



## IVY HILL PREP BOARD OF TRUSTEES ANNUAL REPORT REQUIREMENTS

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**Our first annual report is due on August 1, 2020. Below is a list of the necessary entries.**

1. Entry 1 – School Information and Cover Page
  - Official School Name (as chartered) and Popular School Name
  - Charter Authorizer as of June 30, 2020
  - District/CSD of Location
  - Date of Initial Charter
  - Date School First Opened for Instruction
  - Approved School Mission (Regents, NYCDOE and Buffalo BOE authorized schools only)
  - Key Design Elements (Regents, NYCDOE and Buffalo BOE authorized schools only)
  - School Website Address
  - Total Maximum Approved Enrollment for 2019-20 SY
  - Total Enrollment on June 30, 2020
  - Grades Served during the 2019-20 School Year
  - Charter Management Organization/Educational Management Organization (if applicable), including contact information (name, email address, telephone number)
  - Facilities Contact Information: physical address(es), phone number(s), district/CSD, and grades served in 2019-20 and to be served in 2020-21; Emergency Contact Name, Title, and Phone Number (This information should match school information housed in the SEDREF system); Public (co-location) or Private Space Information for each site; and COO and Fire Inspection Documentation for each private site.
  - Summary of Material and Non-Material Charter Revisions approved or pending in 2019-20 including updates to the school’s board of trustee bylaws, enrollment policy, discipline policy, or complaint policy (IHP Amended Enrollment Policy)
  - Name and Position of Person who Completed/Submitted the 2019-20 Annual Report
  - Names and Signatures of the Charter School Leader(s) and Board Chair
2. Entry 2 – NY State School Report Card
3. Entry 3 – Progress towards goals – See Template in Manual
4. Entry 4 – Total Expenditure & Administrative Expenditure per Child
  - See Calculation Formula in NYSED Annual Report Guide
5. Entry 5 – Audited Financial Statement due by **Nov 1**
  - Entry 5b – Audited Financial Statement – Use NYSED Template
  - Entry 5c – Additional Financial Documents
  - Entry 5d – Financial Contact Information

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6. Entry 6 – Fiscal Year Budget – See NYSED Template
7. Entry 7 – Board of Trustee Disclosure of Financial Interest (all forms as one PDF document)
8. Entry 8 – Trustee Membership Table
9. Entry 9 – Final Approved Meeting Minutes from July 2019 – June 2020.
10. Entry 10 – Enrollment & Retention Data
11. Entry 11 – Teacher and Administrative Attrition
12. Entry 12 – Percent of Uncertified Teachers
13. Entry 13 – Organizational Chart
14. Entry 14 – School Calendar

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**INFORMATION ON CURRENT VOTING MEMBERS OF THE  
BOARD OF TRUSTEES FOR ALL CHARTER SCHOOLS**

<b>Voting Trustee Name and Email Address</b>	<b>Position on the Board (e.g., officers or constituent representatives)</b>	<b>Committee Affiliation(s)</b>	<b>Number of Terms Served</b>	<b>Current Term Start and End MM/YY</b>
<b>Marsha D. Michael</b> Email: <a href="mailto:marsha.michael.esq@gmail.com">marsha.michael.esq@gmail.com</a>	Board Chair	Governance, Academic Achievement, HOS Evaluation & Support, (Temporary Membership: Finance, Development)	1	06/18-07/20
<b>Nataki Williams</b> Email: <a href="mailto:NatakiWilliams1@gmail.com">NatakiWilliams1@gmail.com</a>	Treasurer	Finance (Chair), Development, HOS Evaluation & Support	2	07/19-07/20
<b>Kimberly Wedderburn-Henderson, Esq.,</b> Email: <a href="mailto:wedderburnlaw@gmail.com">wedderburnlaw@gmail.com</a>	Secretary	Governance & Academic Achievement	1	06/19-07/20
<b>Adam Jimenez-Schulman</b> Email: <a href="mailto:a.jimenez.schulman@gmail.com">a.jimenez.schulman@gmail.com</a>		Academic Achievement, Finance, HOS Evaluation & Support (Chair)	1	06/18-07/20

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<b>Derrick Lewis</b> Email: <a href="mailto:derricklewis@gmail.com">derricklewis@gmail.com</a>		Finance & Development	1	06/18-07/21
<b>Jennifer Small</b> Email: <a href="mailto:jennifer.p.small@gmail.com">jennifer.p.small@gmail.com</a>		Finance & Development	1	06/18-07/21
<b>Maimouna Kane</b> Email: <a href="mailto:mkane@eagleharlem.org">mkane@eagleharlem.org</a>		Academic Achievement	1	02/20-07/22
<b>Tanisha James</b> Email: <a href="mailto:tjames@cooley.com">tjames@cooley.com</a>		Development	1	02/20-07/21
<b>Adam Laniyan</b> Email: <a href="mailto:adam@laniyan.net">adam@laniyan.net</a>		Finance, Development	1	02/20-7/22

**INFORMATION ON CURRENT  
NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES  
FOR REGENTS, NYC DOE AND BUFFALO BOE CHARTER SCHOOLS**

<b>Non-Voting Trustee Name and Email Address</b>	<b>Constituent Representative</b>	<b>Committee Affiliation(s)</b>	<b>Number of Terms Served</b>	<b>Current Term Start and End MM/YY</b>
N/A	N/A	N/A	N/A	N/A

<b>All Schools</b>	<b>Total number of Voting Members on June 30, 2020:</b>	9
	<b>Total number of Voting Members added during the 2019-2020 school year:</b>	4

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	<b>Total number of Voting Members who departed during the 2019-2020 school year:</b>	1
	<b>Total Number of Voting members in 2019-2020, as set by the board in bylaws, resolution or minutes:</b>	5-15
<b>Regents, NYCDOE, &amp; Buffalo BOE Schools</b>	<b>Total number of Non-Voting Members on June 30, 2020:</b>	N/A
	<b>Total number of Non-Voting Members added during the 2019-2020 school year:</b>	N/A
	<b>Total number of Non-Voting Members who departed during the 2019-2020 school year:</b>	N/A
	<b>Total Number of Non-Voting members in 2019-2020, as set by the board in bylaws, resolution or minutes:</b>	N/A
<b>All Schools</b>	<b>Number of board meetings conducted in 2019-2020:</b>	11
	<b>Number of board meetings scheduled for the 2020-2021 school year:</b>	12

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