



NYSED Monitoring Plan for Ivy Hill Prep – Desk Audit

<u>Area of Performance Framework</u>	<u>Sources of Evidence/Documents Required</u>	<u>Management</u>	<u>Board of Trustees</u>
<p>Educational Success: Deals with school’s academic success and ability to operate in educationally sound manner.</p>	<ul style="list-style-type: none"> • Records concerning the enrollment and admissions process including recruitment and outreach activities, all applications received and documents concerning the lottery process, if conducted • Student academic and health records • Attendance records for students including withdrawals of students from the school • Individualized Education Programs (IEPs) for students with disabilities enrolled in the school • Staff rosters, including records of hiring and termination of employees of the school • Evidence of credentials for all teachers including certifications • Fingerprint clearances for all relevant personnel • Certificates of occupancy • Other facility-related certifications, reports or permits • Surveys (Family/Staff) 	✓	
<p>Organization Soundness: Deals with school’s organizational viability and ability to operate in a fiscally sound manner</p>	<ul style="list-style-type: none"> • Lease agreements • Deeds • Loan documents • Records pertaining to the receipt and expenditure of all grants • Contracts in excess of \$1,000 • School policies in areas such as financial management, personnel, student discipline, health and safety, student records access, enrollment, and transportation. 	✓	



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	<ul style="list-style-type: none"> • Complaints and/or grievances received by the school, including but not limited to, complaints received by the board of trustees pursuant to §2855(4) of Education Law, together with all documentation of all actions taken in response • Inventory of all assets of the school • Board Approved Budgets • Minutes of each meeting of the board of trustees and documentation of public notifications of such meetings 		<p align="center">✓ ✓</p>
<p>Faithfulness to Charter & Law: Deals with school’s faithfulness to the terms of its charter and adherence to the applicable laws and regulations.</p>	<p>All records regarding the following events and occurrences:</p> <ul style="list-style-type: none"> • a change in the school’s mission or key design elements • significant changes to the governance or leadership structure • hiring or termination of the management company • a change to school name • a change in district of location • a change in maximum enrollment or grades served • any change of the director/principal of the school • a change in the school’s by-laws or code of ethics • execution of contracts or incurring of debt in excess of \$25,000 • receipt of a summons and/or complaint in which either the school or any member of the board of trustees (acting in his or her capacity as a member of the board of trustees) is named a party to the action • termination, resignation, or removal of a member of the board of trustees 		