

# Application: Ivy Hill Preparatory Charter School

Annedrea Coleman - acoleman@ivyhillprep.org  
2022-2023 Annual Report

## Summary

ID: 0000000346

Last submitted: Nov 1 2023 04:31 AM (EDT)

Labels: Board of Regents

## Entry 1 School Info and Cover Page

Completed - Aug 1 2023

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within the [Annual Report Portal](#). When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2022-2023 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2023**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. SCHOOL NAME

(Select name from the drop down menu)

IVY HILL PREPARATORY CHARTER SCHOOL 800000090255

**a1. Popular School Name**

Ivy Hill Prep

**b. CHARTER AUTHORIZER (As of June 30th, 2023)**

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. DISTRICT / CSD OF LOCATION**

CSD #18 - BROOKLYN

**e. Date of Approved Initial Charter**

Jun 1 2018

**f. Date School First Opened for Instruction**

Aug 21 2019

## g. Approved School Mission and Key Design Elements

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

### MISSION STATEMENT:

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 promise and opportunity.

### KDE 1:

The road to college begins in kindergarten

### KDE 2:

Reading is fundamental. Literacy is power.

### KDE 3:

Student success requires a data-driven approach and a relentless commitment to results.

### KDE 4:

Exceptional teaching produces exceptional results.

### KDE 5:

Intentional character development creates student leaders

### KDE 6:

It takes a village to raise a child

**h. School Website Address**

<https://www.ivyhillprep.org/>

**i. Total Approved Charter Enrollment for 2022-2023 School Year**

300

**j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment**

210

**k. Grades Served**

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

**Responses Selected:**

k

1

2

3

4

## I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

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## FACILITIES INFORMATION

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### m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

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### School Site 1 (Primary)

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**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for previous year (K-5, 6-9, etc.)	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	475 E. 57th Street, Brooklyn, NY 11203	917-789-8959	NYC CSD 18	K-4	K-5	Yes, K-5

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	ANNEDREA G. COLEMAN	Head of School	917-789-8959		<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>
Operational Leader	BRANDON L. PARKER	Director of Operations	917-789-8959		<a href="mailto:bparker@ivyhillprep.org">bparker@ivyhillprep.org</a>
Compliance Contact	ANNEDREA G. COLEMAN	Head of School	917-789-8959		<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>
Complaint Contact	ANNEDREA G. COLEMAN	Head of School	917-789-8959		<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>
DASA Coordinator	TY-QUAN PAYNE	Dean of School Culture	917-789-8959		<a href="mailto:tpayne@ivyhillprep.org">tpayne@ivyhillprep.org</a>
Phone Contact for After Hours Emergencies	ANNEDREA G. COLEMAN	Head of School	203-666-7103		<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Private Space

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**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2023.**

**Site 1 Certificate of Occupancy (COO)**

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**Site 1 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[FIRE DEPARTMENT.pdf](#)

**Filename:** FIRE DEPARTMENT.pdf **Size:** 307.0 kB

**n. List of owned, rented, leased facilities not used to educate students**

Separate by semi-colon (;)

n/a

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**CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR**

**o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

Yes

**o2. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in admissions/enrollment policy	Enrollment revision	November 2022	June 2023
2	Change in organizational structure	Leadership org chat change	May 2022	June 2023
3				
4				
5				

**More revisions to add?**

No

**ATTESTATIONS**



p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Annedrea G. Coleman
Position	Head of School
Phone/Extension	917-789-8959
Email	<a href="mailto:acoleman@ivyhillprep.org">acoleman@ivyhillprep.org</a>

q. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

**Responses Selected:**

Yes

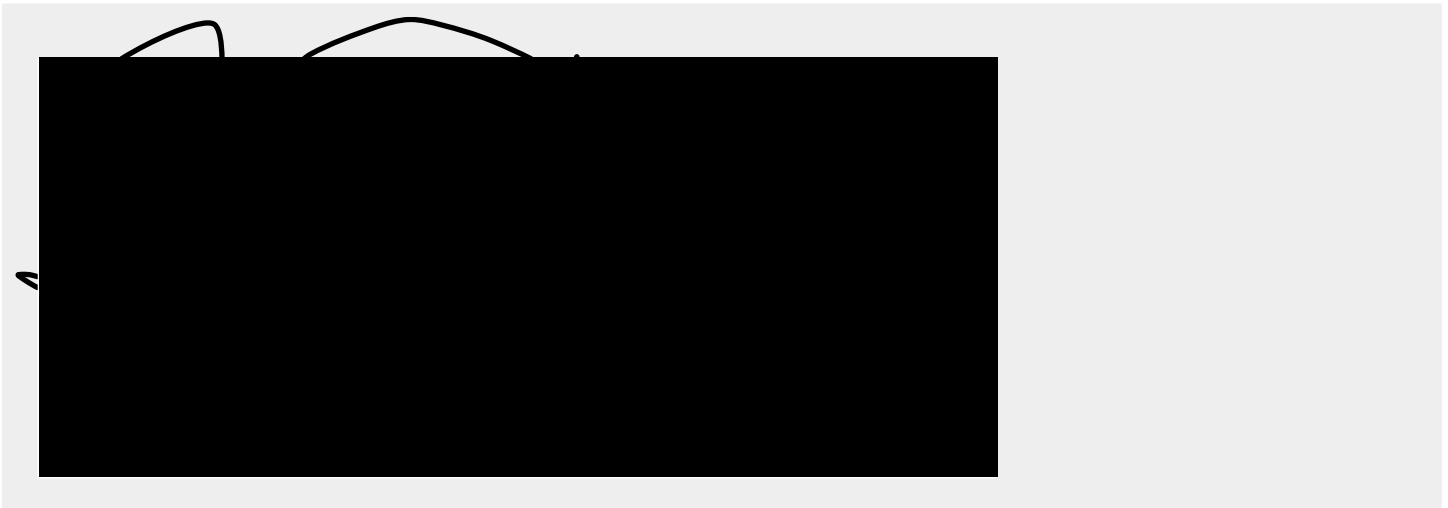
As outlined in ENTRY 10:

Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.

**Responses Selected:**

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2023



Thank you.

**Entry 2 Links to Critical Documents on School Website**

Completed - Aug 1 2023

[Instructions](#)

**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Report when financials have been submitted in November.)

## **Form for Entry 2 Links to Critical Documents on School Website**

School Name: Ivy Hill Preparatory Charter School

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the **link** from the school's website for each of the items:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2022-2023 Annual Report)	<a href="https://www.ivyhillprep.org/files/ugd/1df452_d5b9a35983dc4ba78428f2827b37b1c5.pdf">https://www.ivyhillprep.org/files/ugd/1df452_d5b9a35983dc4ba78428f2827b37b1c5.pdf</a>
2. Board meeting notices, agendas and documents	<a href="https://app2.boardontrack.com/public/ifDB0a/year">https://app2.boardontrack.com/public/ifDB0a/year</a>
3. New York State School Report Card	<a href="https://data.nysed.gov/profile.php?instid=800000090255">https://data.nysed.gov/profile.php?instid=800000090255</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://576414cd-1780-4a26-8016-7b9c1a373b1f.filesusr.com/ugd/1df452_1685db733c284401b706d7c847b1dd4a.pdf">https://576414cd-1780-4a26-8016-7b9c1a373b1f.filesusr.com/ugd/1df452_1685db733c284401b706d7c847b1dd4a.pdf</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	<a href="https://www.ivyhillprep.org/files/ugd/1df452_a5fc5aaad7044cf5a959e09cafe96b64.pdf">https://www.ivyhillprep.org/files/ugd/1df452_a5fc5aaad7044cf5a959e09cafe96b64.pdf</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.ivyhillprep.org/files/ugd/1df452_6d5c4fcd5a2c42719f8eb7bd922249a8.pdf">https://www.ivyhillprep.org/files/ugd/1df452_6d5c4fcd5a2c42719f8eb7bd922249a8.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.ivyhillprep.org/files/ugd/1df452_6d5c4fcd5a2c42719f8eb7bd922249a8.pdf">https://www.ivyhillprep.org/files/ugd/1df452_6d5c4fcd5a2c42719f8eb7bd922249a8.pdf</a>

Thank you.



## Entry 3 Progress Toward Goals

Incomplete

## Instructions

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 3 Progress Toward Goals**

### **PROGRESS TOWARD CHARTER GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

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#### **1. ACADEMIC STUDENT PERFORMANCE GOALS**

**Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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**2022-2023 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

(No response)

**2022-2023 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
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Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				



Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

**4. ORGANIZATION GOALS**

**For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

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**2022-2023 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

(No response)

**6. FINANCIAL GOALS**

**2022-2023 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

**7. Do have more financial goals to add?**

(No response)

**2021-2022 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

**Thank you.**

## Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

### Instructions

#### SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

#### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.**

#### Ivy Hill Preparatory Charter School FST

Filename: Ivy\_Hill\_Preparatory\_Charter\_School\_\_FST.pdf Size: 295.1 kB

## Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

#### Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

Completed - Nov 1 2023

#### Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

### [IH - FY 2022-23 Audit Report \(NYSED Template\)](#)

Filename: IH\_-\_FY\_2022-23\_Audit\_Report\_NYSE\_vCSiK8w.xlsx Size: 75.9 kB

## Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

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PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.

### [12](#)

Filename: 12\_June\_2023.pdf Size: 235.2 kB

## Entry 4d - Financial Contact Information

Completed - Aug 1 2023

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2023**.

## Form for "Financial Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Brandon Parker	<a href="mailto:Bparker@ivyhillprep.org">Bparker@ivyhillprep.org</a>	917-789-8959

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph X. Ciorciari	<a href="mailto:jciorciari@pkfod.com">jciorciari@pkfod.com</a>	914-381-8900	4

## 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Accounting Solutions of NY	Juned Haque	241 West 37th street Suite 1207 NY	<a href="mailto:jhaque@asnyinc.com">jhaque@asnyinc.com</a>	212-461-0074	4

## Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

**SUNY-authorized charter schools** should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### [IH - FY 2023-24 Board Approved Budget \(NYSED Template\)](#)

Filename: IH\_-\_FY\_2023-24\_Board\_Approved\_Bu\_P7XJsrE.xlsx Size: 39.4 kB

## Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

### **Required of ALL Charter Schools**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)

- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### [Disclosure of Financial Interest](#)

Filename: Disclosure\_of\_Financial\_Interest\_.pdf Size: 1.1 MB

### [annual-report-current-and-former-trustee-financial-disclosure-form - TJ Sig](#)

Filename: annual-report-current-and-former-t\_UN9HWXr.pdf Size: 582.6 kB

### [annual-report-current-and-former-trustee-financial-disclosure-form - wnw](#)

Filename: annual-report-current-and-former-t\_9p75qQP.pdf Size: 627.1 kB

### [disclosure of financial interest 2021-22 combined \(1\)](#)

Filename: disclosure\_of\_financial\_interest\_2\_1QnP7oh.pdf Size: 8.7 MB

### [Olisma Annual Disclosure Signed](#)

Filename: Olisma\_Annual\_Disclosure\_Signed.pdf Size: 311.2 kB

## Entry 7 BOT Membership Table

Completed - Aug 1 2023

## Instructions

### Required of ALL charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 7 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

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**1. 2022-2023 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
1	Tanisha James	[REDACTED]	Vice Chair	HOS Eval	Yes	3	07/01/2022	06/30/2023	9
2	Adam Jimenez Schulman	[REDACTED]	Chair	Governance/HOS Eval	Yes	3	07/01/2020	04/02/2023	8
3	Maimone Kane	[REDACTED]	Secretary	Academic	Yes	2	02/01/2020	06/30/2023	10
4	Adam Laniyan	[REDACTED]	Trustee/Member	Finance/Development	Yes	2	02/02/2021	06/30/2024	10
5	Derrick Lewis	[REDACTED]	Trustee/Member	Finance	Yes	2	07/02/2021	06/30/2024	10
6	Winsone Warden	[REDACTED]	Treasurer	Finance/HOSEval	Yes	1	07/01/2022	06/30/2024	10
7	Nancy Olisma	[REDACTED]	Trustee/Member	Governance/HOS/Academic	Yes	1	07/01/2022	06/30/2024	11
8									
9									

**1a. Are there more than 9 members of the Board of Trustees?**

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

- 1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
- 2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2023	5
b.Total Number of Members Added During 2022-2023	2
c. Total Number of Members who Departed during 2022-2023	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

**3. Number of Board meetings held during 2022-2023**

12

**4. Number of Board meetings scheduled for 2023-2024**

12

**Total number of Voting Members on June 30, 2023:**

5

**Total number of Voting Members added during the 2022-2023 school year:**

2

**Total number of Voting Members who departed during the 2022-2023 school year:**

1

**Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:**

5

**Total number of Non-Voting Members on June 30, 2023:**

0

**Total number of Non-Voting Members added during the 2022-2023 school year:**

0

**Total number of Non-Voting Members who departed during the 2022-2023 school year:**

0

**Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:**

0

Thank you.

## Entry 8 Board Meeting Minutes

Completed - Aug 1 2023

### **Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2023**.

#### **[2022 12 12 board meeting minutes](#)**

Filename: 2022\_12\_12\_board\_meeting\_minutes.pdf Size: 230.6 kB

#### **[2022 11 28 board meeting minutes \(2\)](#)**

Filename: 2022\_11\_28\_board\_meeting\_minutes\_2.pdf Size: 235.6 kB

#### **[2023 05 01 board meeting minutes](#)**

Filename: 2023\_05\_01\_board\_meeting\_minutes.pdf Size: 243.1 kB

#### **[2023 01 23 board meeting minutes](#)**

Filename: 2023\_01\_23\_board\_meeting\_minutes.pdf Size: 239.1 kB

#### **[2023 05 22 board meeting minutes](#)**

Filename: 2023\_05\_22\_board\_meeting\_minutes.pdf Size: 242.9 kB

#### **[2023 02 27 board meeting minutes](#)**

Filename: 2023\_02\_27\_board\_meeting\_minutes.pdf Size: 233.4 kB

#### **[2023 06 26 board meeting minutes](#)**

Filename: 2023\_06\_26\_board\_meeting\_minutes.pdf Size: 301.1 kB

#### **[2023 03 27 board meeting minutes](#)**

Filename: 2023\_03\_27\_board\_meeting\_minutes.pdf Size: 292.2 kB

#### **[2022 10 24 board meeting minutes](#)**

Filename: 2022\_10\_24\_board\_meeting\_minutes.pdf Size: 249.4 kB

#### **[2022 08 29 board meeting minutes](#)**

Filename: 2022\_08\_29\_board\_meeting\_minutes.pdf Size: 230.1 kB

## [2022\\_07\\_25\\_board\\_meeting\\_minutes\(1\)](#)

Filename: 2022\_07\_25\_board\_meeting\_minutes\_1.pdf Size: 243.5 kB

# Entry 9 Enrollment & Retention

Completed - Aug 1 2023

## [Instructions for submitting Enrollment and Retention Efforts](#)

### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2023-2024.

### \*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

# Entry 9 Enrollment and Retention of Special Populations

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**Good Faith Efforts to Meet Recruitment Targets (Attract)**

	Describe Recruitment Efforts in 2022-2023	Describe Recruitment Plans in 2023-2024
Economically Disadvantaged	<p>We have and will continue to hold virtual information sessions, table and canvas, and host virtual Open Houses for prospective families. During Virtual Open Houses, parents watch videos of Ivy Hill Prep in action during multiple portions of the academic school day. Similar to our in-person Open Houses, we will block off time with families for Q&amp;A's to spend time discussing our special populations, our acceptance of all students, and a detailed plan of how we support and develop all students.</p> <p>This year we led a community campaign #iChooseIHP, where we invited families and teachers to share their testimonies.</p>	<p>We will continue to host family engagement events and canvass the community to form new partnerships.</p>
English Language Learners	<p>To recruit all students, including students with disabilities, economically disadvantaged, or ELLs, we have done the following things:</p> <p>Held virtual information sessions on approximately 15 different occasions.</p> <p>Tabled and canvassed in-person on approximately 10 different occasions at pre-schools in the areas of East Flatbush, Brownsville and East New York where our target population resides</p>	<p>Additionally, we will be partnering with a consultant to survey our internal efforts to reach the desired population.</p>

<p>Students with Disabilities</p>	<p>IHP implements and monitors various recruitment strategies and program services to attract and retain students with disabilities. In the 2020-2021 school year IHP was nine percentage points above our district level for SWD. In 2021-2021 IHP fell a percentage point below the district as some of our SWD relocated out of state. The school plans to continue the practices employed over the previous term, especially practices that supported increased interface between the student support team and SWD's families. All newly enrolled families of SWD's meet with IHPs Student Support Team.</p>	<p>Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.</p>
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**Good Faith Efforts To Meet Enrollment Retention Targets**

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>To retain students who are economically disadvantaged, it's important for us to continue to provide supports to assist these families, such as DOE provided transportation, meals.</p> <p>As a school, we are also very hands-on with our economically disadvantaged families by consistently inquiring about their needs via check-ins and surveys. We've partnered with community organizations to have donated clothing on site in the event that they are in need.</p> <p>We are passionate about events surrounding the holidays to assist families in ensuring these times of the year are as enjoyable and joyous as possible.</p>	<p>Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.</p>
English Language Learners	<p>In fall 2022, IHP also started using Parent Square, a communication platform which allows families to choose which language they would like communications translated into. We will continue using this platform as it has greatly increased parent engagement. Additionally, the operations teams work with Schoolmint and their outreach team to have all registration documents translated into popular languages in the area - Spanish and French Creole. A plug-in was also added to the school website, which allows families to translate it into whichever language they prefer. We hope that more inclusive marketing materials</p>	<p>Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.</p>



	will reach more families with home languages other than English.	
Students with Disabilities	<p>To continue to retain students with disabilities, Ivy Hill Prep will continue to:</p> <p>1) ensure parents of SWD have meetings with our Assistant Head of School and Student Support team prior to their start at our school. This ensures that parents' needs are heard and communicated, and a collaborative relationship is formed from the onset.</p> <p>2) create UJIMA plans that outline the goals for each student participating in our RTI. UJIMA plans clearly outline the responsibilities of all constituents to ensure the success of students with disabilities</p>	Ivy Hill Prep plans to continue to all initiatives that were in place in the year prior.

## Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

## Form for "Entry 10 – Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## A. TEACH System – Employee Clearance

### Required of ALL Charter Schools

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

#### 1. Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## B. Emergency Conditional Clearances

### Emergency Conditional Clearances

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### Attestation

#### Responses Selected:

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2023

### Instructions

#### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## Entry 11 Uncertified Teachers

School Name:

---

# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	19
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	1
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	3
Total Category A: 5 or 30% whichever is less	23.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. Mathematics	
ii. Science	
iii. Computer Science	
iv. Technology	
v. Career and Technical Education	0
<b>Total Category B: not to exceed 5</b>	<b>0.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023)	
<b>Total Category C: not to exceed 5</b>	<b>0</b>

**TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	23

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	0

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	23

Thank you.



**Entry 12 Organization Chart**

Completed - Aug 1 2023

[Instructions](#)

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

## [Charter Revision IHP Organizational Chart Updates \(1\)\(1\)](#)

Filename: Charter\_Revision\_IHP\_Organizational\_WAtRxdf.pdf Size: 34.3 kB

## Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

### Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools "... *unless the school's charter requires more instructional time than is required under the regulations.*"

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## [2022 23 Academic Calendar](#)

Filename: 2022\_23\_Academic\_Calendar.pdf Size: 347.7 kB

## Entry 14 Staff Roster

Completed - Aug 1 2023

### [INSTRUCTIONS](#)

### Required of Regents and NYCDOE-authorized Charter Schools ONLY

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees (all faculty and staff employed by the school during the 2022-2023 school year).

**Use of the 2022-2023 Annual Report Faculty/Staff Roster Template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required.**

**Reminders:** Please use the Notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	Select your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	Select your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.

TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

### [Staff Roster 23](#)

Filename: Staff\_Roster\_23.xlsx Size: 20.6 kB

## Optional Additional Documents to Upload (BOR)

Incomplete



**Ivy Hill Preparatory Charter School**

Financial Statements

June 30, 2023 and 2022



## **Independent Auditors' Report**

**Board of Trustees  
Ivy Hill Preparatory Charter School**

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the accompanying financial statements of Ivy Hill Preparatory Charter School (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Ivy Hill Preparatory Charter School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Ivy Hill Preparatory Charter School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Change in Accounting Policy***

As discussed in Note 2 to the financial statements, Ivy Hill Preparatory Charter School adopted Financial Accounting Standards Board ("FASB") Topic 842, *Leases*, which resulted in the recognition of a right of use asset and related lease liability effective July 1, 2022. Our opinion is not modified with respect to that matter.

#### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Ivy Hill Preparatory Charter School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Ivy Hill Preparatory Charter School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Ivy Hill Preparatory Charter School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

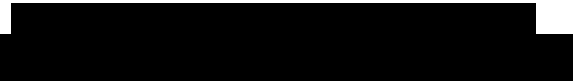
**Board of Trustees**

Ivy Hill Preparatory Charter School

Page 3

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 20, 2023, on our consideration of Ivy Hill Preparatory Charter School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Ivy Hill Preparatory Charter School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Ivy Hill Preparatory Charter School's internal control over financial reporting and compliance.



Harrison, New York

October 20, 2023

## Ivy Hill Preparatory Charter School

### Statements of Financial Position

	June 30,	
	2023	2022
<b>ASSETS</b>		
Current Assets		
Cash	\$ 2,385,554	\$ 3,151,913
Grants and contracts receivable	456,525	118,952
Prepaid expenses and other current assets	30,692	22,348
Total Current Assets	2,872,771	3,293,213
Property and equipment, net	441,503	279,480
Right of use assets - operating lease, net	13,257,377	-
Security deposit	312,500	93,750
Restricted cash	100,000	75,000
	<b>\$ 16,984,151</b>	<b>\$ 3,741,443</b>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 151,475	\$ 162,498
Accrued payroll and payroll taxes	143,875	132,901
Operating lease liability	950,058	-
Refundable advances	-	9,261
Deferred rent, current portion	-	201,938
Total Current Liabilities	1,245,408	506,598
Operating lease liability, less current portion	14,464,072	-
Deferred rent	-	1,877,877
Total Liabilities	15,709,480	2,384,475
Net assets, without donor restrictions	1,274,671	1,356,968
	<b>\$ 16,984,151</b>	<b>\$ 3,741,443</b>

See notes to financial statements

## Ivy Hill Preparatory Charter School

Statement of Activities  
Year Ended June 30, 2023

### REVENUE AND SUPPORT

State and local per pupil operating revenue	\$ 4,190,924
State and local per pupil facilities funding	1,125,508
Federal grants	512,353
State and city grants	65,936
Contributions and grants	1,550
Interest income	<u>3,559</u>
Total Revenue and Support	<u>5,899,830</u>

### EXPENSES

Program Services	
Regular education	3,859,497
Special education	<u>1,450,509</u>
Total Program Services	5,310,006
Supporting Services	
Management and general	657,467
Fundraising	<u>14,654</u>
Total Expenses	<u>5,982,127</u>

Change in Net Assets (82,297)

### NET ASSETS, WITHOUT DONOR RESTRICTIONS

Beginning of year	<u>1,356,968</u>
End of year	<u>\$ 1,274,671</u>

Ivy Hill Preparatory Charter School

Statement of Activities  
Year Ended June 30, 2022

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE AND SUPPORT</b>			
State and local per pupil operating revenue	\$ 4,180,989	\$ -	\$ 4,180,989
State and local per pupil facilities funding	1,000,000	-	1,000,000
Federal grants	340,656	-	340,656
Contributions and grants	4,649	-	4,649
Other revenue	20,207	-	20,207
Net assets released from restrictions	10,000	(10,000)	-
Total Revenue and Support	<u>5,556,501</u>	<u>(10,000)</u>	<u>5,546,501</u>
<b>EXPENSES</b>			
Program Services			
Regular education	3,272,568	-	3,272,568
Special education	1,090,455	-	1,090,455
Total Program Services	4,363,023	-	4,363,023
Supporting Services			
Management and general	523,992	-	523,992
Fundraising	9,047	-	9,047
Total Expenses	<u>4,896,062</u>	<u>-</u>	<u>4,896,062</u>
Change in Net Assets	660,439	(10,000)	650,439
<b>NET ASSETS</b>			
Beginning of year	<u>696,529</u>	<u>10,000</u>	<u>706,529</u>
End of year	<u>\$ 1,356,968</u>	<u>\$ -</u>	<u>\$ 1,356,968</u>

Ivy Hill Preparatory Charter School

Statement of Functional Expenses  
Year Ended June 30, 2023

	No. of Positions	Program Services			Management and General	Fundraising	Total
		Regular Education	Special Education	Total			
Personnel Services Costs							
Administrative staff personnel	7	\$ 252,924	\$ 72,545	\$ 325,469	\$ 310,993	\$ 12,158	\$ 648,620
Instructional personnel	27	1,169,156	455,511	1,624,667	-	-	1,624,667
Non-instructional personnel	1	37,188	45,628	82,816	-	-	82,816
Total Personnel Services Costs	35	1,459,268	573,684	2,032,952	310,993	12,158	2,356,103
Fringe benefits and payroll taxes		282,701	111,139	393,840	60,248	2,355	456,443
Legal fees		-	-	-	7,316	-	7,316
Accounting/audit services		-	-	-	111,604	-	111,604
Other purchased/professional/consulting services		253,735	108,662	362,397	29,115	141	391,653
Building and land rent		943,760	406,543	1,350,303	101,636	-	1,451,939
Repairs and maintenance		218,312	94,042	312,354	23,510	-	335,864
Insurance		35,439	15,266	50,705	3,817	-	54,522
Supplies and materials		124,305	22,333	146,638	-	-	146,638
Equipment/furnishings		14,315	2,570	16,885	-	-	16,885
Staff development		177,319	31,838	209,157	-	-	209,157
Marketing/recruitment		42,050	7,550	49,600	-	-	49,600
Technology		106,238	19,075	125,313	-	-	125,313
Student services		56,368	10,121	66,489	-	-	66,489
Office expense		55,982	9,899	65,881	-	-	65,881
Depreciation and amortization		72,109	31,428	103,537	7,857	-	111,394
Other		17,596	6,359	23,955	1,371	-	25,326
Total Expenses		<u>\$ 3,859,497</u>	<u>\$ 1,450,509</u>	<u>\$ 5,310,006</u>	<u>\$ 657,467</u>	<u>\$ 14,654</u>	<u>\$ 5,982,127</u>



Ivy Hill Preparatory Charter School

Statement of Functional Expenses  
Year Ended June 30, 2022

	No. of Positions	Program Services			Management and General	Fundraising	Total
		Regular Education	Special Education	Total			
Personnel Services Costs							
Administrative staff personnel	7	\$ 156,629	\$ 116,416	\$ 273,045	\$ 216,814	\$ 7,512	\$ 497,371
Instructional personnel	23	1,058,495	242,078	1,300,573	-	-	1,300,573
Non-instructional personnel	1	30,848	40,219	71,067	-	-	71,067
Total Personnel Services Costs	31	1,245,972	398,713	1,644,685	216,814	7,512	1,869,011
Fringe benefits and payroll taxes		231,783	74,170	305,953	40,333	1,397	347,683
Legal fees		-	-	-	26,519	-	26,519
Accounting/audit services		-	-	-	98,322	-	98,322
Other purchased/professional/consulting services		128,905	52,984	181,889	15,405	138	197,432
Building and land rent		943,759	406,542	1,350,301	101,637	-	1,451,938
Repairs and maintenance		132,066	56,890	188,956	14,222	-	203,178
Insurance		31,198	13,439	44,637	3,360	-	47,997
Supplies and materials		81,329	10,128	91,457	-	-	91,457
Equipment/furnishings		9,689	1,138	10,827	-	-	10,827
Staff development		121,751	14,438	136,189	45	-	136,234
Marketing/recruitment		78,367	9,208	87,575	-	-	87,575
Technology		90,720	10,660	101,380	-	-	101,380
Student services		41,978	4,932	46,910	-	-	46,910
Office expense		60,426	7,100	67,526	-	-	67,526
Depreciation and amortization		55,549	23,928	79,477	5,980	-	85,457
Other		19,076	6,185	25,261	1,355	-	26,616
Total Expenses		<u>\$ 3,272,568</u>	<u>\$ 1,090,455</u>	<u>\$ 4,363,023</u>	<u>\$ 523,992</u>	<u>\$ 9,047</u>	<u>\$ 4,896,062</u>

## Ivy Hill Preparatory Charter School

### Statements of Cash Flows

	Year Ended June 30,	
	2023	2022
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ (82,297)	\$ 650,439
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	111,394	85,457
Amortization of right of use asset - operating lease	997,573	-
Deferred rent	-	451,939
Changes in operating assets and liabilities		
Grants and contracts receivable	(337,573)	(73,787)
Prepaid expenses and other current assets	(8,344)	67,151
Security deposit	(218,750)	-
Accounts payable and accrued expenses	(11,023)	79,421
Operating lease liability	(920,635)	-
Refundable advances	(9,261)	(14,484)
Accrued payroll and payroll taxes	10,974	67,448
Net Cash from Operating Activities	(467,942)	1,313,584
<b>CASH FLOWS FROM INVESTING ACTIVITY</b>		
Purchases of property and equipment	(273,417)	(60,944)
Net Change in Cash and Restricted Cash	(741,359)	1,252,640
<b>CASH AND RESTRICTED CASH</b>		
Beginning of year	3,226,913	1,974,273
End of year	\$ 2,485,554	\$ 3,226,913
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash paid for amounts included in the measurement of lease liabilities	\$ 1,266,698	\$ -
ROU assets recognized upon in exchange for operating lease liability	52,464	-

See notes to financial statements

# Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2023 and 2022

## 1. Organization and Tax Status

Ivy Hill Preparatory Charter School (the “School”) is a New York State, not-for-profit educational corporation that was incorporated on August 23, 2019 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on August 23, 2019 valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The charter expires on June 30, 2024. The School’s mission is to educate kindergarten through fifth grade scholars to thrive in middle and high schools, graduate from the college of their choice, and access lives of promise and opportunity through high quality curriculum and instruction, intentional leadership development, and a commitment to excellence. The School provided education to approximately 212 students in kindergarten through fourth grade during the 2022-2023 academic year.

The New York City Department of Education provides free lunches directly to the School’s students. Such costs are not included in these financial statements. The Office of Pupil Transportation provides free transportation to students during the district’s school days.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

## 2. Summary of Significant Accounting Policies

### ***Basis of Presentation and Use of Estimates***

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America (“U.S. GAAP”), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

### ***Adoption of New Accounting Policies***

#### *Leases (Topic 842)*

In February 2016, the Financial Accounting Standards Board issued Accounting Standards Update (“ASU”) No. 2016-02, *Leases (Topic 842)*, which requires schools that lease assets (lessees) to recognize the assets and related liabilities for the rights and obligations created by the leases on the statement of financial position for leases with terms exceeding 12 months. ASU No. 2016-02 defines a lease as a contract or part of a contract that conveys the right to control the use of identified assets for a period of time in exchange for consideration. The lessee in a lease will be required to initially measure the right-of-use asset and the lease liability at the present value of the remaining lease payments, as well as capitalize initial direct costs as part of the right-of-use asset.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2023 and 2022

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Adoption of New Accounting Policies (continued)***

##### *Leases (Topic 842) (continued)*

The School adopted the requirements of the new standard effective July 1, 2022, using the modified retrospective transition method, which applies the provisions of the standard at the effective date without any adjustment to the comparative periods presented. The School adopted the following practical expedients and elected the following accounting policies related to this standard: Carry forward of historical lease classifications and accounting treatment.

Accordingly, the School will recognize lease payments on a straight-line basis over the lease term and variable payments in the period when the corresponding obligation is incurred. As a result of the adoption of the new lease accounting guidance on July 1, 2022, the School recognized a lease liability of \$16,334,765 that represents the present value of the operating lease payments of \$19,432,721, discounted with a risk-free interest rate using the treasury bond rate for 20 years of 3.35%, 10 years of 2.88%, and 3 years of 2.82%, and a right of use ("ROU") asset of \$16,334,765. The standard did not materially impact the statement of activities and cash flows.

#### ***Net Asset Presentation***

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

*Net assets without donor restrictions* – consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

*Net assets with donor restrictions* – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. The School had no net assets with donor restrictions at June 30, 2023.

#### ***Restricted Cash***

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2023 and 2022

### 2. Summary of Significant Accounting Policies *(continued)*

#### ***Restricted Cash (continued)***

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts shown in the statements of cash flows at June 30:

	2023	2022
Cash	\$ 2,385,554	\$ 3,151,913
Restricted cash	100,000	75,000
	<u>\$ 2,485,554</u>	<u>\$ 3,226,913</u>

#### ***Property and Equipment***

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$5,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Furniture and fixtures	7 years
Computers and equipment	3 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2023 and 2022.

#### ***Leases***

The School accounts for leases under Accounting Standards Update (ASU) No. 2016-02, Leases. The School determines if an arrangement is a lease at inception. Leases are included in ROU assets and lease liabilities in the statements of financial position. All leases are recorded on the statements of financial position.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2023 and 2022

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Leases (continued)***

Operating lease ROU assets and lease liabilities are recognized at the lease commencement date based on the present value of the lease payments over the lease term. The School has made an accounting policy election to use a risk-free rate, determined using a period comparable with that of the lease term, to discount future lease payments. ROU assets also include adjustments related to lease payments made and lease incentives received at or before the commencement date. At lease commencement, lease liabilities are recognized based on the present value of the remaining lease payments and discounted using the School's risk-free rate. Operating lease cost is recognized on a straight-line basis over the lease term within building and land rent in the accompanying statements of functional expenses. Lease and non-lease components of lease agreements are accounted for separately. Lease terms may include options to extend or terminate the lease. When it is reasonably certain that the School will exercise that option, such amounts are included in the ROU assets and lease liabilities.

#### ***Refundable Advances***

The School records certain government operating revenue and summer program fees as refundable advances until related services are performed, at which time they are recognized as revenue.

#### ***Revenue and Support***

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as net assets with donor restrictions support if they are received with donor stipulations. Contributions and grants that are made to support the School's current year activities are recorded as net assets without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

#### ***Marketing and Recruitment***

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2023 and 2022 was \$49,600 and \$87,575.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2023 and 2022

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Functional Expense Allocation***

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses such as personnel services costs, fringe benefits and payroll taxes, other purchased, professional and consulting services, building and land rent, and repairs and maintenance have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

#### ***Accounting for Uncertainty in Income Taxes***

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for years prior to June 30, 2020.

#### ***Subsequent Events Evaluation by Management***

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 20, 2023.

### 3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

### 4. Property and Equipment

Property and equipment, net consists of the following at June 30:

	2023	2022
Furniture and fixtures	\$ 126,374	\$ 120,809
Computers and equipment	392,801	197,222
Leasehold improvements	231,273	159,000
	<u>750,448</u>	<u>477,031</u>
Accumulated depreciation and amortization	(308,945)	(197,551)
	<u>\$ 441,503</u>	<u>\$ 279,480</u>

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2023 and 2022

### 5. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30:

	2023	2022
Cash	\$ 2,385,554	\$ 3,151,913
Grants and contracts receivable	456,525	118,952
	<u>\$ 2,842,079</u>	<u>\$ 3,270,865</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in liquid instruments until it is required for operational use. The School will continue to rely on funding received from the New York City Department of Education to cover its future operating costs (see Note 7).

### 6. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation ("FDIC") limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2023 and 2022, approximately \$2,236,000 and \$2,977,000 of cash was maintained with institutions in excess of FDIC limits.

### 7. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2023 and 2022, the School received approximately 90% and 93% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School's finances could be materially adversely affected.

### 8. Lease Commitments

#### *Facility Lease*

On March 22, 2019, the School signed a lease agreement with Nazareth Regional High School to lease office and classroom space under a non-cancelable lease expiring June 30, 2034 and paid a security deposit in the amount of \$93,750. The School moved into this space on July 1, 2019.



## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2023 and 2022

### 8. Lease Commitments (*continued*)

#### ***Equipment lease***

On August 1, 2022, the School entered into a non-cancelable lease for a copy machine expiring July 31, 2025.

Right of use assets consist of the following at June 30, 2023:

Right of use assets - operating lease	\$ 14,254,950
Less: accumulated amortization	<u>(997,573)</u>
	<u>\$ 13,257,377</u>
Weighted average remaining lease term	10.98 years
Weighted average discount rate	2.97%

The future minimum lease payments under the facility and equipment leases are as follows for the years ending June 30:

2024	\$ 1,393,216
2025	1,548,216
2026	1,562,118
2027	1,591,812
2028	1,623,648
Thereafter	<u>10,447,013</u>
Total minimum lease payments	18,166,023
Present value discount	<u>(2,751,893)</u>
Present value of lease liabilities	15,414,130
Current portion	<u>(950,058)</u>
Lease liabilities, less current portion	<u>\$ 14,464,072</u>

Lease expense under both leases for the years ended June 30, 2023 and 2022 was \$1,471,493 and \$1,451,938 and included in building and land rent and office expense in the 2023 statement of functional expenses.

### 9. Net Assets with Donor Restrictions

For the year ended June 30, 2021, net assets with donor restrictions in the amount of \$10,000 were restricted for a computer science program and were released from donor restrictions during the year ended June 30, 2022.

## Ivy Hill Preparatory Charter School

Notes to Financial Statements  
June 30, 2023 and 2022

### 10. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

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**Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards**

**Independent Auditors' Report**

**Board of Trustees  
Ivy Hill Preparatory Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Ivy Hill Preparatory Charter School (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 20, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

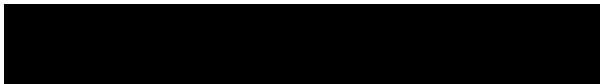
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Harrison, New York  
October 20, 2023

JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051



Primary Account: [REDACTED]  
For the Period 6/1/23 to 6/30/23

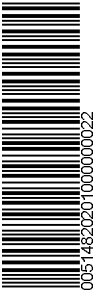
00051482 DPB 802 211 18223 NNNNNNNNNN 1 000000000 D1 0000  
IVY HILL PREPARATORY CHARTER SCHOOL  
ESCROW ACCOUNT  
475 E 57TH ST  
BROOKLYN NY 11203-6010

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### J.P. Morgan Team

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Banking Service Team (877) 576-2818  
Banking Service Team  
For assistance after business hours, 7 days a week. (800) 576-6209  
We accept operator relay calls  
Online access: [www.jpmorganonline.com](http://www.jpmorganonline.com)



## JPMorgan Classic Business Checking

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Checking Account Summary	Instances	Amount
Beginning Balance		100,000.00
Ending Balance	0	\$100,000.00

You now have more time to let us know about certain check errors on your account



Primary Account: 000000758158724

For the Period 6/1/23 to 6/30/23

██████████  
IVY HILL PREPARATORY CHARTER SCHOOL  
ESCROW ACCOUNT

In June we increased the timeframe for when you can make a claim for checks drawn on your account that have either been altered or that you did not authorize. You now have up to 60 days from when we make a statement available to make a claim on these items in order to be considered for reimbursement.

We've updated the **Safeguarding Your Information** section in our Deposit Account Agreement to reflect this change as well as provide additional information about our check claims process.

If you'd like a copy of the Deposit Account Agreement, please visit [chase.com/business/disclosures](https://chase.com/business/disclosures), visit a branch or call us at the number on this statement. We also accept operator relay calls.

*Please note this account had no activity during this statement period. The date of last activity for this account was 08/15/22.*

## Fees and Charges for Deposit Accounts

### Fees

Description	Volume	Allowed	Excess	Unit Price	Fees
██████████ Monthly Service Fee	1.00	0	1	0.00	0.00
<b>Total Fees</b>					<b>\$0.00</b>



Primary Account: [REDACTED]

For the Period 6/1/23 to 6/30/23

## Important Information About Your Statement

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### In Case of Errors or Questions About Your Electronic Funds Transfers

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Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

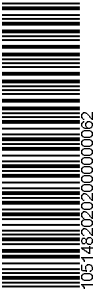
For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

### In Case of Errors or Questions About Non-Electronic Transactions:

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Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Deposit Account Agreement or other applicable account agreement that governs your account.

Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC.





Primary Account: 000000758158724

For the Period 6/1/23 to 6/30/23

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**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Maimouna Kane

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**Name of Charter School Education Corporation:**

Ivy Hill Prep

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you **and/or** your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with **and/or** doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_

**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

\_\_\_\_\_

08/01/23

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

---

**Name of Charter School Education Corporation:**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes      No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

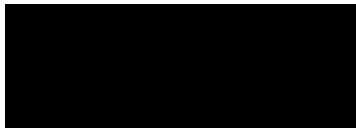
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**Home Telephone:**

 \_\_\_\_\_

**Home Address:**

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

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**Name of Charter School Education Corporation:**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

**Yes          No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes          No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

-

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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**Signature**

**Date**

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- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Tanisha James

---

**Name of Charter School Education Corporation:**

Ivy Hill Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
  - Trustee
  - Vice Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

[Redacted]

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**Home Telephone:**

[Redacted]

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**Home Address:**

[Redacted]

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[Redacted Signature]

7-25-2022

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Adam Jimenez-Schulman

---

**Name of Charter School Education Corporation:**

Ivy Hill Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



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**Business Telephone:**

[Redacted]

**Business Address:**

[Redacted]

**E-mail Address:**

[Redacted]

**Home Telephone:**

[Redacted]

**Home Address:**

[Redacted]

[Redacted Signature]

06/21/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Maimouna Kane

---

**Name of Charter School Education Corporation:**

Ivy Hill Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Secretary  
Academic Committee Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED]

07/25/2022

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Derrick H. Lewis

---

**Name of Charter School Education Corporation:**

Ivy Hill Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

N/A

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**Business Address:**

N/A

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**E-mail Address:**

[Redacted]

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**Home Telephone:**

[Redacted]

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**Home Address:**

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: 2022.07.25 18:53:39 -04'00'

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**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Adam Laniyan

---

**Name of Charter School Education Corporation:**

IVY HILL PREPARATORY CHARTER SCHOOL

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Board of Trustees on Finance & Development committees.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

[REDACTED]

**Business Address:**

[REDACTED]

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

[REDACTED SIGNATURE] 07/25/22  
\_\_\_\_\_  
**Signature** **Date**

- Acceptable signature formats include:
- Digitally certified PDF signature
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**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Marsha Michael

---

**Name of Charter School Education Corporation:**

Ivy Hill Preparatory Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Previously held position of board chair until 2020

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

N/A

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

N/A

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

*This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.*

**Business Telephone:**

[Redacted]

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**Business Address:**

[Redacted]

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**E-mail Address:**

[Redacted]

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**Home Telephone:**

[Redacted]

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**Home Address:**

[Redacted]

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[Redacted]

July 26, 2022

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**Signature**

**Date**

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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Nataki Williams

---

**Name of Charter School Education Corporation:**

Ivy Hill Prep Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Board Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

[Redacted]

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**Home Telephone:**

[Redacted]

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**Home Address:**

[Redacted]

---

[Redacted Signature]

07/29/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
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*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Nancy Olisma

---

**Name of Charter School Education Corporation:**

Ivy Hill Prep

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Interim Board Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

Yes  No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

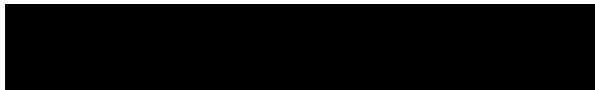
Nancy.Olisma@gmail.com  
\_\_\_\_\_

**Home Telephone:**

217.266.6700  
\_\_\_\_\_

**Home Address:**

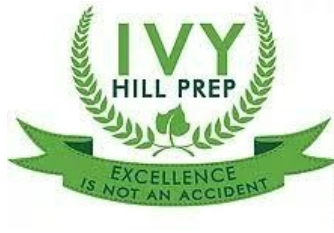
500 Mill Street, Ivy Hill, NY 11905  
\_\_\_\_\_

	Nancy Olisma 22:01:19	8/1/2023
<hr/>		
<b>Signature</b>		<b>Date</b>

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## Ivy Hill Prep Charter School

### Minutes

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

---

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

Monday December 12, 2022 at 6:30 PM

##### **Location**

Via zoom link at <https://us02web.zoom.us/j/82354088638>

Trustees must have their video capacity enabled for meeting/voting purposes.

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##### **Directors Present**

A. Jimenez-Schulman (remote), N. Olisma (remote), T. James (remote), W. Nevins-Warden (remote)

##### **Directors Absent**

A. Laniyan, D. Lewis, M. Kane

##### **Guests Present**

A. Coleman (remote), B. Parker (remote), Cliff Schneider (remote), J. Haque (remote)

---

#### **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 Dec 12, 2022 at 6:34 PM.

##### **B. Record Attendance**



### C. Approve Minutes

W. Nevins-Warden made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 11-28-22.

T. James seconded the motion.

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

#### Roll Call

W. Nevins-Warden	Aye
A. Laniyan	Absent
M. Kane	Absent
D. Lewis	Absent
A. Jimenez-Schulman	Aye
N. Olisma	Aye
T. James	Aye

### D. Approve agenda

T. James made a motion to Approve agenda.

N. Olisma seconded the motion.

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

#### Roll Call

M. Kane	Absent
T. James	Aye
N. Olisma	Aye
W. Nevins-Warden	Aye
A. Laniyan	Absent
A. Jimenez-Schulman	Aye
D. Lewis	Absent

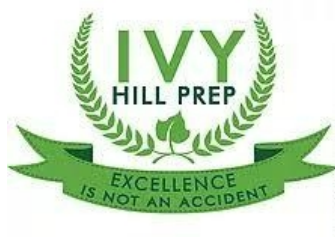
## II. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM.

Respectfully Submitted,  
A. Jimenez-Schulman

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## Ivy Hill Prep Charter School

### Minutes

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

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**Date and Time**

Monday November 28, 2022 at 6:30 PM

**Location**

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

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**Directors Present**

A. Jimenez-Schulman (remote), D. Lewis, N. Olisma (remote), T. James (remote), W. Nevins-Warden (remote)

**Directors Absent**

A. Laniyan, M. Kane

**Directors who arrived after the meeting opened**

D. Lewis

**Guests Present**

A. Coleman (remote), B. Parker (remote), D. Williams (remote)

---

**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 Nov 28, 2022 at 6:33 PM.

**B. Record Attendance****C. Approve Minutes**

T. James made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 10-24-22.

W. Nevins-Warden seconded the motion.

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

**Roll Call**

A. Laniyan	Absent
M. Kane	Absent
D. Lewis	Absent
W. Nevins-Warden	Aye
N. Olisma	Aye
T. James	Aye
A. Jimenez-Schulman	Aye

**D. Approve agenda**

T. James made a motion to Approve agenda.

A. Jimenez-Schulman seconded the motion.

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

**Roll Call**

W. Nevins-Warden	Aye
A. Laniyan	Absent
N. Olisma	Aye
D. Lewis	Absent
M. Kane	Absent
T. James	Aye
A. Jimenez-Schulman	Aye

**II. Governance**

**A. Governance Goals**

**B. Trustee Agreement/ Commitment**

**C. Trustee recruitment**

**D. Website**

**E. Compliance**

**F. Charter Revision**

A. Jimenez-Schulman made a motion to Approve Management's proposal for Y5 charter revision for enrollment, pending implementation of feedback, including metrics, from the Board and inclusion of budget projection.

W. Nevins-Warden seconded the motion.

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

**Roll Call**

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

**Roll Call**

W. Nevins-Warden    Aye  
T. James                Aye

**III. Finance**

**A. Lease Letter Challenge**

D. Lewis arrived at 6:59 PM.

**B. Review Financial Dashboard**

**C. Year-end Financials and Auditor Compliance**

**D. Development**

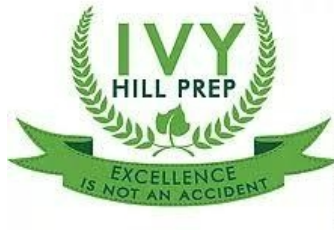
**IV. Closing Items**

**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

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## Ivy Hill Prep Charter School

### Minutes

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

---

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

Monday May 1, 2023 at 6:30 PM

##### **Location**

Via zoom link at <https://us02web.zoom.us/j/82354088638>

trustees must have their video capacity enabled for meeting/voting purposes.

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##### **Directors Present**

A. Laniyan, M. Kane, N. Olisma, T. James, W. Nevins-Warden

##### **Directors Absent**

D. Lewis

---

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

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

N. Olisma called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday May 1, 2023 at 6:34 PM.

##### **B. Record Attendance**

##### **C. Approve Minutes**

W. Nevins-Warden made a motion to Approve March Minutes.

N. Olisma seconded the motion.

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

**Roll Call**

T. James	Absent
W. Nevins-Warden	Aye
A. Laniyan	Aye
D. Lewis	Absent
N. Olisma	Aye
M. Kane	Aye

**D. Approve agenda**

A. Laniyan made a motion to Approve Agenda.

N. Olisma seconded the motion.

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

**Roll Call**

M. Kane	Aye
A. Laniyan	Aye
T. James	Absent
D. Lewis	Absent
W. Nevins-Warden	Aye
N. Olisma	Aye

**II. Finance**

**A. Review Financial Dashboard**

An overview of the Financial report for the month of March was shared with the Board. A question was asked to specify a line item where the HOS provided clarity on the item.

An overview of Revenue, Support, and Expenses was shared with the Board for review and questioning. There was a recommendation to open an account where more interest will accrue within the account which would be beneficial to the school. the Board will do some additional research so that a more informed decision can be made.

**B. Form 990**

N. Olisma made a motion to To approve the 990.

A. Laniyan seconded the motion.

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

**Roll Call**

W. Nevins-Warden	Aye
T. James	Aye
D. Lewis	Absent
M. Kane	Aye
N. Olisma	Aye
A. Laniyan	Aye

### **C. Technology Support Vote**

T. James made a motion to To Approve Technology.

N. Olisma seconded the motion.

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

#### **Roll Call**

N. Olisma	Aye
T. James	Aye
D. Lewis	Absent
W. Nevins-Warden	Aye
M. Kane	Aye
A. Laniyan	Aye

### **D. Lease**

HOS has asked for the support of the Board in the negotiations of the lease as there have been some challenges with finalizing the lease.

### **E. 5 year projections (revisit in March)**

## **III. Governance**

### **A. Trustee recruitment**

A potential new Trustee is in the process of completing the onboarding process.

### **B. Compliance**

The annual report was received by the Head of the School. The Head of School is reviewing the report for accuracy of the report before sharing it with the entire board.

## **IV. Academic Achievement**

### **A. Quick progress update (as applicable)**

School culture updates were shared with the board. Upcoming events for students as well as perfect attendance incentives were shared as well.

HOS shared the Math Interim Assessment to demonstrate the growth of students from the State Exams last school year. HOS shared intervention that the Leadership team has developed to support Teachers and students.

HOS shared highlights of STEP Data for both teachers and students. A discussion was held about notable takeaways or trends that were noticed in the data.

### **B. Enrollment Dashboard**

There are no changes in enrollment from the previous month to the current month. Lottery updates were provided where numbers were given for families that have confirmed and, or have yet to accept enrollment.

Board Chair asked if a column could be added to the enrollment report that provides the charter promises for enrollment. An overview of compliance and planning for year five was shared with the Board.

## **V. Closing Items**

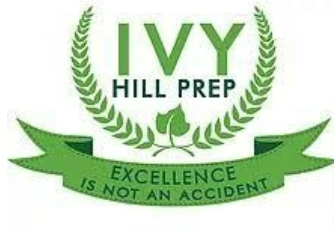
### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:53 PM.

Respectfully Submitted,  
N. Olisma



APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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

Monday January 23, 2023 at 6:30 PM

##### **Location**

Via zoom link at <https://us02web.zoom.us/j/82354088638>

trustees must have their video capacity enabled for meeting/voting purposes.

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##### **Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), M. Kane (remote), N. Olisma (remote), T. James (remote), W. Nevins-Warden (remote)

##### **Directors Absent**

D. Lewis

##### **Guests Present**

Allison Channer, Rakim Jenkins, Valencia Chapmen

---

#### **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 Jan 23, 2023 at 6:30 PM.

##### **B. Record Attendance**

### C. Approve Minutes

T. James made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 12-12-22.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

N. Olisma	Aye
T. James	Aye
A. Laniyan	Aye
W. Nevins-Warden	Absent
D. Lewis	Absent
M. Kane	Aye
A. Jimenez-Schulman	Aye

### D. Approve agenda

A. Jimenez-Schulman made a motion to Approve the agenda.

T. James seconded the motion.

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

#### Roll Call

A. Laniyan	Aye
W. Nevins-Warden	Absent
T. James	Aye
N. Olisma	Aye
M. Kane	Aye
D. Lewis	Absent
A. Jimenez-Schulman	Aye

## II. Governance

### A. Trustee recruitment

Nancy Olisma shared the protocol for inviting prospective candidates to join the board.

### B. Compliance

### C. Staff PTO Policy

Changes made to the PTO staff policy. HOS foresees there may be changes in the future ton the PRTto as well. Adam Jemez Schulman asked a question about the new PEO providing guidance on the adjustments to the PTO.

T. James made a motion to Changes to the PTO.

N. Olisma seconded the motion.

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

**Roll Call**

M. Kane	Aye
D. Lewis	Absent
A. Jimenez-Schulman	Aye
W. Nevins-Warden	Aye
A. Laniyan	Aye
T. James	Aye
N. Olisma	Aye

**III. Academic Achievement**

**A. Review Dashboard and HOS Report**

End-of-year goals were presented for academic achievement and STEP data was presented. The growth of student achievement is present and is showing an upward trend. Math data was shared with the breakdown of student learning. Next month's board meeting will show monthly overtime using IA data. Math data was shared in comparison to students with IEPs. The data shows that 42% of SPED students grew to a STEP level. A suggestion was given to make the SPED and overall Math data have the same layout in terms of color coding. HOS shared an overview of the goals and focus for math as the year continues. Mr. Parker shared that enrollment updates and initiatives. The question asked about enrollment applications and if they are mostly kindergarten, which they were. Non-kindergarten efforts are in partnership with Schoolnet to assist with the enrollment of non-kindergarten families.

**IV. Finance**

**A. Review Financial Dashboard**

Discussion was held about the formal process of board members joining the Friends of Board Members.

**B. Lease Challenge**

**C. 5 year projections**

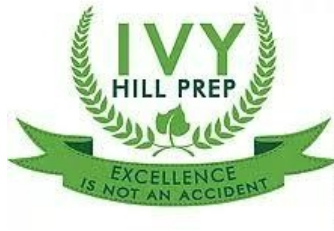
**V. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:57 PM.

Respectfully Submitted,  
A. Jimenez-Schulman

APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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

Monday May 22, 2023 at 6:30 PM

##### **Location**

Via zoom link at <https://us02web.zoom.us/j/82354088638>

trustees must have their video capacity enabled for meeting/voting purposes.

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##### **Directors Present**

A. Laniyan (remote), M. Kane (remote), N. Olisma (remote), T. James (remote), W. Nevins-Warden (remote)

##### **Directors Absent**

D. Lewis

##### **Guests Present**

A. Coleman (remote)

---

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

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

N. Olisma called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday May 22, 2023 at 6:33 PM.

##### **B. Record Attendance**

### C. Approve Minutes

W. Nevins-Warden made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 05-01-23.

T. James seconded the motion.

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

#### Roll Call

W. Nevins-Warden	Aye
D. Lewis	Absent
T. James	Aye
A. Laniyan	Aye
M. Kane	Aye
N. Olisma	Aye

### D. Approve agenda

A. Laniyan made a motion to Approve agenda.

W. Nevins-Warden seconded the motion.

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

#### Roll Call

M. Kane	Aye
W. Nevins-Warden	Aye
T. James	Aye
N. Olisma	Aye
D. Lewis	Absent
A. Laniyan	Aye

## II. Governance

### A. Trustee recruitment

There are two prospective trustees in the process of onboarding.

### B. Compliance

All documents were submitted for the upcoming charter renewal. A point of contact will be assigned to IHP shortly.

## III. Finance

### A. Review Financial Dashboard

There have been no changes that have been made to the financials. Additionally, the school is in good standing in regard to financials.

## B. ICS Banking System for Savings Account

N. Olisma made a motion to To approve ICS Banking System for Savings account.

A. Laniyan seconded the motion.

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

### Roll Call

M. Kane	Aye
A. Laniyan	Aye
D. Lewis	Absent
N. Olisma	Aye
T. James	Aye
W. Nevins-Warden	Aye

## C. Lease

The conversation continues in regard to the lease negotiation for space as the school grows. Participants are needed to join the Friends Of the Board is asked to tap into their networks in order begin this process.

## D. 5 year projections

A high-level overview of the budget was provided by HOS for the 2023-2024 school year. Additional funding will be provided in order to have after-school activities for the upcoming school year. The science curriculum outlined in the charter will need to be purchased for 5th grade. A question was asked about a line item in regard to the DOO and certification.

## IV. Academic Achievement

### A. Quick progress update (as applicable)

**Staffing update:** IHP is in good standing with teachers committing to return for the following school year. **Instructional updates:** EOY assessments are currently in progress i.e. STEP, IA's, and MAP. **Family Engagement:** IHP staff are leaning in to be able to increase the number of families completing the end-of-year survey. **Enrollment:** IHP current enrollment is 197. Lottery updates were provided as well as deadlines for families to communicate decisions. Discussion was held about initiatives to increase the number of applicants.

### B. Enrollment Dashboard

## V. Other Business

### A.

**Executive session (as needed)**

N. Olisma made a motion to Executive session.

T. James seconded the motion.

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

**Roll Call**

M. Kane	Aye
T. James	Aye
A. Laniyan	Aye
W. Nevins-Warden	Aye
N. Olisma	Aye
D. Lewis	Absent

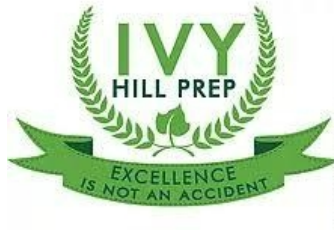
**VI. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:32 PM.

Respectfully Submitted,

N. Olisma



# Ivy Hill Prep Charter School

## Minutes

### Board of Trustees Meeting - Ivy Hill Prep

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#### Date and Time

Monday February 27, 2023 at 6:30 PM

#### Location

Via zoom link at <https://us02web.zoom.us/j/82354088638>

trustees must have their video capacity enabled for meeting/voting purposes.

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#### Directors Present

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote), M. Kane (remote), N. Olisma (remote), W. Nevins-Warden (remote)

#### Directors Absent

T. James

#### Guests Present

A. Coleman (remote), B. Parker (remote)

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### I. Opening Items

#### A. Call the Meeting to Order

N. Olisma called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Feb 27, 2023 at 6:37 PM.

#### B. Record Attendance



### C. Approve Minutes

A. Laniyan made a motion to approve the minutes from Make-up Board Meeting on 02-06-23.

W. Nevins-Warden seconded the motion.

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

#### Roll Call

A. Jimenez-Schulman	Aye
T. James	Absent
W. Nevins-Warden	Aye
D. Lewis	Aye
M. Kane	Aye
A. Laniyan	Aye
N. Olisma	Aye

### D. Approve agenda

D. Lewis made a motion to Approve the agenda.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

A. Laniyan	Aye
A. Jimenez-Schulman	Aye
N. Olisma	Aye
M. Kane	Aye
D. Lewis	Aye
T. James	Absent
W. Nevins-Warden	Aye

## II. Governance

### A. Trustee recruitment

Currently, there are prospective Board Members that are currently visiting committee meetings. Nancy Olisma encouraged Board members to tap into networks to continue to grow the Board.

### B. Compliance

The school is in a holding pattern waiting for a replacement from NYSED. Additionally, IHP is waiting for the school visit report.

### C. General updates

## III. Academic Achievement

### A.

### **Quick progress update (as applicable)**

There are two assessments that remain for the remainder of the year. The final assessment to reach academic goals will be administered in May. The IA in May will be the culmination of all skills students have been assessed on throughout the year.

The state exam for 3rd graders will occur in April. HOS is very intentional about identifying math skills to be taught to students that will assist them in feeling more prepared and successful for the exam.

A discussion was held about the conversion of application goals and current application numbers. Clarification was given about the application process, application closing timeline, and enrollment crisis happening across the city.

## **IV. Finance**

### **A. Review Financial Dashboard (any updates from end of January?)**

### **B. Lease Challenge**

HOS shared a table outlining yearly lease negotiations in alignment with per-pupil funding. Coleman asked for feedback from the board in order to present accurate information during negotiations.

### **C. 5 year projections (revisit in March)**

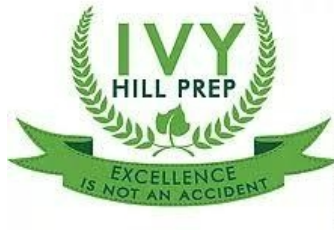
## **V. Closing Items**

### **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

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## Ivy Hill Prep Charter School

# Minutes

### Board of Trustees Meeting - Ivy Hill Prep

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#### **Date and Time**

Monday June 26, 2023 at 6:30 PM

#### **Location**

Via zoom link at <https://us02web.zoom.us/j/82354088638>

trustees must have their video capacity enabled for meeting/voting purposes.

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#### **Directors Present**

A. Laniyan (remote), D. Lewis (remote), M. Kane (remote), N. Olisma (remote), T. James (remote), W. Nevins-Warden (remote)

#### **Directors Absent**

*None*

#### **Guests Present**

A. Coleman (remote), B. Parker (remote)

---

### **I. Opening Items**

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

N. Olisma called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Jun 26, 2023 at 6:32 PM.

#### **B. Record Attendance**

### C. Approve Minutes

N. Olisma made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 05-22-23.

T. James seconded the motion.

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

#### Roll Call

W. Nevins-Warden Aye

A. Laniyan Aye

M. Kane Aye

T. James Aye

N. Olisma Aye

D. Lewis Aye

### D. Approve agenda

## II. Governance

### A. Trustee recruitment

There is still a need to expand the board to fully support Ivy Hill Prep. The Board Chair encourages members to tap into their networks to gain new members.

### B. Compliance

A high-level overview of benchmarks for the renewal application was provided by Ashley Furan. Deadlines were given to finalize the documents needed for the application process.

## III. Finance

### A. Review Financial Dashboard

DOO Brandon Parker provided an overview of the current financials for the month. Board Chair asked for an alternate plan to be created that reflects the anticipated enrollment, HOS and DOO will develop a plan.

The proposed budget was shared with the Board accounting for staff, enrollment, grants, and federal and state funding. A question was asked about the change in technology services in the budget. A discussion was held about the bidding on the security system which did occur.

School management plan to begin after-school programming for the 2023-2024 school year with extracurricular activities as well as academic interventions and supports. The anticipated budget accounts for the compensation of teachers and staff participating in the program.

The FOSS KIT Science curriculum will be used in the upcoming school year. A discussion was held about the adjustments that may be made if a new science curriculum is needed.

The finance committee will review and approve or deny any programs that are needed based on recommendations from the school team.

**B. ICS Banking System for Savings Account**

**C. Lease**

**D. 5 year projections**

**E. Additional finance recommendations**

**IV. Academic Achievement**

**A. Quick progress update (as applicable)**

HOS shared staffing updates as new hires are in the process of onboarding. Summer PD training is currently in progress in preparation for the new school year. HOS was able to maintain a retention rate of 85.

Math data for the school was provided showing the growth of students from the beginning of the year to the present. HOS provided an overview of math data and needs based on math standards and interim assessments.

A discussion was held about the fluctuation of math data for 1st grade. HOS shared that teacher retention may have an impact on the student's academic growth, but they have shown growth throughout the year. HOS shared the interventions implemented in order to support students' growth in math.

HOS shared STEP-data that shows students are growing. HOS plans to engage resources to improve professional development for teachers.

**B. Enrollment Dashboard**

Lottery updates were shared with the Board. 27 seats accepted for Kindergarten, 3 accepted for first grade, eleven seats needed for second grade, and seven seats need to be filled for third grade, and fourth grade 2 seats. Offers are extended to all families.

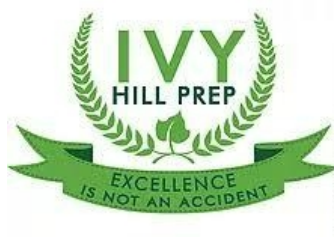
Ongoing recruitment efforts are in effect to retain families and gain new families.

**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,  
T. James



## Ivy Hill Prep Charter School

# Minutes

### Board of Trustees Meeting - Ivy Hill Prep

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#### Date and Time

Monday March 27, 2023 at 6:30 PM

#### Location

Via zoom link at <https://us02web.zoom.us/j/82354088638>

trustees must have their video capacity enabled for meeting/voting purposes.

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#### Directors Present

M. Kane, N. Olisma (remote)

#### Directors Absent

A. Jimenez-Schulman, A. Laniyan, D. Lewis, T. James, W. Nevins-Warden

---

### I. Opening Items

#### A. Call the Meeting to Order

N. Olisma called a meeting of the board of directors of Ivy Hill Prep Charter School to order on Monday Mar 27, 2023 at 6:30 PM.

#### B. Record Attendance

#### C. Approve Minutes

#### D. Approve agenda

## **II. Finance**

### **A. Review Financial Dashboard**

Charts were provided that displayed the historical data and trajectory of the financials for IHP. A question was asked concerning the total margin and what is occurring. The current budget is at a deficit. A question was asked about a line item and what it was it represents. The line item indicates funds used for Step assessments. Discussion was held to about the suggestion to change to a bank account that provides a higher interest rate than the current bank account.

Comparative data was provided of how IHP is performing financially against other charter schools. A question was asked about additional information about the schools that IHP is being compared to such as the school district etc.

Bids are being procured for seurrivalence systems to be installed in the building. HOS shared plans to make changes on the space that will be used for classrooms in the building. Question was asked about the draft of the budget for the upcoming school year to be reviewed and when it will be available.

### **B. Lease**

### **C. 5 year projections (revisit in March)**

### **D. Technology Support Bid/Recommendations**

## **III. Governance**

### **A. Trustee recruitment**

We are waiting for a few prospective trustees to complete the next steps for the onboarding process.

### **B. Compliance**

### **C. General updates**

## **IV. Academic Achievement**

### **A. Quick progress update (as applicable)**

HOS has increased attendance to 97%. Management shared compliance and planning for year five at IHP. IHP currently has students that have moved to other boroughs and states and are no longer enrolled. Enrollment efforts are in effect and the hope is that there will be an increase. The lottery will be taking place the first week of April. Application updates



were provided for the upcoming year. HOS shared attendance incentive for students to increase attendance. HOS shared data from the coaching and development of educators. Question asked about how funding will be allocated for Project Impact as the years progress.

## **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.

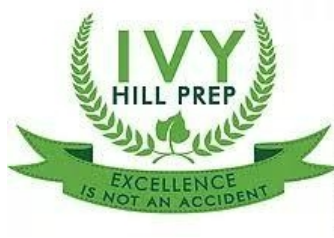
Respectfully Submitted,  
N. Olisma

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### **Documents used during the meeting**

*None*

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## Ivy Hill Prep Charter School

### Minutes

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

---

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

Monday October 24, 2022 at 6:30 PM

##### **Location**

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

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##### **Directors Present**

A. Jimenez-Schulman, M. Kane, N. Olisma, T. James (remote), W. Nevins-Warden

##### **Directors Absent**

A. Laniyan, D. Lewis

##### **Guests Present**

A. Coleman, B. Parker (remote), J. Haque (remote)

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#### **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 Oct 24, 2022 at 6:33 PM.

##### **B. Record Attendance**

##### **C.**

### Approve Minutes

W. Nevins-Warden made a motion to approve the minutes from August 2022 Board of Trustees Meeting - Ivy Hill Prep on 08-29-22.

N. Olisma seconded the motion.

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

#### Roll Call

D. Lewis	Absent
M. Kane	Absent
A. Laniyan	Absent
T. James	Aye
A. Jimenez-Schulman	Aye
W. Nevins-Warden	Aye
N. Olisma	Aye

### D. Approve agenda

T. James made a motion to Approve agenda.

W. Nevins-Warden seconded the motion.

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

#### Roll Call

D. Lewis	Absent
T. James	Aye
A. Laniyan	Absent
N. Olisma	Aye
W. Nevins-Warden	Aye
M. Kane	Absent
A. Jimenez-Schulman	Aye

## II. Governance

### A. Trustee membership

Nancy O. shared the board goals and committee goals to improve board and committee efficiency. Adam H. shared the board commitments curated during the board retreat to remind the board of areas of focus. A clarifying question was asked about the "back-filling board seat" in case of transition. Language should be made more clear to include a timeline.

### B. Governance Goals

### C. Trustee Agreement/ Commitment

### D. Trustee recruitment

A prospective candidate visited the IHP. He seems invested in the community and seems committed asked questions during the visit and accompanied the HOS to the IA

walkthrough. The chair encouraged board members to recruit potential board members. Nancy O asked about specific strengths the board members should have in order to strengthen the board.

**E. Website**

Nancy O gave a reminder for board members to share their bio and photos for the website.

**F. Compliance**

**G. District Safety Plan**

N. Olisma made a motion to Approve the updated District Safety Plan.  
W. Nevins-Warden seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

W. Nevins-Warden	Aye
N. Olisma	Aye
A. Laniyan	Absent
T. James	Aye
A. Jimenez-Schulman	Aye
M. Kane	Absent
D. Lewis	Absent

**III. Finance**

**A. Review Financial Dashboard**

The two major items that may impact the financials for the remainder of the year are enrollment and the lease. Projections will be provided next month with a focus on the impact of enrollment. Management is working on a plan for giving Tuesday and will be available for review in a week.

**B. Year-end Financials and Auditor Compliance**

W. Nevins-Warden made a motion to Approve the audit report.  
N. Olisma seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

W. Nevins-Warden	Aye
M. Kane	Absent
T. James	Aye
N. Olisma	Aye
A. Jimenez-Schulman	Aye
A. Laniyan	Absent
D. Lewis	Absent

Nancy O asked if there has been a recruitment plan put in place prior. It was clarified that there is a current recruitment plan, but there is a need to get more creative with efforts. The recruitment enrollment plan will be drafted in two weeks for review for the next school year.

Nothing major came up during the audit. The areas of focus that have been suggested were, the corporate debit card, employee files, and student files. Bandon P. shared changes to address the issues with employee files and student files. Management is recommending Health Equity as a vendor. Management is awaiting approval from the board to begin the enrollment process for employees. This change in healthcare services will begin immediately and the contract will end at the end of the school year. This will be a more affordable option than the medical insurance provided now. There are no challenges to open enrollment for the administrators.

### C. Lease Letter Challenge

### D. Development

### E. Insurance

W. Nevins-Warden made a motion to Approve the contract with the new PEO provider: Health Equity.

T. James seconded the motion.

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

#### Roll Call

A. Jimenez-Schulman	Aye
W. Nevins-Warden	Aye
T. James	Aye
D. Lewis	Absent
N. Olisma	Aye
A. Laniyan	Absent
M. Kane	Absent

## IV. Academic Achievement

### A. Review Dashboard and HOS Report

HOS shared the calendar of student assessments and data analysis that will occur at IHP. Deeper data dive will happen in November as the first round of assessments is occurring in October. HOS shared the academic achievement dashboard with enrollment, staff attrition, and attendance. Management will be incentivizing attendance achievements for students. Data from the state exam for the last school year. The data will be used as a baseline to make academic increases for the student body overall. HOS shared the survey data collected for staff and families. HOS will reach out to families personally to gain more information to better serve the school community. HOS shared school culture data that has been collected using Class Dojo to demonstrate positive outcomes for school culture.

**B. Enrollment**

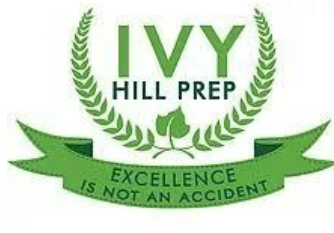
**V. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:11 PM.

Respectfully Submitted,  
W. Nevins-Warden

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## Ivy Hill Prep Charter School

### Minutes

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

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

Monday August 29, 2022 at 6:30 PM

##### **Location**

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

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##### **Directors Present**

A. Jimenez-Schulman (remote), A. Laniyan (remote), D. Lewis (remote)

##### **Directors Absent**

M. Kane, N. Williams, T. James

##### **Guests Present**

A. Coleman (remote), Donald Moore (remote), J. Haque (remote), N. Olisma (remote), Shantel Thompson (remote), W. Nevins-Warden (remote)

---

#### **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 Aug 29, 2022 at 6:38 PM.

##### **B. Record Attendance**

### C. Approve Minutes

A. Jimenez-Schulman made a motion to approve the minutes from July Board of Trustees Meeting - Ivy Hill Prep on 07-25-22.

D. Lewis seconded the motion.

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

#### Roll Call

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

### D. Approve agenda

A. Laniyan made a motion to Approve the agenda.

A. Jimenez-Schulman seconded the motion.

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

#### Roll Call

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

## II. 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 8:09 PM.

Respectfully Submitted,  
A. Jimenez-Schulman



APPROVED



## Ivy Hill Prep Charter School

### Minutes

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

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

Monday July 25, 2022 at 6:30 PM

##### **Location**

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

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##### **Directors Present**

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

##### **Directors Absent**

A. Laniyan, N. Williams

##### **Guests Present**

A. Coleman (remote), N. Olisma (remote), W. Nevins-Warden (remote)

---

#### **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 Jul 25, 2022 at 6:33 PM.

##### **B. Record Attendance**

##### **C.**

### Approve Minutes

A. Jimenez-Schulman made a motion to approve the minutes from Board of Trustees Meeting - Ivy Hill Prep on 06-27-22.

T. James seconded the motion.

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

#### Roll Call

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

### D. Approve agenda

A. Jimenez-Schulman made a motion to approve agenda.

D. Lewis seconded the motion.

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

#### Roll Call

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

## II. Governance

### A. Resolutions for Officers and Committees, 2022-23

A. Jimenez-Schulman made a motion to Resolution for Officers and Committees.

T. James seconded the motion.

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

#### Roll Call

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

### B. Trustee membership/ recruitment

### C. Annual Board Retreat

### D.

## **NYSED Annual Report**

### **III. Finance**

#### **A. Review Financial Dashboard**

#### **B. Year-end Financials and Auditor Compliance**

#### **C. Cleaning service contract**

The cleaning vendor contract was approved. The change is because the initial contract was not sufficient. Insufficient support was present during the last school year. The number of cleaning support staff will increase to three. Question asked about comps from cleaning vendors. Three bids must still occur because of the change. Floor treatments and deep cleaning during big breaks will be some of the major additions to the new contract. An increase in the cost is predicted to be sustainable including year five. A discussion was held about the number of students enrolled and if it will have a negative impact on the sustainability of the budget. Question asked if the proposed changes if the number of students increases. It will not, it only is impacted by the scope of the work.

A. Jimenez-Schulman made a motion to approve updated contract.

D. Lewis seconded the motion.

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

#### **Roll Call**

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

#### **D. Finance Transition Plan**

### **IV. Academic Achievement**

#### **A. Review Dashboard and HOS Report**

HOS shared academic goals and community goals for the upcoming school year. These goals are rooted in quantitative and qualitative data collected. HOS shared a tentative calendar highlighting staff professional developments, staff community building events, and various other important dates. Board members and HOS discussed initiatives for staff and board to build community at the start of the new year and throughout the school year.

A discussion was held about identifying new members of the community in order to increase the success of student recruitment. Suggestions were given to look into local

summer programs to share enrollment information. HOS plans to build relationships with the local precinct.

A discussion was held about the contract for the cleaning service.

## **B. School Calendar**

HOS shared the new school year calendar 2022-2023. Highlighting the staff's professional developments, school events, community events, and the number of instructional days. HOS also shared information about the summer professional developments that will be held and requested board members attend to build relationships and community with staff. Board members also shared other ideas of ways in which the board and staff can build connections.

## **C. Enrollment**

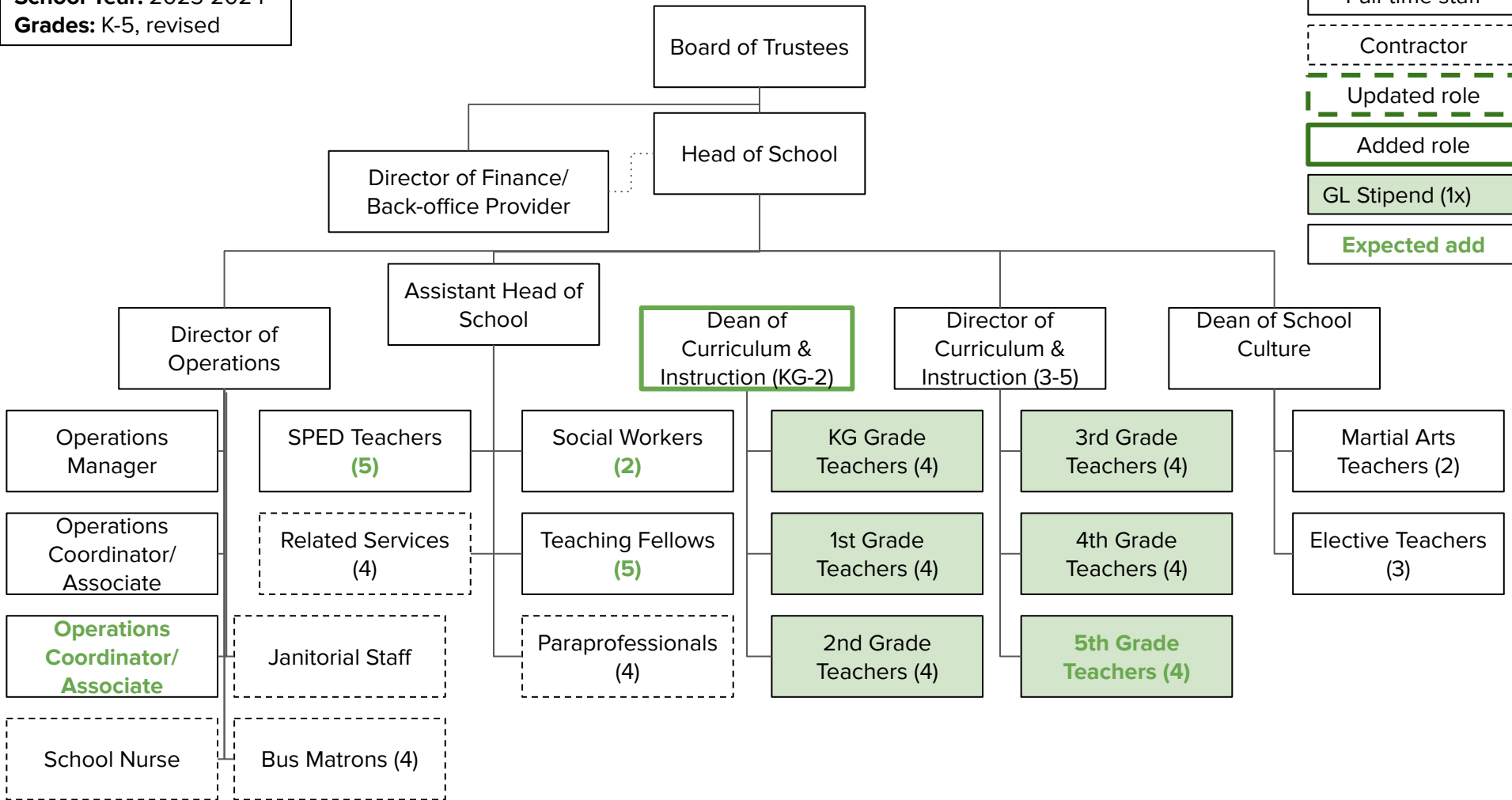
## **V. Closing Items**

### **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.

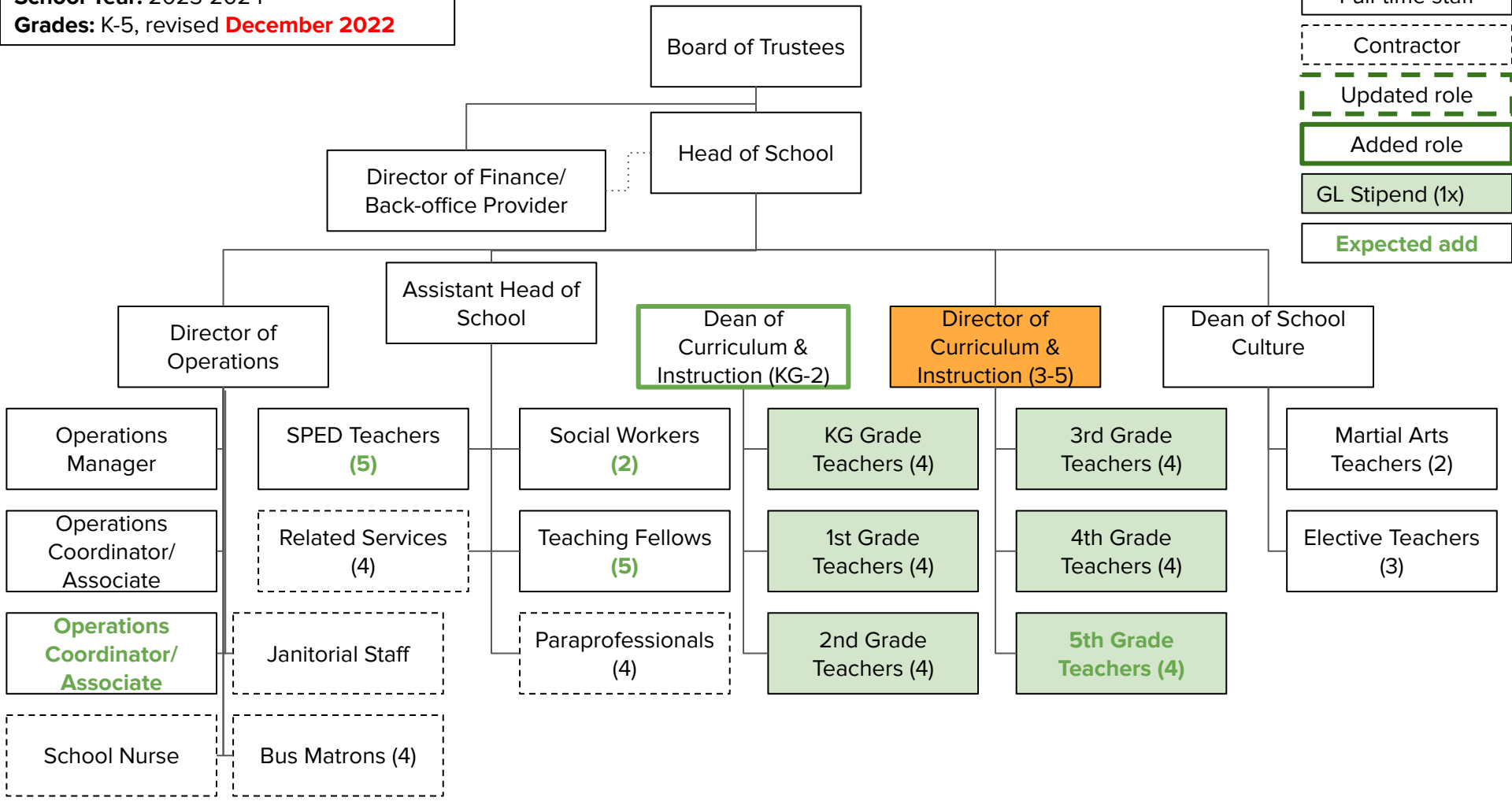
Respectfully Submitted,  
A. Jimenez-Schulman

**School Year:** 2023-2024  
**Grades:** K-5, revised



- Full-time staff
- Contractor
- Updated role
- Added role
- GL Stipend (1x)
- Expected add

**School Year:** 2023-2024  
**Grades:** K-5, revised **December 2022**



Full-time staff

Contractor










Updated role

Added role

GL Stipend (1x)

Expected add

# Ivy Hill Pr

	New Teacher Training		All Staff Institute		Critical Staffing Days
	Holidays (No school for scholars)		NYS Standardized Testing		
	IHP Family/Community Event		Report Card Conferences		
	School Based PD/ Data Days		Early Dismissal (12:30pm)		

## July 2022

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

**0** days

## August 2022

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

**6** days

## Septemb

S	M	T	W
	4	5	6
7	11	12	13
14	18	19	20
21	25	26	27
28			

**21** days

## January 2023

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

**19** days

## February 2023

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**15** days

## March 20

S	M	T	W
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

**22** 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



# ep 2022-2023 School Calendar

er 2022

TH	F	S
1	2	3
8	9	10
15	16	17
22	23	24
29	30	

October 2022

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

19 days

November 2022

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

19 days

2023

TH	F	S
2	3	4
9	10	11
16	17	18
23	24	25
30	31	

April 2023

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

15 days

May 2023

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

21 days

**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
- 20-24 February Break

**MARCH**

- 20** Mental Health 1/2 Day (Early Dismissal)
- 22-23** Report Card Conference (Early Dismissal)
- 30** Family Town Hall Meeting (virtual)

**APRIL**

- 3-7** Career Week
- 10-14** Spring Break (IHP closed)
- 18-** NYS Exam Pep Rally
- 19-20** New York State ELA Exam
- 27** Family Town Hall Meeting (virtual)

**MAY**

- 3-4** New York State Math Exam
- 13** Annual Community Day
- 25** Family Town Hall Meeting (virtual)
- 29** Memorial Day (IHP closed)



### December 2022

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

12 days

### June 2023

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

12 days

### JUNE

9 Field Day (early dismissal)

12 Kindergarten Graduation (early dismissal)

13 1st/2nd Stepping Up (early dismissal)

14 3rd/4th Stepping Up (early dismissal)

15 Early Dismissal

16 Last Day of School for scholars (early dismissal)



# FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.12.2019.

### PREMISES

Ivy Hill Preparatory Charter School  
475 East 57<sup>th</sup> Street  
Brooklyn NY 11203

Ivy Hill Preparatory Charter School  
475 East 57<sup>th</sup> Street  
Brooklyn NY 11203

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **06.20.2019**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

\_\_\_\_\_ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: \_\_\_\_\_

Tomasz Korbas, Supervising Inspector, PBU