



Ivy Hill Prep Board of Trustees

Head of School REPORT

IVY HILL PREPARATORY CHARTER SCHOOL

Head of School REPORT

3-23-20

Submitted by: Ambrosia Johnson

I. Facility Update

- Given by Director of Operations.

II. Enrollment Report

Accepted Offers / Seats Available

	Kindergarten	1 st Grade
Target	88	32
Current Accepted Offers	84 / 88	32 / 32
Gap	4	0
Waitlist	0	0

III. Hiring Report

Position	Total Needed	Total Hired	Goal of Hire	Current Status
Head of School	1	1	N/A	Completed.
Office Coordinator	1	1	N/A	Completed.
Director of Operations	1	1	N/A	Completed.
Teacher	0 – Teacher terminated. Mgmt will not hire a new teacher at this point in year.	7	N/A	7/8

Dean of Special Supports	1	1	N/A	Completed.
Martial Arts Instructor	1	1	N/A	Completed.
Dance Instructor	1	1	N/A	Completed.
School Social Worker	1	1	N/A	Completed.
DOE Counselor				
Nurse	-	-	N/A	Completed.
Teaching Fellow	1	1	N/A	Completed.

Total Hires Needed:	16
Total Hired:	15

IV. School Updates

1. Application for SY 2020-2021

- Application updates can be found in the Academic Dashboard.
- Application Count (Jan): 213 applications for 70 seats.
Application Count (Feb): 267 applications for 70 seats.
Application Count (Mar): 316 applications for 70 seats.

2. School Academics

- Results can be found in the Academic Dashboard.
- Math Results – on pause amid COVID-19
- Literacy Results – Slowly approaching targets set for K & 1, but not reached completely.
 - HOS to explain Remote Learning Plan for K & 1. Plan has been designed to be individualized, targeted, and data-driven for each individual student. The targets set forth are in alignment with literacy results in particular, and we are working to ensure gaps continue to close during these unfortunate circumstances.

March Events

- Prior to closing for COVID-19, Ivy Hill limited visitors to only those absolutely necessary. Hence, all Open

Houses, family events, etc. were cancelled to mitigate the spread of the virus.

- Those that had to gain entry were mandated to fill out a Travel Questionnaire.
- Ivy Hill Prep followed the lead of other charter schools in our city, and temporarily closed after the school day on Friday, March 13, 2020.
- Our earliest re-opening date is currently in alignment with the schedule of the NYCDOE: April 20, 2020.



IVY HILL PREPARATORY CHARTER SCHOOL

March 12, 2020

Dear Members of the **Ivy Hill Prep** Community,

The first cases of COVID-19, the disease caused by the Coronavirus, were recently confirmed in New York City. We expect the number of cases in the city to increase, and we are closely monitoring and planning for the potential impact on Ivy Hill Prep and our school community. Please read closely regarding next steps that we plan to take to ensure the safety of our community.

Schedule Changes

- Report Card Conferences scheduled for Wednesday (3/25) and Thursday (3/26) will still take place, but **parents will not attend in-person**. Instead, Report Card Conferences will occur by phone. Your report card time slots will remain the same.

Report card conferences are still mandatory for all families.

- **Wednesday (3/25) and Thursday (3/26) will remain half-days for students.**
- All Open Houses for prospective families have been cancelled for the month of March.
- All upcoming field trips and out-of-school activities have been cancelled until further notice.

Prevention

- Our school has proactively ordered additional cleaning materials to maintain extra supplies and ensure classrooms and offices remain clean and disinfected.
- We ask that any scholar, family member, or staff member exhibiting flu-like symptoms, including fever, cough and shortness of breath, to remain home and self-quarantine.
- We ask that families closely monitor scholars for fevers each morning. **If your scholar has a temperature over 98.6, please keep your child home.** If scholars have a fever when in school, scholars will be sent home for their safety and the safety of those around them.
- All staff members who have recently traveled to any country identified by the Center for Disease Control (CDC) as facing a serious COVID-19 outbreak, must report for coronavirus testing before returning to the school building.
- We are closely prohibiting any unnecessary campus visitors, and requiring others to respond to a travel questionnaire.



IVY HILL PREPARATORY CHARTER SCHOOL

- We are also asking that if you or your family has recently traveled to, or been in close contact with a traveler at a country experiencing a serious outbreak to contact us directly at info@ivyhillprep.org.

Planning for Potential School Closure

- Ivy Hill Prep is proactively making preparations in the event of a school closure.
- Ivy Hill Prep will comply with any relevant mandated closures by the City's Department of Education.
- If we receive reports of a confirmed local COVID-19 case, Ivy Hill Prep may also elect to close our schools out of precaution. We may make this decision even before a city mandate.
- To ensure that we minimize any potential negative impact on student learning, we have prepared materials for student work in the event of a closure.
- We are also proactively sharing the best ways to get in contact with Ivy Hill Prep administrators in the event of a school closure.

Communication

- In the event of a school closure, Ivy Hill Prep will notify all community members via Schoolmint text messaging, Schoolmint e-mails, and our social media accounts.
- You will also be able to communicate with the school by e-mailing info@ivyhillprep.org or contacting the designated emergency phone number below:
 - **Ivy Hill Prep's Emergency Administrator Line ----- (646) 481-2032**

If you have any questions or concerns, please do not hesitate to contact us.

With Urgency,

Ambrosia Johnson

A. Johnson
Founder & Head of School
Ivy Hill Preparatory Charter School



IVY HILL PREPARATORY CHARTER SCHOOL

March 13, 2020

Dear Members of the **Ivy Hill Prep** Community,

The situation with Coronavirus/COVID-19 is unprecedented and continuing to evolve rapidly. At Ivy Hill Prep, safety is always our paramount concern. After significant consideration and planning with our team, **Ivy Hill Prep will be closed starting Monday, March 16, 2020** in an effort to keep our scholars, staff, and families safe. We will be in communication with families in the upcoming week regarding our opening date.

While we understand the hardship that closing our school will have on our families, the health and safety of our students, staff, and families is our primary concern.

In order to support our students during this unforeseen break, we have compiled two student work packets in lieu of attending school daily. Students should return to school with the following materials completed:

- Life's Work Packet for the week of March 16th
- ELA Packet
- Math Packet

We have broken each packet into days to make the completion of the packet more manageable for both guardians and students. Please be advised that all work included in both packets are from standards and lessons taught throughout the year. Therefore, students should need little to no assistance in its completion. In addition to these packets, please encourage your child to continue to read their leveled books daily.

The decision to close has not been made lightly, but it has been made to help mitigate and slow the spread of COVID-19 throughout our community. This is an unprecedented health crisis, and we must rely on the wisdom and guidance of our public health departments and authorities.

If you need to communicate with the school, you can do so by e-mailing info@ivyhillprep.org or contacting the designated emergency phone number: **(646) 481-2032**.

With deep care and love,

Ambrosia Johnson

A. Johnson
Founder & Head of School
Ivy Hill Preparatory Charter School