



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**August 25, 2016**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Haven Academy (170 Brown Place Bronx, NY 10454) from 4:00-5:30. The following members attended in person or via video/phone conference: Bill Baccaglini, Janet Campagna, Jessica Nauiokas, Whitney Kneisley and Meghan Mackay. All members participating via video/phone were able to adequately hear and make comments. Guests included: Zennea Chetta (Director of Data Technology Services), Ashlyn Field (Assistant Principal).

**1) APPROVAL OF MINUTES**

- a) The minutes from the June board meeting will be voted on at the September Board Meeting

**2) FINANCE AND EXPANSION**

- a) Offer letter has been given to a candidate for middle school leader
- b) Audit is on schedule with no foreseen issues and documents should be ready for October audit meeting.
- c) Haven Academy was one of two charter schools that was selected for the NYS Dissemination Grant. We will partner with a public school in the Bronx to share our social emotional and trauma sensitive environment model with them and work to improve their school model in this area. Many Haven staff members will be involved in this 3 year project.
- d) The Walton Foundation is interested in funding some of our Middle School planning work with a large grant that we will be submitting the full application for.

**3) ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- a) The data dashboard was distributed for review.
  - In the future the board will look at the comparison of extreme absenteeism over the years.

**4) SCHOOL LEADER UPDATE**

- a) Haven is fully staffed and hired and ready for the new school year.
- b) A new SETTs provider was hired who will be responsible for providing SETTs interventions and also will serve as another liaison between the CSE and Haven Academy for our scholars.

c) The New York State Test Report with the state test results was shared. Everyone is very proud of Haven's accomplishments and the growth we saw again this year. We are able to identify the areas we would like to see additional growth in and have a plan to target those areas this school year.

**5) LEGAL, REGULATORY AND GOVERNANCE MATTERS - none discussed**

**6) EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

**APPROVAL OF MINUTES**

Signature: Patricia Mulvaney

Patricia Mulvaney, Board Chair



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**September 8, 2016**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Haven Academy (170 Brown Place Bronx, NY 10454) from 8:30-9:30. The following members attended in person or via video/phone conference: Trish Mulvaney, Bill Baccaglini, Janet Campagna, Jessica Nauiokas, Whitney Kneisley and Meghan Mackay. All members participating via video/phone were able to adequately hear and make comments. Guests included: Zennea Chetta (Director of Data Technology Services), Briony Carr-Clemente (Middle School Leader)

**1) FINANCE AND EXPANSION**

- a) Middle School Leader, Briony Carr- Clemente has begun her work at Haven Academy and was introduced to the board as a new team member.
- b) Middle School timeline and curriculum planning is underway
- c) The school has applied for a grant from the Walton Family Foundation to help fund the middle school expansion efforts.
- d) The Board along with team members will attend a panel interview on September 13th for the Walton Family Foundation Grant.

**2) ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

**3) SCHOOL LEADER UPDATE**

- a) The new school year is in full swing and is off to a great start.

**4) LEGAL, REGULATORY AND GOVERNANCE MATTERS - none discussed**

**5) EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

**APPROVAL OF MINUTES**

Signature: Patricia Mulvaney  
Patricia Mulvaney, Board Chair



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**September 19, 2016**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Haven Academy (170 Brown Place Bronx, NY 10454) from 5:00-6:00 PM. The following members attended in person or via video/phone conference: Trish Mulvaney, Bill Baccaglini, Jessica Nauiokas, and Meghan Mackay. All members participating via video/phone were able to adequately hear and make comments. Guests included: Ashlyn Field (Assistant Principal), Gabriella Cassandra (Director of Social Services), Zennea Chetta (Director of Data Technology)

1. **APPROVAL OF MINUTES** June, August and September 8, 2016 minutes redistributed for review. Approval scheduled for our next Board meeting.

2. **PERSONEL, FINANCIAL AND OPERATIONAL MATTERS**

- a) Audit is moving into documentation phase. Document draft will be shared with Finance Committee.
- b) Fully enrolled at 303 and pre-k is also fully enrolled with 36 kids.
- c) Financially, we anticipate being on time with all 12 months of rent this year.
- d) New operations associate will be added to the team, who can take care of some middle school operations, as well as taking on some of the lower school matters that need attention. Jessica will inform Janet of this and the board suggested that we wait until we hear about grant money for middle school financing to make a decision on this matter.

3. **ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- a) Review of data dashboard, with discussion held on enrollment and SPED sections
- b) Working on strategies to retain foster and prevention students from April, when the lottery occurs, until beginning of September. The board suggests school leadership consider over enrolling seats for foster and prevention students, with expectations of losing some.
- c) One seat in 4th grade is open currently, we are looking for a foster/prevention student to fill it.
- d) Review of current and overdue SPED cases. Working diligently this year to ensure that the DOE keeps our cases up to date.



- e) Begin collecting data points about “504 students” to determine whether they would be eligible for an IEP if they were in other schools. Knowing this could support our work in tracking the over identification of child welfare students in traditional settings.

#### **4. SCHOOL LEADER UPDATE**

- a) Still in the phase of developing relationship with PS204, our partner for the dissemination grant. Working with them to think through how we will support their work and expect to be able to report out more about the beginnings of our relationships with the school for this grant.
- b) Board questioned the time commitments to the dissemination grant to ensure that there is adequate time for both this and the middle school planning. Jessica assured the Board that having the middle school leader hired early will help to commit laser focus on middle school planning and Jessica has built a team to focus on the dissemination grant.
- c) Board members give a recap of the Walton meeting and their reactions to it.

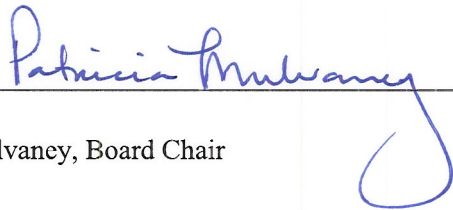
#### **5. LEGAL, REGULATORY AND GOVERNANCE MATTERS - none discussed**

#### **6. EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: \_\_\_\_\_

Patricia Mulvaney, Board Chair





**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**October 24, 2016**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Haven Academy (170 Brown Place Bronx, NY 10454) from 5:00-6:00 PM. The following members attended in person or via video/phone conference: Trish Mulvaney, Bill Baccaglini, Jessica Nauiokas, Janet Campagna, Kathleen Flores and Meghan Mackay. All members participating via video/phone were able to adequately hear and make comments. Guests included: Ashlyn Field (Assistant Principal), Gabriella Cassandra (Director of Social Services), Zennea Chetta (Director of Data Technology), Kate Hagenbach (Director of Special Education) and Viviana Torres (CSBM)

1. **APPROVAL OF MINUTES** June, August and September 8, and September 19 2016 minutes were approved.
2. **PERSONEL, FINANCIAL AND OPERATIONAL MATTERS**
  - A. Audit is completed and went as expected. The Haven Board is pleased with the outcomes of the audit.
  - B. Haven is seeking a SPED teacher for a first grade opening and possibly a kindergarten teacher as well. Jessica has someone in mind that has been visiting the school for the first grade position and will update the board as the hiring process unfolds.
3. **ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**
  - A. Review of data dashboard-Jessica explained that although we can fill some seats at the moment we are at capacity for budget. Haven is looking carefully at the vacancies and determining if we fill them based on needs of the grade levels
  - B. SPED dashboard-The Board questioned comparison numbers to District 7 and also how we are doing on catching up old cases and addressing new ones. Kate explained that the CSE seems to be moving a little faster on the new cases and we are making some headway on the overdue ones.
  - C. Haven held an attendance workshop for 10 other schools. Haven shared its best practices in attendance matters and its successes thus far.
  - D. The Board reviewed data of students that were discharged over the summer or the beginning of this year. They are interested in seeing if there are trends year over year or was this year's data

an outlier. The Board discussed how we can adjust our recruitment process to handle anticipating these discharges, especially in our child welfare population. Haven agreed to look at data from the last 2 years and report back to the board.

- E. Middle School planning update-Jessica reported to the board that the new hire of Briony Carr-Clemente as the Middle School leaders is going very well and she is confident in her and her team. The Middle School committee meets weekly to discuss planning and a larger group with teachers and staff meet monthly. The space chosen will be sufficient but Haven Academy will look for community partners for space for extracurricular activities. The Board requested a plan in writing that outlines progress towards opening the Middle School in September 2017 with a timeline of what has happened and will happen. They would like this plan to include information on the Walton Grant money.

**4. SCHOOL LEADER UPDATE**

- a) The Haven team has begun planning with PS 204 for the Dissemination Grant. The Schools' teams met and planned the first action steps together.

**5. LEGAL, REGULATORY AND GOVERNANCE MATTERS - none discussed**

**6. EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: Patricia Mulvaney

Patricia Mulvaney, Board Chair



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**November 14, 2016**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Haven Academy (170 Brown Place Bronx, NY 10454) from 5:00-6:30 PM. The following members attended in person or via video/phone conference: Trish Mulvaney, Bill Baccaglini, Jessica Nauiokas, Kathleen Flores and Meghan Mackay. All members participating via video/phone were able to adequately hear and make comments. Guests included: Briony Carr-Clemente (Middle School Leader), Gabriella Cassandra (Director of Social Services), Zennea Chetta (Director of Data Technology), Kate Hagenbuch (Director of Special Education) and Collin Raymond (CSBM)

**1. APPROVAL OF MINUTES**

- A. Will approve October minutes at next meeting.

**2. PERSONNEL, FINANCIAL AND OPERATIONAL MATTERS**

- A. Financials are in good standing. Haven will begin to update financials with the dissemination grant in January or February.

**3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- A. Review of data dashboard-Bill questioned comparisons of attendance in lower grades and Jess suggested that we do up front attendance coaching for Prek-1. Bill will follow up with other agencies that have our kids who are having attendance issues.
- B. Gabi and Millie have led another workshop this week to share our attendance policies, coaching and strategies with other schools.
- C. Middle School Updates:
- Meeting with TNTP weekly to build our goals and next steps and another time as a team as well
  - Will visit some schools with TNTP to look at their programming, Social Emotional Programs, models, school setup, curriculum, school culture, scheduling and restorative practices.
  - Jess will reach out to Dr. Brassard who we have worked with in the past when planning the elementary school to consult some on middle school planning.



- Will attend retreat this weekend and focus on our vision and what our students experience will be and what our learning model will be. Also will attend to "must haves" vs. "nice to haves", which non-negotiables do we already do well? Which will be totally new to us?
- Board wants to know when we will have mission and vision done. The committee has started laying out deadlines and goals together and Briony will share this document with the board and will also share the mission statement and vision with the board shortly.
- Trish would like for a Board member to be part of the planning committee. Trish will send out invite to board to ask who is interested.
- We discussed working on partnerships in the community and organizations we are interested in working with for Middle School and we will investigate NYC initiative on push for middle school afterschool programming.
- Update was given on facilities and construction plans and some space issues and how we will plan for them were addressed.

#### **4. SCHOOL LEADER UPDATE**

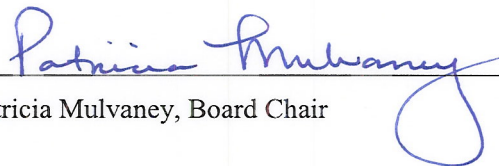
- A. Reviewed School Quality Snapshot and were very pleased with the results and realize we still have work in rigorous instruction and embrace that as a goal to meet Excellent standards. Bill questions the next level readiness score and why we fell below district. He also questioned the comparison group and how accurate that is as far as comparison group goes. Zennea will follow up with the DOE on how the next level readiness is calculated and if all students were reported based on many zeros in the data

#### **5. LEGAL, REGULATORY AND GOVERNANCE MATTERS - none discussed**

#### **6. EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: \_\_\_\_\_

  
Patricia Mulvaney, Board Chair



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**December 19, 2016**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Haven Academy (170 Brown Place Bronx, NY 10454) from 9:00-10:00am. The following members attended in person or via video/phone conference: Trish Mulvaney, Bill Baccaglini, Jessica Nauiokas, Kathleen Flores, Whitney Kneisley and Janet Campagna. All members participating via video/phone were able to adequately hear and make comments. Guests included: Briony Carr-Clemente (Middle School Leader), Zennea Chetta (Director of Data Technology).

**1. APPROVAL OF MINUTES**

- A. October and November minutes were approved

**2. PERSONNEL, FINANCIAL AND OPERATIONAL MATTERS**

- A. Haven is continuing to look for Director of External affairs and will send the job description to the board for them to circulate as well.

**3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- A. Haven Team shared out middle school planning high level tasks with the board and timelines for them.
- B. Shared the work with TNTP regarding middle school planning
- C. Discussed things learned and take aways from school visits
- D. Discussed hiring and recruitment plans and timelines for Middle School
- E. The Haven team will continue to share more detailed information on the planning process as it goes along. The board would like to be part of the process and know the details as they are rolled out. Kat will join some meetings and shared documents to be part of the day to day planning with the Haven team.

**4. SCHOOL LEADER UPDATE**

- A. Tiger grant was awarded this year for the 2016-2017 grant period for \$150,000. This is a reoccurring grant relationship that continues this coming year.

B. Haven was Awarded DOE Charter/District Collaborative, to partner with a district school to share Haven's best practices in restorative disciplinary practices.

C. Haven is proud to be included in 2016 publication of "New York City's Best Public Pre-K and Elementary Schools: A Parents' Guide".

D. Financials were reviewed

5. **LEGAL, REGULATORY AND GOVERNANCE MATTERS** - none discussed

6. **EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: Patricia Mulvaney  
Patricia Mulvaney, Board Chair



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**January 30, 2017**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held from 6:00-7:30pm. The following members attended in person: Trish Mulvaney, Bill Baccaglini, Jessica Nauiokas, Whitney Kneisley, Meghan Mackay and Janet Campagna. All members participating via video/phone were able to adequately hear and make comments. Guests included: Briony Carr-Clemente, Middle School Director

**1. APPROVAL OF MINUTES**

A. December 2016 Minutes to be approved at February meeting

**2. PERSONNEL, FINANCIAL AND OPERATIONAL MATTERS**

A. Financials reviewed

**3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

A. School Leader and Middle School Director share new program design elements and curricular focus for the new Middle School, including the focus on Social Justice/Leadership as a lens for teaching our most vulnerable students to have voice and self advocacy.

B. Haven Team emailed out middle school planning high level tasks to the board, which includes timelines and due dates.

**4. SCHOOL LEADER UPDATE**

A. PreK school quality snapshot was reviewed by the board. Discussion was held about the strengths of the program and the positive impact it has been having on Kindergarten readiness.

**5. LEGAL, REGULATORY AND GOVERNANCE MATTERS - none discussed**

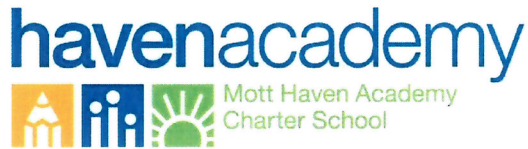
**6. EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: \_\_\_\_\_

Patricia Mulvaney, Board Chair





**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**February 27, 2017**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held from 6:00-7:30pm.

The following members attended in person: Trish Mulvaney, Bill Baccaglioni, Jessica Nauiokas and Meghan Mackay. All members participating via video/phone were able to adequately hear and make comments.

Guests included: Zennea Chetta, Director of Data and Technology; Collin Raymond, CSBM; Kate Hagenbuch, Director of Special Services and Briony Carr-Clemente, Middle School Director

**1. APPROVAL OF MINUTES**

- A. December and January minutes will be approved at next meeting

**2. PERSONNEL, FINANCIAL AND OPERATIONAL MATTERS**

- A. Financials reviewed and discussed. Financials show good standing and cash flow is in place for the next payroll and large expenses. Cash flow is remaining positive.
- B. SPED projections for last year's budget were not conservative enough. This will be reevaluated for this year's budget process.

**3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- A. Action items for middle school planning were reviewed with board. Discussion was held around decision making and activities. The board also discussed that there needs to be more clarity on the point person for each task and who is responsible. Meghan offered advice on parts of the action items that may need revision and what pieces are looking positive.
- B. Before the meeting, the school hosted a middle school kick off event, where they introduced middle school to our parents and new parents of incoming 6th graders. Parents were able to ask questions and gain an understanding of what our new middle school will look and feel like. Parents had positive feedback and are enthusiastic about this new step for Haven.

**4. SCHOOL LEADER UPDATE**

- A. Board reviewed data dashboard and specifically discussed the interesting trends we are seeing in attendance. Bill and Jess to follow up on this topic regarding foster and prevention attendance. The board is happy to see year over year comparisons and that this data is

informing our work.

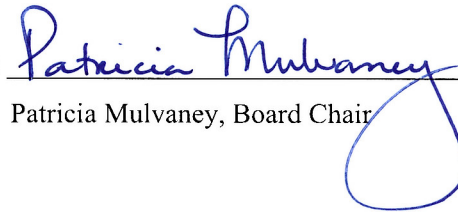
- B. We are on track for a similar number of applications to the school for this year.
- C. School Year FTE student enrollment is expected to be at budget.
- D. Children who were classified SPED early in their career at Haven Academy are beginning to show adequate progress and grade level performance and are beginning to be declassified. 11 CSE meetings happened in January and many of the overdue cases were seen by CSE and we are seeing our overdue cases are beginning to be seen in a more timely manner. We may have seen a change in the intake criteria of CSE so we are looking closely at this.
- E. Board reviewed data on state practice test and specifically 5th grade data and the school's reflection on the data. The instructional team and the fifth grade team has looked closely at the data, as well as reflected on instruction, and put an action plan in place.
- F. We will do an 8 week Saturday academy.

5. **LEGAL, REGULATORY AND GOVERNANCE MATTERS** - none discussed

6. **EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: \_\_\_\_\_

  
Patricia Mulvaney, Board Chair



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**March 27, 2017**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held from 5:00-6:00pm.

The following members attended in person or on the phone: Trish Mulvaney, Bill Baccaglioni, Jessica Nauiokas, Meghan Mackay, Kathleen Flores, Whitney Kneisley and Janet Campagna. All members participating via video/phone were able to adequately hear and make comments. Guests included: Briony Carr-Clemente, Middle School Director; Zennea Chetta, Director of Data and Technology; Kate Hagenbuch, Director of Special Education Services

**1. APPROVAL OF MINUTES**

- A. December 2016, January 2017 and February 2017 approved

**2. PERSONNEL, FINANCIAL AND OPERATIONAL MATTERS**

- A. Financials reviewed. Discussion held around changes in CSE processes leading to Special Education projections being higher than actuals. Board will review SPED funding projections for next year's budget closely.
- B. Haven Academy will present a draft of next year's budget closer to April this year to gain an understanding of how adding middle school grades and new staff will impact the school's financial planning.

**3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- A. Middle school planning is focused on operations, curriculum and hiring.
- B. Middle school team will have another retreat that will focus on student experience and scope sequences. Also learning platform research is underway.
- C. 25% of Middle school team has been selected. Candidates are coming from job fairs, word of mouth, media outreach.
- D. Haven is interested in feedback on vetting instructional coaches and how to prove their activities in their expertise areas in the interview process. MM was able to give valuable counsel on this topic.
- E. Some hires will work with both middle school and lower school.
- F. Board requested additional summary documentation that will show Haven is ready to be open in August for Middle School. Haven Academy<sup>to</sup> add summaries of each dynamic section of Planning Template.

4. **SCHOOL LEADER UPDATE**

- A. Testing season is underway, ELA tests are this week. We have been preparing the kids as well as helping them to feel emotionally ready.
- B. Haven gave the Board an update on child welfare recruiting and attendance. Haven has been working hard at recruiting new CW students for next year but are seeing lower number than last year. Additionally, this year the school experienced more attrition in CW population than previous years. Citywide program changes and PATH and homeless shelter placement challenges could be contributing to this. Also, attendance efforts are stepped up to make sure we don't fall below target percentages.
- C. Bill will reach out to other CW agencies around the city to encourage more applications.
- D. Haven will look at data on percentages of siblings and if they are CW or general community and how this policy affects our enrollment and retention.

5. **LEGAL, REGULATORY AND GOVERNANCE MATTERS** - none discussed

6. **EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: Patricia Mulvaney  
Patricia Mulvaney, Board Chair





**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**April 24, 2017**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 9:00am,. The following members attended in person or on the phone: Trish Mulvaney, Bill Baccaglini, Jessica Nauiokas, Meghan Mackay, Kathleen Flores, Whitney Kneisley and Janet Campagna. All members participating via video/phone were able to adequately hear and make comments. Guests included: Zennea Chetta, Director of Data and Technology; Ashlyn Field, Assistant Principal

**1. APPROVAL OF MINUTES**

- A. March 2017 minutes approved

**2. PERSONNEL, FINANCIAL AND OPERATIONAL MATTERS**

- A. Financials reviewed, no significant changes noted. We will close the year with a smaller deficit than what we originally anticipated. General education projected amount is on budget, SPED will be slightly less than what was budgeted.
- B. 2017-2018 draft of budget was reviewed.
  - a. Enrollment will be slightly higher in all classes
  - b. Budget is on par with current year budget with few changes. Budget includes all positions that are desired at this time.
  - c. The total number of new positions for middle school was discussed. School leadership explained that some of these teachers are current Haven employees who will move into a middle school position and provided a description of the new positions. Haven will show a more detailed staffing plan to the board with the final budget version.
  - d. NYF and Haven are scheduled to have additional conversations about facilities costs
  - e. Haven will review ratios of students to instructional positions

**3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- A. Middle School Planning update
  - a. Planning activities are on track for the completion of goals shared with the Board.
  - b. Lottery is complete and now working on filling remaining CW seats, specifically NYF eligible
  - c. Curriculum and scope and sequences are in progress
  - d. We are carefully planning our social emotional program and school culture for the middle school as we would like it to grow upon our lower school success in this area.
  - e. The Board has offered its help and support and Haven Academy is grateful for that. Haven Academy feels the planning team is right on track with the progress we are making thus far.

4. **SCHOOL LEADER UPDATE**

- A. May 11 and 12 UNSTOPPABLE performance by Haven Kids Rock. We will resend the link, which includes sponsorship opportunities. Haven asked the Board to share this with their networks and contacts.

5. **LEGAL, REGULATORY AND GOVERNANCE MATTERS** - none discussed

6. **EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: Patricia Mulvaney  
Patricia Mulvaney, Board Chair



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**May 22, 2017**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 9:00am,. The following members attended in person or on the phone: Trish Mulvaney, Jessica Nauiokas, Kathleen Flores, Whitney Kneisley and Janet Campagna. All members participating via video/phone were able to adequately hear and make comments. Guests included: Zennea Chetta, Director of Data and Technology; Ashlyn Field, Assistant Principal, Mary Bellini, Director of External Affairs

**1. APPROVAL OF MINUTES**

- A. April 2017 minutes will be approved at the next meeting.

**2. PERSONNEL, FINANCIAL AND OPERATIONAL MATTERS**

- A. Mary Bellini was introduced to the board and clarification was given on her roles and responsibilities.
- B. Discussion was held about the costs of the PreK program and the financial impact of the program with its current design..
- C. A revised Budget draft was circulated to the Board. This new version included changes requested at our last meeting, including the addition of multi-year projections. It will be revised again with actuals and not projections so we will continue to work with CSBM on a final draft.
- D. Board requested further information about the staffing positions (MS and ES) and how they relate to the program goals.

**3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- A. Briony presented Middle School updates
  - a. Final steps are being completed on curriculum resources and scope and sequences.
  - b. Schedule is being finalized to ensure that the curriculum and social emotional components all fit in. Some of our staff is being trained in a new SE curriculum, Restore 360, which focuses on restorative practices.
  - c. Sample uniforms are in and we will share with families at the end of the year stepping up ceremony. Input was solicited from families and scholars before

plans for the uniform were created and this input was used when making uniform decisions for the Middle School. Bowties and ties will match the Haven shirt colors.

- d. We have closed out our relationship with TNTP but will continue to use some of their services for consulting, specifically on reading and what supports we need for the ELA student experience.
- e. Haven is pleased with the quality of candidates we are getting this year during our recruitment process.
- f. Haven has met some of the new scholars coming into middle school and at this point we are fully enrolled.

#### **4. SCHOOL LEADER UPDATE**

- A. JN gave update of District-Charter Collaborative grant.. The work has been beneficial for both our staff as well as the district staff. The work has been great for establishing cross-grade relationships with students and also staff.
- B. Update was given on the Dissemination grant with PS204. We have found some great common ground with this school and have made some great progress with sharing our SE programming. We have done some shared PDs and observations as well as work with the leadership team..
- C. The performance of UNSTOPPABLE by Haven Kids Rock was incredibly successful, probably the largest external event Haven has done. We felt it captured the heart of the SE work and the child welfare picture we have been dedicated to serving for the last decade.

#### **5. LEGAL, REGULATORY AND GOVERNANCE MATTERS - none discussed**

#### **6. EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: \_\_\_\_\_

  
Patricia Mulvaney, Board Chair





**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL**

**JUNE 14, 2017**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 9:00 AM. The following members attended in person or on the phone: Patricia Mulvaney, Bill Baccaglini, Jessica Nauiokas, Meghan Mackay, Whitney Kneisley and Janet Campagna. All members participating via phone were able to adequately hear and make comments. Guests included: Zennea Chetta, Director of Data and Technology; Briony Carr-Clemente, Middle School Leader; Mary Bellini, Director of External Affairs; Gabi Cassandra, Director of Social Services; and Collin Raymond, Finance Manager at CSBM.

**1. APPROVAL OF MINUTES**

- A. April 2017 minutes approved.
- B. May 2017 minutes approved.

**2. PERSONNEL, FINANCIAL AND OPERATIONAL MATTERS**

- A. 2017-2018 Draft Budget was reviewed and discussed.
  - 1. Discussed budget deficits comparing 2016-17 budget vs. actuals.
  - 2. Discussed Middle School start up investment costs and expected ongoing operating costs.
  - 3. Discussed whether fundraising from foundations and private individuals that might present opportunities to recoup Middle School start up investment costs.
- B. Upon motion duly made and seconded, the 2017-18 Draft Budget was approved, assuming several questions raised during the meeting would be addressed to the Board's satisfaction.

**3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS**

- A. Middle School Development - Social-Emotional Curriculum:
  - 1. Key elements of the curriculum were presented, including elements of the school day/weekly schedule, third party developed curriculum programs to be used and approaches for teacher development/support to be provided over the school year
- B. Middle School Development - Academic Curriculum:
  - 1. Discussed master schedule for 2017-18 Middle School.
  - 2. Reviewed updated scope and sequence of content, both required and options for elective topics
  - 3. Discussed total number of new employees for Middle School.

**4. SCHOOL LEADER UPDATE**

- A. November 1 Fall Fete Update
  - 1. Discussed fundraising event that will celebrate Haven Academy's 10th Anniversary at the Metropolitan Club and related fundraising goals. The program will feature Pat Kiernan as host, with performances by Haven Kids Rock and/or Haven Kids Dance group.

**5. LEGAL, REGULATORY AND GOVERNANCE MATTERS - None discussed.**

**6. EXECUTIVE SESSION**

Upon motion duly made and seconded, the Meeting of the Haven Academy Charter School Board was adjourned.

Signature: Patricia Mulvaney  
Patricia Mulvaney, Board Chair