Facility Operations & Maintenance	1,569,986	1,479,856	(90,131)	1,614,388	97.25%	1,546,005
Total 8200 Depreciation Expense & Amortization	78,229	76,177	(2,052)	83,102	94.14%	72,981
<b>Total Expenses</b>	<b>4,411,599</b>	<b>4,765,721</b>	<b>354,122</b>	<b>5,198,969</b>	<b>84.86%</b>	<b>3,462,464</b>
<b>Net Income</b>	<b>620,640</b>	<b>284,366</b>	<b>371,971</b>	<b>24,217</b>		<b>464,248</b>



# Ivy Hill Preparatory Charter School

## Unaudited Profit & Loss Detailed

May 31, 2022

	School Year 2020-2021 (Year 2)	School Year 2020-2021 (Year 3)		
	Audited Actuals for period: 7.1.20-6.30.21	Approved Budget	Actuals July 1, 21-May 31, 22	% Achieved/Utilized =92%
Staff Count	17.00	35.00	28.00	
Authorized Enrollment	180.00	240.00	240.00	
Total Enrollment	175.78	216.00	227.47	
SpEd Enrollment (20-60%)	13.18	12.00	-	
SpEd Enrollment (>60%)	3.00	5.00	17.18	
FRPL%	80%	80%	80%	
Per Pupil Allocation	16,123	16,845	16,844	
Sped Allocation (20-60%)	10,390	10,390	10,390	
Sped Allocation (>60%)	19,049	19,049	19,049	
<b>REVENUE</b>	<b>3,926,713</b>	<b>5,223,186</b>	<b>5,032,238</b>	<b>96.34%</b>
<b>EXPENSES</b>	<b>3,462,464</b>	<b>5,198,969</b>	<b>4,411,599</b>	<b>84.86%</b>
<b>NET INCOME/(DEFICIT)</b>	<b>464,248</b>	<b>24,217</b>	<b>620,640</b>	<b>2562.83%</b>
<b>CASH INCOME/(DEFICIT)</b>	<b>1,190,664</b>	<b>505,179</b>	<b>1,050,010</b>	<b>207.85%</b>
<b>INCOME</b>				
<b>4000 State Grants</b>				
4001 Per Pupil General Education	2,819,107	3,638,520	3,523,441	96.84%
4002 Per Pupil Special Education	185,204	219,925	291,785	132.67%
4003 Facility Assistance	750,000	1,000,000	916,667	91.67%
4004 NYSTL - Textbook Materials	-	12,582	-	
4005 NYSSL - Software Materials	-	3,236	-	
4006 NYSLIB - Library Materials	-	1,350	-	
4009 NYS State Senate Grant Per Pupil Supplement	-	0	-	
<b>Total 4000 State Grants</b>	<b>\$ 3,754,310</b>	<b>\$ 4,875,613</b>	<b>\$ 4,731,892</b>	<b>97.05%</b>
<b>4100 Federal Grants</b>				
4101 IDEA Special Needs	12,911	12,000	21,021	175.18%
4102 Title I	75,855	86,400	80,330	92.97%
4103 Title IIA	12,119	6,912	11,132	161.05%
4104 Title IV	10,000	10,000	9,000	90.00%
4105 E-Rate	36,533	40,080	25,245	62.99%
4107 CSP	-	-	-	
4108 Cares Act.	10,937	165,981	128,796	77.60%
<b>Total 4100 Federal Grants</b>	<b>\$ 158,355</b>	<b>\$ 321,373</b>	<b>\$ 275,523</b>	<b>85.73%</b>
<b>4200 Contributions &amp; Donations</b>				
4202 Unrestricted Contributions	13,686	16,000	4,649	29.06%
4203 Walton Foundation	-	0	-	
<b>Total 4200 Contributions &amp; Donations</b>	<b>\$ 13,686</b>	<b>\$ 16,000</b>	<b>\$ 4,649</b>	<b>29.06%</b>
<b>4300 Fundraising</b>				
4301 Fundraising Events	-	-	-	
<b>Total 4300 Fundraising</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	
<b>4400 Interest Income</b>				
4401 Interest Income.	361	200	174	86.76%
<b>Total 4400 Interest Income</b>	<b>\$ 361</b>	<b>\$ 200</b>	<b>\$ 174</b>	
<b>4500 Other Revenue</b>				
4501 In Kind Donation	-	-	20,000.00	
4503 Misc	-	10,000	-	0.00%
<b>Total 4500 Other Revenue</b>	<b>\$ 0</b>	<b>\$ 10,000</b>	<b>\$ 20,000</b>	<b>200.00%</b>
<b>Total Income</b>	<b>\$ 3,926,713</b>	<b>\$ 5,223,186</b>	<b>\$ 5,032,238</b>	<b>96.34%</b>





# Ivy Hill Preparatory Charter School

## Unaudited Profit & Loss Detailed

May 31, 2022

	School Year 2020-2021 (Year 2)	School Year 2020-2021 (Year 3)		
	Audited Actuals for period: 7.1.20-6.30.21	Approved Budget	Actuals July 1, 21-May 31, 22	% Achieved/Utilized =92%
<b>Gross Profit</b>	\$ 3,926,713	\$ 5,223,186	\$ 5,032,238	96.34%
<b>Expenses</b>				
<b>5000 Compensation</b>				
<b>5100 Administrative Staff</b>				
5101 Head of School	133,900	133,900	88,279	65.93%
5105 Director of Curriculum & Instructions	-	90,000	59,299	65.89%
5115 Dean of Students		-		
5120 Dean of School Supports	74,613	83,718	76,742	91.67%
5125 Director of Operations	76,564	97,500	35,150	36.05%
5130 Director of Finance	-	110,000	47,468	43.15%
5135 Office Coordinator	55,487	55,097	45,111	81.88%
5140 Operations Fellow	-	77,000	51,785	67.25%
5145 Office Assistant	-	-	1,803	
5150 Middle School and Alumni Coordinator	-	-	-	
5160 Bus Matrons	-	18,720	4,893	26.14%
<b>Total 5100 Administrative Staff</b>	\$ 340,565	\$ 665,935	\$ 410,531	61.65%
<b>5200 Instructional Staff</b>				
5205 Lead Teachers	274,765	629,776	380,401	60.40%
5207 Co-Teachers	333,909	432,050	404,471	93.62%
5210 Special Ed Teachers	39,375	134,525	36,432	27.08%
5215 Elective Teachers	67,913	170,000	140,823	82.84%
5220 Teaching Fellow	30,558	165,000	207,323	125.65%
5225 Social Worker	60,000	61,800	58,807	95.16%
<b>Total 5200 Instructional Staff</b>	\$ 806,520	\$ 1,593,151	\$ 1,228,256	77.10%
<b>5300 Non-Instructional Staff</b>				
5305 School Food Worker	-	-	-	
<b>Total 5300 Non-Instructional Staff</b>	\$ 0	\$ 0	\$ 0	
<b>5400 Payroll Taxes</b>				
5401 Federal Unemployment Insurance	-		-	
5402 NY State Unemployment Insurance	12,669	33,886	29,801	87.94%
5403 Social Security - ER	79,057	140,064	103,960	74.22%
5404 Medicare - ER	7,924	32,757	24,313	74.22%
5410 NY-Disability	289	4,518	-	0.00%
5412 Paid Family Leave	389	-	-	
<b>Total 5400 Payroll Taxes</b>	\$ 100,328	\$ 211,225	\$ 158,074	74.84%
<b>5500 Compensation Employee Benefits</b>				
5501 Medical Insurance	116,916	217,835	136,910	62.85%
5515 Workers Compensation Expense	11,341	33,886	6,580	19.42%
5520 STD, LTD, Life Insur. and NYS Disability Insur., HSA and AD&D	11,293	25,047	14,140	56.46%
5570 Other Employee Benefits	-			
<b>Total 5500 Compensation Employee Benefits</b>	\$ 139,550	\$ 276,768	\$ 157,630	56.95%
<b>5600 Retirement &amp; Pension</b>				
5601 401(k) Expenses	-	-	-	
5605 401(k) Matching	-	-	-	
5610 401(K) Contributions-Clearing	-	-	-	
<b>Total 5600 Retirement &amp; Pension</b>	\$ 0	\$ 0	\$ 0	
<b>Total 5000 Compensation</b>	\$ 1,386,963	\$ 2,747,079	\$ 1,954,492	71.15%
<b>6000 Professional Services/Contracted Expenses</b>				
6001 Accounting/Audit Services	28,250	23,000	250	1.09%
6005 Payroll Services	17,535	42,840	31,148	72.71%
6010 Financial Management Services	75,700	25,000	64,367	257.47%



## Ivy Hill Preparatory Charter School

### Unaudited Profit & Loss Detailed

May 31, 2022

	School Year 2020-2021 (Year 2)	School Year 2020-2021 (Year 3)		
	Audited Actuals for period: 7.1.20-6.30.21	Approved Budget	Actuals July 1, 21-May 31, 22	% Achieved/Utilized =92%
6015 Legal - Paid	-	10,000	23,259	232.59%
6025 Titlement Services	6,775	4,500	7,608	169.06%
6026 ERate Consultants	6,000	6,000	4,000	66.67%
6030 Compliance Consulting	-	-	-	
6035 Curriculum Services	-	10,000	10,064	100.64%
6037 Stipends	4,000	33,500	101,497	302.98%
6040 Special Ed Services	-	-	-	
6045 Substitute Teaching Services	-	2,500	6,625	265.00%
6050 Other Purchased / Professional / Consulting	651	-	619	
<b>Total 6000 Professional Services/Contracted Expenses</b>	<b>\$ 138,911</b>	<b>\$ 157,340</b>	<b>\$ 249,437</b>	<b>158.53%</b>
6100 Board Expenses				
6101 Board Meetings	-	1,200	669	55.79%
6105 Board Development	-	20,000	24,750	123.75%
<b>Total 6100 Board Expenses</b>	<b>\$ 0</b>	<b>\$ 21,200</b>	<b>\$ 25,419</b>	<b>119.90%</b>
6200 Classroom & Teaching Supplies & Materials				
6205 Classroom Supplies & Materials	17,783	44,400	32,478	73.15%
6210 Math Supplies & Materials	45	5,200	910	17.49%
6215 Science Supplies & Materials	105	3,600	120	3.35%
6230 Physical Education Supplies & Materials	50	8,000	16,014	200.18%
6235 NYSSL Expense	-	3,236	-	0.00%
6240 NYSLIB Expense	-	1,350	-	0.00%
6245 In-Kind Expense	-	-	-	
<b>Total 6200 Classroom &amp; Teaching Supplies &amp; Materials</b>	<b>\$ 17,983</b>	<b>\$ 65,786</b>	<b>\$ 49,522</b>	<b>75.28%</b>
6300 Special Education Supplies & Materials				
6301 SPED- Supplies & Materials	100	1,800	353	19.60%
<b>Total 6300 Special Education Supplies &amp; Materials</b>	<b>\$ 100</b>	<b>\$ 1,800</b>	<b>\$ 353</b>	<b>19.60%</b>
6400 Textbooks & Workbooks				
6405 Textbooks	-	-	877	
6406 Library Books	2,810	10,800	10,020	92.78%
6407 Curriculum	6,079	15,000	12,821	85.47%
6410 NYSTL Expense	-	12,582	-	0.00%
<b>Total 6400 Textbooks &amp; Workbooks</b>	<b>\$ 8,889</b>	<b>\$ 38,382</b>	<b>\$ 23,717</b>	<b>61.79%</b>
6500 Supplies & Materials Other				
6515 Student Incentives	701	4,800	1,903	39.65%
6520 Parent Outreach & Education Programs	-	1,000	-	0.00%
6525 Special Events	1,435	5,000	10,632	212.64%
<b>Total 6500 Supplies &amp; Materials Other</b>	<b>\$ 2,136</b>	<b>\$ 10,800</b>	<b>\$ 12,535</b>	<b>116.06%</b>
6600 Equipment & Furniture (Non Asset)				
6601 Copy Machine Lease	18,828	22,000	21,137	96.08%
6605 Office Furniture	2,543	2,000	7,153	357.67%
6606 Classroom Furniture	2,400	2,000	2,307	115.33%
6610 Office Equipment	21,753	2,000	1,324	66.19%
6611 Classroom Equipment	4,329	6,400	6,316	98.69%
6612 COVID-19 Related Expenditures	17,858	10,000	15,565	155.65%
<b>Total 6600 Equipment &amp; Furniture (Non Asset)</b>	<b>\$ 67,711</b>	<b>\$ 44,400</b>	<b>\$ 53,802</b>	<b>121.17%</b>
6700 Telephone				



# Ivy Hill Preparatory Charter School

## Unaudited Profit & Loss Detailed

May 31, 2022

	School Year 2020-2021 (Year 2)	School Year 2020-2021 (Year 3)		
	Audited Actuals for period: 7.1.20-6.30.21	Approved Budget	Actuals July 1, 21-May 31, 22	% Achieved/Utilized =92%
6701 Telephone	3,808	8,500	8,155	95.94%
6705 Mobile Phone	-	5,400	-	0.00%
<b>Total 6700 Telephone</b>	<b>\$ 3,808</b>	<b>\$ 13,900</b>	<b>\$ 8,155</b>	<b>58.67%</b>
6800 Technology				
6801 Internet	33,372	38,400	28,087	73.14%
6805 Technology Services	35,566	35,000	31,255	89.30%
6810 Technology Equipment & Supplies	11,795	20,931	6,053	28.92%
6815 Software (non capitalized)	15,758	20,760	15,546	74.89%
6820 Website Maintenance	1,500	3,000	2,125	70.83%
<b>Total 6800 Technology</b>	<b>\$ 97,991</b>	<b>\$ 118,091</b>	<b>\$ 83,067</b>	<b>70.34%</b>
6900 Student Testing & Assessment				
6901 Assessment Supplies and Materials	7,498	20,331	12,800	62.96%
<b>Total 6900 Student Testing &amp; Assessment</b>	<b>\$ 7,498</b>	<b>\$ 20,331</b>	<b>\$ 12,800</b>	<b>62.96%</b>
7000 Student Travel				
7001 Field Trips	-	3,500	7,116	203.32%
7005 Transportation	-		1,320	
<b>Total 7000 Student Travel</b>	<b>\$ 0</b>	<b>\$ 3,500</b>	<b>\$ 8,436</b>	<b>241.04%</b>
7100 Student Services				
7101 Student Uniforms	1,025	1,920	3,068	159.78%
AFTER SCHOOL	-	56,000		0.00%
<b>Total 7100 Student Services</b>	<b>\$ 1,025</b>	<b>\$ 57,920</b>	<b>\$ 3,068</b>	<b>5.30%</b>
7200 Office Expenses				
7201 Office Supplies	12,651	28,000	20,079	71.71%
7205 Postage & Shipping	849	2,400	15,647	651.94%
<b>Total 7200 Office Expenses</b>	<b>\$ 13,500</b>	<b>\$ 30,400</b>	<b>\$ 35,726</b>	<b>117.52%</b>
7300 Staff Development				
7301 Instructional Staff Development	9,652	30,200	56,534	187.20%
7305 Administrative Staff Development	19,400	19,000	47,800	251.58%
7310 Team Building & Staff Appreciation	9,430	15,500	13,406	86.49%
<b>Total 7300 Staff Development</b>	<b>\$ 38,482</b>	<b>\$ 64,700</b>	<b>\$ 117,740</b>	<b>181.98%</b>
7400 Staff Recruitment				
7401 Staff Recruitment.	23,567	17,400	67,766	389.46%
<b>Total 7400 Staff Recruitment</b>	<b>\$ 23,567</b>	<b>\$ 17,400</b>	<b>\$ 67,766</b>	<b>389.46%</b>
7500 Student Recruitment/Marketing				
7501 Student Recruitment	8,438	20,250	9,931	49.04%
<b>Total 7500 Student Recruitment/Marketing</b>	<b>\$ 8,438</b>	<b>\$ 20,250</b>	<b>\$ 9,931</b>	<b>49.04%</b>
7600 School Meals/Lunches				
7601 Meals & Lunches	-	4,800	6,429	133.94%
<b>Total 7600 School Meals/Lunches</b>	<b>\$ 0</b>	<b>\$ 4,800</b>	<b>\$ 6,429</b>	<b>133.94%</b>
7700 Staff Travel				
7701 Local Travel	-	1,200	-	0.00%
7705 Travel, Meals & Lodging (PD)	254	1,200	648	54.00%
<b>Total 7700 Staff Travel</b>	<b>\$ 254</b>	<b>\$ 2,400</b>	<b>\$ 648</b>	<b>27.00%</b>
7800 Fundraising Expense				
7801 Fundraising Supplies & Materials	160	2,000	-	0.00%
<b>Total 7800 Fundraising Expense</b>	<b>\$ 160</b>	<b>\$ 2,000</b>	<b>\$ 0</b>	<b>0.00%</b>
7900 Miscellaneous Expenses				
7901 Bank Services Charges	754	1,000	194	19.44%
7905 Dues & Memberships	-		-	
7910 Miscellaneous Fees	-		-	
7920 Sales Tax	-		-	



# Ivy Hill Preparatory Charter School

## Unaudited Profit & Loss Detailed

May 31, 2022

	School Year 2020-2021 (Year 2)	School Year 2020-2021 (Year 3)		
	Audited Actuals for period: 7.1.20-6.30.21	Approved Budget	Actuals July 1, 21-May 31, 22	% Achieved/Utilized =92%
7925 Expense Suspense	-		29	
Loss at Disposal		4,500		0.00%
<b>Total 7900 Miscellaneous Expenses</b>	<b>\$ 754</b>	<b>\$ 5,500</b>	<b>\$ 223</b>	<b>4.06%</b>
8000 Insurance Expense				
8001 General	25,308	53,500	40,117	74.98%
8005 ERISA	-		-	
<b>Total 8000 Insurance Expense</b>	<b>\$ 25,308</b>	<b>\$ 53,500</b>	<b>\$ 40,117</b>	<b>74.98%</b>
8100 Facility Operations & Maintenance				
8105 Rent or Lease of Buildings	750,000	1,000,000	999,996	100.00%
8110 Repairs & Maintenance	5,858	8,000	12,722	159.02%
8115 Security	9,390	60,000	55,357	92.26%
8116 Pest Control	6,075	6,450	5,175	80.23%
8117 Janitorial Service	72,744	88,000	82,460	93.70%
8120 Deferred Rent	701,938	451,938	414,277	91.67%
<b>Total 8100 Facility Operations &amp; Maintenance</b>	<b>\$ 1,546,005</b>	<b>\$ 1,614,388</b>	<b>\$ 1,569,986</b>	<b>97.25%</b>
8200 Depreciation Expense & Amortization				
8201 Depreciation Expense	72,981	83,102	78,229	94.14%
8202 Amortization Expense				
<b>Total 8200 Depreciation Expense &amp; Amortization</b>	<b>\$ 72,981</b>	<b>\$ 83,102</b>	<b>\$ 78,229</b>	<b>94.14%</b>
<b>Total Expenses</b>	<b>\$ 3,462,464</b>	<b>\$ 5,198,969</b>	<b>\$ 4,411,599</b>	<b>84.86%</b>
<b>Net Operating Income</b>	<b>\$464,248</b>	<b>\$24,217</b>	<b>\$620,640</b>	<b>2562.83%</b>
<b>CAPITAL BUDGET vs. ACTUAL</b>				
1501 Office Equipment				
1502 Office Furniture & Fixtures			6,996	
1515 Classroom Equipment				
1521 Classroom Furniture & Fixtures	8,100			
1541 Student Computers	10,404	16,680	20,000	
1542 Staff Computers		12,398	11,139	
1543 Printers				
1544 Audio Visual - Classrooms				
1545 Audio Visual - Cafeteria				
1546 Software - Instructional				
1547 Software - Non-Instructional				
1548 Network Construction				
1549 Security				
1550 Website Development				
1551 Student Information System				
1552 Whiteboards				
1561 Construction				
1552 Major Repairs				
<b>TOTAL</b>	<b>18,504</b>	<b>29,078</b>	<b>38,135</b>	
<b>Net Income:</b>	<b>\$464,248</b>	<b>\$24,217</b>	<b>\$620,640</b>	
<b>Subtract Capital Costs</b>	<b>\$18,504</b>	<b>\$29,078</b>	<b>\$38,135</b>	
<b>Subtract Rent Deposit</b>				
<b>Subtract Escrow</b>	<b>\$30,000</b>	<b>25,000</b>	<b>25,000</b>	
<b>Add back Depreciation</b>	<b>72,981</b>	<b>\$83,102</b>	<b>\$78,229</b>	
<b>Add back Deferred Rent</b>	<b>\$701,938</b>	<b>\$451,938</b>	<b>\$414,277</b>	
<b>Cash Income</b>	<b>\$1,190,664</b>	<b>\$505,179</b>	<b>\$1,050,010</b>	

## Ivy Hill Preparatory Charter School

Statement of Cash Flow Projection for period: 6/1/2022-6/30/22

	<u>Jun-22</u>	<u>Total</u>
<b>Unrestricted cash balance at the beginning of the month</b>	<b>\$ 3,396,086</b>	<b>\$ 3,396,086</b>
<b>Cash in-flows:</b>		
DOE Payments	-	-
Federal Grants	-	-
	<hr/>	<hr/>
<b>Total cash available</b>	<b>3,396,086</b>	<b>3,396,086</b>
<b>Cash out-flows:</b>		
Personnel	148,981	148,981
Taxes and Benefits	28,700	28,700
	<hr/>	<hr/>
<b>Total Compensation Expense</b>	<b>177,681</b>	<b>177,681</b>
<b>Other Than Personnel Costs (OTPS) - Ongoing</b>		
Consultants and other Professionals	22,676	22,676
School operations and other materials	50,860	50,860
Facility operations and maintenance	105,065	105,065
Payment on existing accounts payable	13,312	13,312
	<hr/>	<hr/>
<b>Total OTPS costs</b>	<b>191,912</b>	<b>191,912</b>
	<hr/>	<hr/>
<b>Total cash outflow</b>	<b>369,593</b>	<b>369,593</b>
	<hr/>	<hr/>
<b>Total unrestricted cash balance at the end of the month</b>	<b>\$ 3,026,493</b>	<b>\$ 3,026,493</b>
<b>Days of cash on hand</b>	<b>237</b>	

# Coversheet

## School Calendar

**Section:** IV. Academic Achievement  
**Item:** B. School Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2022-23 School Calendar.pdf

## Ivy Hill Prep 2022-2023 School Calendar

	New Teacher Training		All Staff Institute
	Holidays (No school for scholars)		NYS Standardized Testing
	IHP Family/Community Event		Critical Staffing Days
	School Based PD/ Data Days		Report Card Conferences
			Early Dismissal

July 2022							August 2022							September 2022							October 2022							November 2022							December 2022						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
					1	2		1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
3	4	5	6	7	8	9	7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
10	11	12	13	14	15	16	14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
17	18	19	20	21	22	23	21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31				
24	25	26	27	28	29	30	28	29	30	31								30	31																						
31																																									
0	days	6	days	21	days	19	days	19	days	12	days																														

January 2023							February 2023							March 2023							April 2023							May 2023							June 2023						
S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S	S	M	T	W	TH	F	S
1	2	3	4	5	6	7				1	2	3	4	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30					
29	30	31	26	27	28	26	27	28	29	30	31	30	30	30	30	30	30																								
19	days	15	days	22	days	15	days	21	days	12	days																														

**181 DAYS**

- AUGUST**
- 2 New Teacher Training
  - 3 All Staff Summer Institute Begins
  - 5 Welcome Back Family BBQ
  - 23 First days of school for Grade K and 4 **ONLY** (early dismissal)
  - 24 All scholars K-4 (early dismissal)
  - 25 All scholars K-4 (early dismissal)
  - 26 All scholars K-4 (early dismissal)
  - 31 Back to School Night
- SEPTEMBER**
- 5 Labor Day (IHP closed)
  - 29 Family Town Hall Meeting + Family Bingo
- OCTOBER**
- 10 Indigenous People's Day (IHP closed)
  - 27 Family Town Hall Meeting (virtual)
  - 28 School Based PD (No school for scholars)
- NOVEMBER**
- 9-10 Report Card Conferences (early dismissal)
  - 21 IHP Picture Day
  - 22 Annual Fancy Feast at IHP + Family Town Hall
  - 23-25 Thanksgiving Break (HP closed)
- DECEMBER**
- 14 K-2 Winter Show
  - 15 3-4 Winter Show
  - 19-30 Winter Break

- JANUARY**
- 2 Winter Break
  - 3 School Based PD (no school for scholars)
  - 4 Scholars Return from Winter Break
  - 16 Martin Luther King Jr. Day (IHP closed)
  - 26 Family Town Hall Meeting (virtual)
- FEBRUARY**
- 17 Black Wax Museum + Family Town Hall + NYS Testing Workshop
  - 20-24 February Break
- MARCH**
- 8-9 Report Card Conference (Early Dismissal)
  - 20 Mental Health Day (IHP closed)
  - 30 Family Town Hall Meeting (virtual)
- APRIL**
- 3-7 Career Week
  - 10-14 Spring Break (IHP closed)
  - 21 NYS Exam Pep Rally
  - 25-26 New York State ELA Exam
  - 27 Family Town Hall Meeting (virtual)
- MAY**
- 3-4 New York State Math Exam
  - 13 Annual Community Day
  - 24 K/1/2 Annual Spring Show
  - 25 3/4 annual Spring Show
  - 25 Family Town Hall Meeting (virtual)
  - 29 Memorial Day (IHP closed)

- JUNE**
- 9 Field Day (early dismissal)
  - 12 Kindergarten Graduation (early dismissal)
  - 13 1/2 Stepping Up (early dismissal)
  - 14 3/4 Stepping Up (early dismissal)
  - 15 Early Dismissal
  - 16 Last Day of School for scholars (early dismissal)

# Coversheet

## First 90 days and EOY Evaluation

**Section:** V. CEO Support And Eval  
**Item:** A. First 90 days and EOY Evaluation  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** HOS June Meeting 306090.pdf





*Annedrea Coleman: First 90 Days Goals*

Goal	Measure of Success	Updates of Jun 22, 2022
Establish open and trusting relationships with staff, students, families	<ul style="list-style-type: none"> <li>1-1 listening tour with each staff member by</li> <li>All parents / caregivers who wish to speak with Annedrea have done so (either 1-1 or in group) by</li> <li>Visited each class</li> <li>[TBD—potential survey of staff, families, students]</li> </ul>	<p><b>Families + Community</b></p> <ul style="list-style-type: none"> <li>End of Year Ceremonies were successful                             <ul style="list-style-type: none"> <li>Kindergarten</li> <li>1st Grade</li> <li>2nd/3rd Grade</li> </ul> </li> <li>Increasing partnership with families                             <ul style="list-style-type: none"> <li>Inviting families to Field Day</li> <li>responded to feedback from field trip chaperone experience</li> </ul> </li> <li>Increasing parent communication to the Ivy Hill Prep Community                             <ul style="list-style-type: none"> <li>Summer HOS Family Newsletter                                     <ul style="list-style-type: none"> <li>sent out summer newsletter with uniform, school schedule and 2023 Academic calendar</li> </ul> </li> </ul> </li> </ul> <p><b>Repeatedly Do's</b></p> <ul style="list-style-type: none"> <li>Coaching from Guerschmide</li> <li>Weekly meetings with Adam</li> <li>Monthly check ins with Support Committee</li> </ul>
Establish open, trusting, predictable, and effective relationship with Board	<ul style="list-style-type: none"> <li>1-1 conversation with each Board member by <b>6/27/2022</b></li> <li>Piloted and refined approach to HOS update at Board meetings (or other aspect of board management)</li> </ul>	<p><b>What's Happening?</b></p> <ul style="list-style-type: none"> <li>Building connection with prospective members to reestablish the relationship with HOS + Board</li> <li>Reestablishing relationship with ASN Back office provider</li> </ul> <p><b>What's Needed?</b></p> <p>- N/A</p>
Assess Ivy Hill's current state	<ul style="list-style-type: none"> <li>Shared high-level SWOT (or other assessment) with Board by <b>[DATE]</b></li> </ul>	<ul style="list-style-type: none"> <li>Thought partnership from Board to affirm assessment, priorities</li> </ul>



*Annedrea Coleman: First 90 Days Goals*

	<ul style="list-style-type: none"> <li>Identified and agreed upon 3-5 priorities for SY22-23 by <b>6/27/2022</b></li> </ul>	<p>Priorities TBD – continued data analysis + action planning</p> <p><b>Staff Retention</b></p> <p>22-23 LT: 80%</p> <ul style="list-style-type: none"> <li>Hired a Dean of School Culture</li> </ul> <p>22-23 Ops: (not including DOO) 2/2 (100%)</p> <p>22-23 Instructional Staff: 21/23 (91%)</p> <ul style="list-style-type: none"> <li>Hired 4 teaches for the 22-23 SY</li> <li>Still hiring for 6 positions             <ul style="list-style-type: none"> <li>3 upcoming virtual days</li> </ul> </li> </ul> <p>22-23 Contractors: 3/3 (100%)</p> <p>22-23 Consultants: 5/5 (100%)</p> <p>Fun Stuff:</p> <ul style="list-style-type: none"> <li>Field Day was a HIT             <ul style="list-style-type: none"> <li>Games, food, fun</li> </ul> </li> </ul> <p><b>Year 4 Priorities</b></p> <ul style="list-style-type: none"> <li><a href="#">Ivy Hill Prep Year 4 Priorities</a></li> <li><a href="#">Ivy Hill Prep Summer Institute</a></li> </ul> <p><b>ACTION ITEM:</b></p> <ul style="list-style-type: none"> <li>Create document for all benchmarks and goals aligned to charter</li> <li>Build 3 year strategic plan to show growth over time</li> <li><b>STATUS UPDATE: In progress</b></li> </ul> <p><b>Achievement Data Update</b></p> <ul style="list-style-type: none"> <li><b>Math Data: In progress</b> <ul style="list-style-type: none"> <li>iReady offers two (2) 30-minute trainings to support with platform use                     <ul style="list-style-type: none"> <li>Dates TBD</li> </ul> </li> </ul> </li> </ul>
--	---	---



*Annedrea Coleman: First 90 Days Goals*

		<ul style="list-style-type: none"> <li>● <b>STEP Assessments:</b> Inaccurate/inflated due to goals not being aligned to the charter                         <ul style="list-style-type: none"> <li>○ EOY data to be analyzed to help create accurate goal aligned to benchmarks                                 <ul style="list-style-type: none"> <li>■ <b>In progress</b></li> </ul> </li> </ul> </li> </ul>
<p>Understand Ivy Hill’s operations (note: this category should include any <u>major</u> areas Annedrea should learn about during first 90 days. Potentially: how to work with important vendors, staff performance management system, etc.)</p>	<ul style="list-style-type: none"> <li>● Vision and timeline for classroom build-out to ensure readiness for 4th grade (to be fine-tuned)</li> <li>● Reporting requirements (ongoing + annual report for July 2022)</li> </ul>	<ul style="list-style-type: none"> <li>● Coleman leverage personal network to conduct unofficial walkthroughs for feedback on building enhancements <b>(6/27)</b> <ul style="list-style-type: none"> <li>○ Created rubric for facilities, bulletin and classroom vision/maintenance <b>(completed)</b></li> </ul> </li> <li><b>Repeatedly Do’s</b></li> <li>● Hired a consultant to support with 22-23 readiness building facilities, DOO coaching + support</li> <li>● Working with ASN support with compliance.                         <ul style="list-style-type: none"> <li>○ NYSED</li> <li>○ ESBOCES</li> <li>○ DYCD</li> </ul> </li> <li>● Building list of vendors to continue partnerships with for SY 22-23                         <ul style="list-style-type: none"> <li>○ <b>In progress</b></li> </ul> </li> <li>● Operations Scrub to ensure accurate records for internal systems (ATS, PowerSchool &amp; Schoolmint)                         <ul style="list-style-type: none"> <li>○ <b>In progress</b></li> </ul> </li> <li>● Redesigning Tech Plan for SY 22-23                         <ul style="list-style-type: none"> <li>○ <b>6/27 with EDiT</b></li> </ul> </li> </ul>



*Annedrea Coleman: First 90 Days Goals*

<p>Execute on critical projects (note: should be for critical projects only; list should not be exhaustive of Annedrea’s responsibilities):</p> <ul style="list-style-type: none"> <li>● Create and approve next year’s budget</li> <li>● Enrollment</li> </ul>	<ul style="list-style-type: none"> <li>● Execute successful lottery</li> <li>● Fully enrolled 2022-23 KG class by <b>7/15/2022</b></li> <li>● Clarified and approved org chart for 2022-23 and 23-24</li> </ul>	<p><b>Update to come EOD July 1-</b></p> <p><b>Enrollment: As of May 14, 2022</b></p> <ul style="list-style-type: none"> <li>- Coleman canvassing + visiting preschools                         <ul style="list-style-type: none"> <li>- K: 51 accepted seats</li> <li>- 1: 1 seat</li> <li>- 2: 0</li> <li>- 3: 3</li> <li>- 4: 2</li> <li>- no waitlist at this time</li> </ul> </li> <li>- Coleman/Areiza to coordinate tabling days with pre-schools to build partnerships with daycares as “feeder schools”</li> <li>- Coleman/Parker building/crafting plan for Recruitment + Enrollment for SY 22-23</li> </ul>