

**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL  
July 16, 2018**

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 had access to video and voice connection: Bill Baccaglini, Kathleen Flores, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Ashlyn Field, Elementary School Leader; Briony Carr-Clemente, Middle School Leader; Mary Kinslow, Director of External Affairs; Zennea Chetta, Director of Data and Technology; and Charles Russell, CSBM.

**1. Approval of prior Board meeting minutes**

- A. June minutes will be voted on via email.

**2. Personnel, Operational and Financial Matters**

- A. Financial Report Review: Board members reviewed the report and discussed the sources of overages which included benefits. Jessica will meet with benefit providers to save on costs in a few days. New team members will go on the new plan as they are onboarded. Jessica and Charlie will run analysis on why the cost per student was higher than previous years and share that with the Board.
- B. 2018-19 Budget Approval: Jessica will provide a revised budget based on the conversations about benefits cost savings.

**3. Academic and Social Emotional Program Matters**

- A. Data Dashboard: Haven Academy received an initial report about the New York State tests for both English Language Arts (ELA) and Math. The report shows the names of scholars whose scores were in the lowest ten percent; these names were consistent with teachers' assessments. Haven Academy received a second report that showed the total number of points received by Haven scholars compared to the average total points received by schools across New York City. Haven's points showed gains in ELA compared to last year and kept pace with city scores. In Math, Haven's averages outperformed the city. The school will not know the exact number passing until later in July or early August. Bill indicated that The New York Foundling will do its annual comparison with Haven scores.

**4. School Leader Updates**

- A. Middle School Update: Briony reported that her team is working on Math interventions and curriculum and they are making progress on the blended literacy initiatives for 5th, 6th, and 7th grade classrooms. They expect to roll out a blended component for other content areas in early Spring. Briony reflected on the success of the Middle School's first year, noting that 5th graders are a hybrid of Elementary and Middle School ages which will inform how they will be transitioned next year.
- B. Elementary School Update: Ashlyn reported that her team is almost done hiring but is still seeking a Kindergarten teacher. She noted that she created an early literacy team that determined teachers will replace the Preventing Academic Failure (PAF) program with a

new phonics program that has faster pace and better guided reading books.

**5. Legal, Regulatory and Governance Matters**

- A. Bellwether Cohort Strategic Plan: Jessica reported that she has closed out the work with the Bellwether Cohort. The group discussed Meghan's email regarding the Charter School Growth Fund (CSGF). The group tabled the discussion for the fall when it is back to action planning. Jessica reported that the team applied to Arbor Brothers, an invitation-only Foundation that would support next phase of planning our growth.
  - B. Board Development: Board members discussed the email approval of Christine Stokes as a new board member. Jessica and the board will extend an offer to her following the meeting.
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  
August 30, 2018**

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 had access to video and voice connection: Patricia Mulvaney, Bill Baccaglini, Janet Campagna, Christine Stokes, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Ashlyn Field, Elementary School Leader; Briony Carr-Clemente, Middle School Leader; Mary Kinslow, Director of External Affairs; Zennea Chetta, Director of Data and Technology; and Charles Russell, CSBM.

**1. Approval of prior Board meeting minutes**

- A. July minutes expected to be approved during the September meeting.

**2. Personnel, Operational and Financial Matters**

- A. Financial Report Review: The 2018-19 budget was approved via email during August. Jessica noted that we found cost savings due to benefits changes and increased student enrollment. We expect to see a slight increase in federal funding from Title I and II allocations made possible through a one-time charter grant.
- B. Special Education Update: Haven staff worked with the Center for Special Education (CSE) to close many overdue cases. Thanks were given to Meghan who connected us with Jessica Stein, PLLC with the New York City Charter School Center. To expedite evaluations going forward, Bill will identify a New York Foundling psychologist to visit Haven for a couple hours per month.
- C. Audit Process Update: Jessica reported that the audit is underway and no concerns were identified thus far. Janet will do the final meetings with the auditors at the end of the September.
- D. Arbor Brothers Update: Haven Academy is a finalist with Arbor Brothers, the grantmaking group and consultancy. The partnership would include general operating support and strategic growth consultants. Next steps include an in-person interview with Jessica, a site visit, and a phone call with a board member.

**3. Academic and Social Emotional Program Matters**

- A. Terra Nova Results Review: Haven Academy will switch from the annual Terra Nova test to the NWEA Map test. The new test is norm-referenced with at least two checkpoints that will meet our charter goals. With the NWEA Map, scholars get 2-4 checkpoints plus an adaptive test taken on a computer. This test will give teachers midyear data and comparisons to national averages. The operations team at the charter school authorizer group confirmed that many schools are switching to this test.
- B. Summer Institute Update: Haven Academy did not offer an independent summer program, but partnered with BronxWorks to provide summer programming. The rest of the students not in the BronxWorks program had access to Haven's community fair that presented other opportunities like Camp Felix. Scholars who required summer school went to local DOE



schools. The leadership team is considering its responsibility to provide summer programming as there are a number of groups that run efficient and effective programs with their own funding. The group discussed a scholar who was able to skip a grade through intensive work with a Haven teacher funded in part by her foster family and Camp Felix.

- C. State Test Scores: Results were embargoed at the time of the meeting. Based on preliminary reports, Haven Academy made gains in reading on the state test. No comparative results are available. Jessica noted that the achievement gap between child welfare and general community scholars is closing.

**4. Legal, Regulatory and Governance Matters**

A. Welcome, Christine Stokes!

B. Board Performance Report: Trish presented the draft Board Performance Report. Members on the call agreed with the goals for next year. Christine and Mary will meet to discuss a strategy to capture board member networks for fundraising purposes.

- 5. **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  
September 25, 2018**

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 had access to video and voice connection: Patricia Mulvaney, Bill Baccaglioni, Janet Campagna, Christine Stokes, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Ashlyn Field, Elementary School Leader; Mary Kinslow, Director of External Affairs; Zennea Chetta, Director of Data and Technology; and Charles Russell, CSBM.

**1. Approval of prior Board meeting minutes**

- A. July and August minutes were approved.

**2. Personnel, Operational and Financial Matters**

- A. Financial Report Review: Members reviewed the financial report document.
- B. Arbor Brothers Update: Jessica reported that Haven Academy is a finalist with Arbor Brothers, the grantmaking group and consultancy. The partnership would include general operating support and strategic growth consultants. Next steps include a visit to Haven Academy October 1 and a vote by the board. Jessica also reported that Haven Academy won \$25,000 in support from 21st Century Fox and \$20,000 from an anonymous source since last meeting.
- C. Middle School Lease: Jessica reported that Haven Academy's lease schedule has been updated; auditors and Haven Academy accountants are currently reviewing the draft changes before making an official update.

**3. Academic and Social-Emotional Program Matters**

- A. Data Dashboard: Members reviewed current student vacancies and discussed space assignments among different grades. Haven Academy accepts scholars throughout the year to maintain full enrollment.
- B. Special Education: Megan put Haven Academy in touch with a Special Education legal expert who supported Haven Academy's work to raise awareness for the pending Committee on Special Education (CSE) cases. Together the group has developed an action plan for the next two months. Haven is still interested in support from a New York Foundling psychologist to evaluate cases, which helps accelerate the process.
- C. State Test Preliminary Report: Jessica reported on the New York State (NYS) test results for Haven Academy. Comparison data had not been released at the time of the meeting. Haven Academy's cohort analysis shows steady progress in English Language Arts (ELA) and child welfare gap-closing in Math. The test this year was different from previous years because it took place over two days instead of three. All grade levels all show growth except the 6th-grade cohort. Haven is currently doubling interventions to support the cohort by using after-school time for Math remediation and using a skills block where 60% of scholars review Math. Members requested charts that show year-over-year test progression by grade,

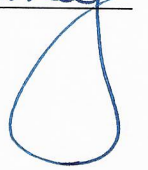
by cohort, and by those who attended in Kindergarten vs. those who did not.

4. **Legal, Regulatory and Governance Matters**

5. **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  
October 22, 2018**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 5:00 PM. The following members attended in person or had access to video and voice connection: Patricia Mulvaney, Bill Baccaglini, Janet Campagna, Whitney Kneisley, Kat Flores, Meghan Mackay, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Ashlyn Field, Elementary School Leader; Mary Kinslow, Director of External Affairs; and Charles Russell, CSBM.

**1. Approval of prior Board meeting minutes**

- A. September minutes were approved.

**2. Personnel, Operational and Financial Matters**

- A. Financial Report Review: Board Members reviewed the financial report document which showed a decreased deficit and on-track enrollment numbers. This year, Haven's Title 1 and Title 2 allocations were larger than budget projections.
- B. Professional Development: Haven leadership allocated two days for a schoolwide professional development workshop called "Undoing Racism." Following the workshop, Haven Academy will implement a professional learning community (PLC) to continue the conversation and determine the application to hiring and day-to-day practices. Megan offered to provide Haven with follow-up tools. Board Members recommended clarifying the goals and outcomes for the staff and sharing the results with the Board.
- C. Audit Review: The audit process closed on Friday, October 19. The final draft will be sent to Janet for review during a meeting on Wednesday, October 24. The group also discussed the differences in lease schedules between the Elementary and Middle school. The lease was amended retroactively and was signed by The New York Foundling.

**3. Academic and Social-Emotional Program Matters**

- A. Data Dashboard: Jessica presented information on enrollment and percentage of child welfare-involved scholars. Members discussed re-evaluating our population calculations during the upcoming charter renewal as foster care placements decrease and school-age homeless children increase. Members also discussed discipline data. The Haven team is working on quality assurance for our data collection process. The Dissemination Grant evaluator is reviewing our current discipline data.
- B. State Test Additional Analysis: Jessica presented further disaggregated data on 2018 New York State Tests. Analysis showed that we closed the gap between the general community and child welfare-involved scholars in English Language Arts (ELA). Data also showed scholars who attended Haven for at least two years performed as well as scholars who had been at Haven for longer. The Board requested further analysis on long-term data to identify other trends. For comparison, The New York Foundling-affiliated foster care children in Grades 3 - 8 saw pass rates of roughly 13%.
- C. High School Pathways: Haven Academy is launching a high school readiness program to



help scholars attend their best fit high school. Following discussion with scholars, staff are concerned that roughly 29% will attend a school that does not support their needs and goals. Board members will put together a chart of schools both public and private that may enter into a long-term partnership to guarantee seats for Haven Academy scholars. Mary will send a survey to Board Members asking for relationships to area high schools.

4. **Legal, Regulatory and Governance Matters**

A. Fundraising - Corporate Partners: Mary will send a survey to Board Members asking for existing relationships with corporate partners.

5. **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 13, 2018**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 5:00 PM. The following members attended in person or had access to video and voice connection: Patricia Mulvaney, Bill Baccaglini, Meghan Mackay, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Ashlyn Field, Elementary School Leader; Briony Carr-Clemente, Middle School Leader; Mary Kinslow, Director of External Affairs; and Charles Russell, CSBM.

**1. Approval of prior Board meeting minutes**

- A. October minutes expected to approved during next meeting .

**2. Personnel, Operational and Financial Matters**

- A. Financial Report Review: Tracking to end year better than budgeted. Number will ebb and flow as we take in more students. Budgeted 418 kids and are currently at 416, plan to add 2-4 students after January break for child welfare scholars. Audit is complete and reviewed with Janet. For third year in a row, auditors commended Haven on program vs. operational spending ratio (90% in programmatic spending).
- B. Professional Development - Undoing Racism Re-Cap: Conducting survey, results indicate a split in people who liked the event and those who felt uncomfortable. People are happy that we opened the conversation. A facilitator will come back in December to provide follow-up, we will provide the trainer the results of the survey. Megan will send follow up resources to help leadership follow up with planning.

**3. Academic and Social-Emotional Program Matters**

- A. Data Dashboard: Discussed absences in Pre-K; we do not have busing available to get children in. Format question - want to have datasets to see the cuts of data in comparison to prior years and following cohorts. The next version should include history. We will bring to our next in-person meeting. Discussed discipline data tracking. Issues where we are tagging two students involved in aggressive incidents (i.e. one student pushed another and they were both tagged as number of incidents). Bill offered New York Foundling's QA resources. Need to norm adding grades. Discussed that the number of removals and housing transitions have been high for two months of schools. Want to track student performance against the services provided (housing transitions, etc.) Add line in that says Mandated Counseling.
- B. High School Pathways: Planning to get the high school prep program. Charter school industry has lost some allies.

**4. Legal, Regulatory and Governance Matters**

- A. None discussed

**5. Executive Session, None Held**

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  
December 17, 2018**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 9:00AM. The following members attended in person or had access to video and voice connection: Patricia Mulvaney, Bill Baccaglini, Kat Flores, Christine Stokes, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Briony Carr-Clemente, Middle School Leader; Zennea Chetta, Director of Tech and Data, and Charles Russell, CSBM.

**1. Approval of prior Board meeting minutes**

- A. October and November minutes approved, all in favor.

**2. Personnel, Operational and Financial Matters**

- A. TD Banking Action Plan: Steps taken to secure the school's accounts were taken. Additional action will be taken in January, which might require action steps for members of the finance committee. TD leadership and Haven Leadership scheduled to meet in early January.
- B. Financial Report Review: Tracking to end year better than budgeted. Special Education projections and actuals are being closely monitored. Board expressed importance of follow up with CSE to ensure no new cases slide into late status.

**3. Academic and Social-Emotional Program Matters**

- A. Professional Development: "Undoing Racism" Follow Up- New facilitators were selected to help lead follow up plan. Members of the Haven Team felt very supported by the new facilitators and welcome the continued work and discussions.
- B. Holidays at Haven: While there are many joyful events happening, the Social Emotional team is staying diligent about helping kids deal with the negative and chaotic feelings the holidays might create. We continue to teach kids coping strategies.
- C. Preparing for State Tests and Practice Exams: Haven has selected to switch from a Scoring Consortium to using Ed Vista (an assessment company we have used for interim assessments) to score this year's state test. Prior to making this decision, significant vetting and quality checking was conducted.
- D. High School Pathways: Bill shared updates from meetings held with Dream Charter School and Children's Aid Society for potential partnerships.

**4. Legal, Regulatory and Governance Matters, None discussed**

**5. Executive Session, None Held**

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 22, 2019**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 5:00 PM. The following members attended in person or had access to video and voice connection: Patricia Mulvaney, Bill Baccaglini, Christine Stokes, Meghan Mackay, Whitney Kneisley, Janet Campagna and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Charles Russell, CSBM, Ashlyn Field and two parent representatives.

**1. Approval of prior Board meeting minutes**

- A. December minutes approved, all in favor.

**2. Personnel, Operational and Financial Matters**

- A. TD leadership and Haven Leadership met in early January. New accounts are being established to secure our funds. They apologized for the security breach. Janet Campagna will be asked to sign new signature cards within the month.
- B. Financial Report Review: Tracking to end year better than budgeted. Special Education projections and actuals are being closely monitored.
- C. Fundraising status was discussed. At next board meeting, school will present more details on progress toward fundraising goals and get greater clarity on donation from NFL and Jets program. Board recommendation for the school to explore the development of some type of annual report to make it easier for donors to see progress and help reach out to others. Additionally, Bill will share out "See Us Through" initiatives.

**3. Academic and Social-Emotional Program Matters**

- A. Preparing for State Tests and Practice Exams: Academies are commencing. Practice exam data expected by next meeting. Data Action Planning on all assessments had been occurring so that real time changes to the educational plans can be made.
- B. High School Pathways: Bill shared updates from meetings held with Dream Charter School and Children's Aid Society for potential partnerships.

**4. Legal, Regulatory and Governance Matters.**

- A. Haven will be entering its next renewal process next year. Details about timeline and process to be shared with the Board by March. Additionally, Haven will have to submit a new contract to continue its Pre K program and plans are commencing to manage the RFP process.
- B. School leadership is exploring changes to be made in order to fit the 8th grade into existing space. Plans may include moving grade levels around the building. Bill recommends and will help connect Haven to a Space Planning Consultant.

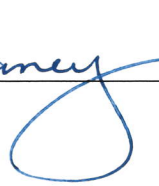


**5. Executive Session, None Held**

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

Signature: Patricia Mulvaney

Patricia Mulvaney, Board Chair

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

**February 19, 2019**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 5:00 PM. The following members attended in person or had access to video and voice connection: Patricia Mulvaney, Whitney Kneisley, Bill Baccaglini, Kathleen Flores, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Charles Russell, CSBM, Dawnisha Lane CSBM, Ashlyn Field.

**1. Approval of prior Board meeting minutes**

- A. January minutes voted and approved, all in favor.

**2. Personnel, Operational and Financial Matters**

- A. Fundraising Summary: School Leadership prepared a summary report to show Fundraising status. Details on progress toward fundraising goals were presented. Board discussed cash flow analysis, potential new revenue sources, and options such as decreasing expenses. The Board commits to helping school team explore options on addressing the deficit responsibly. Discussion was held on evaluating the run cost of all future High School options and how they may impact budget in the long term and short term. The school will pursue using board contacts to re-model school growth for a multi year forecast as it continues to grow to scale.

**3. Academic and Social-Emotional Program Matters**

- A. Haven's commitment to its new assessment program, NWEA Map tests, was summarized. The school's 2nd administration of this assessment closed on Friday and data is being explored this week so that action plans on further teacher analysis can be developed. School leadership will be presenting additional findings and assessment uses at future meetings.

**4. Legal, Regulatory and Governance Matters.**

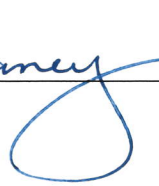
- A. Haven will be evaluating its interest in pursuing a new Federal grant RFP called the Innovation Grant. Full applications are due in April. Board recommended school leadership do its due diligence in ensuring participating in this grant won't negatively impact other initiatives. Additionally, the Board advised leadership to ensure factors related to A133 audits are known and taken into consideration.

**5. Executive Session, None Held**

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

Signature: Patricia Mulvaney

Patricia Mulvaney, Board Chair

A handwritten signature in blue ink, reading "Patricia Mulvaney", written over a horizontal line. The signature is cursive and includes a large, stylized loop at the end.



**MINUTES OF THE  
BOARD OF TRUSTEES OF THE  
MOTT HAVEN ACADEMY CHARTER SCHOOL  
March 25, 2019**

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 had access to video and voice connection: Patricia Mulvaney, Meghan Mackay, Kathleen Flores, Christine Stokes, Janet Campagna, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Ashlyn Field, Elementary School Leader; Briony Carr-Clemente, Middle School Leader; Mary Kinslow, Director of External Affairs; and Charles Russell, CSBM.

**1. Approval of prior Board meeting minutes**

- A. February minutes were approved.

**2. Personnel, Operational and Financial Matters**

- A. Financial Report Review: Members discussed student enrollment numbers which have fluctuated due to foster and prevention transitions and new students. Jessica and Charles will develop a multiyear projection to present at the April board meeting. Board members requested an updated fundraising report and exact budget deficit number voted on by the board in September.
- B. Unemployment Tax Review and Action Plan: The overall deficit in this report is higher than the previous month due to unemployment tax increases and payroll initiation fees charged by the new PEO; Jessica is working with Prestige to deploy discounts promised by the company last year. Increased deficits are also due in part to substitute coverage for staff on maternity leave.

**3. Academic and Social-Emotional Program Matters**

- A. Progress on Dissemination Grant Evaluation: Jessica reported that Haven is finishing its third and final year of work with P.S. 204 through the dissemination grant. The evaluator has been complimentary about the outcomes achieved over the grant period. Members requested a copy of the final evaluation to use for strategic planning and fundraising. Members offered support to Jessica as Haven applies for a federal grant to do similar work with other schools.
- B. Recruitment and Hiring Updates: Ashlyn reported that Elementary School is hiring six new teachers for the 2019-2020 year as 5th Grade returns under the Elementary umbrella and some teachers make transitions out of Haven. Briony reported that Middle School is hiring a number of teachers to account for the expansion to 8th grade and a reorganization of the math department. Jessica reported that TNTP is helping Haven with its teacher recruitment efforts. Meghan recommended looking into teachers classified as “resident teachers.” Patricia recommended requesting support from funders who could activate their networks.

**4. Legal, Regulatory and Governance Matters**

- A. ACR Compliance Visit: The visit is scheduled for May 3. Jessica will reach out to Board Members for support in advance of the meeting if necessary.
- B. April Board Meeting: Mary will send out a request to confirm the in-person date and location for the April board meeting. Jessica and Patricia will work together to set the agenda

topics in advance.

5. **Executive Session:** None discussed.

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 30, 2019**

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at 5:00 PM. The following members attended in person or had access to video and voice connection: Patricia Mulvaney, Bill Baccaglini, Meghan Mackay, Christine Stokes, Janet Campagna, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Ashlyn Field, Elementary School Leader; Mary Kinslow, Director of External Affairs; Charles Russell, CSBM; and Dawnisha Lane, CSBM.

**1. Approval of prior Board meeting minutes**

- A. March minutes were approved.

**2. Legal, Regulatory and Governance Matters**

- A. ACR Compliance Visit: This Friday, May 3, Haven will host ACR inspectors. During the visit, Haven leadership will ask about the renewal process for next Fall (current charter expires June 2020).
- B. Hiring and Recruitment: Jessica announced that she will replace the Middle School Principal at the end of June 2019. She has started a search with TNTP who is helping with the format, process, and screening to get a replacement by the Summer. Haven is automating full school hiring practices by using a new system called Breezy.
- C. Non-Material Change in Charter: Jessica presented a proposal for a non-material change in the charter. Haven is requesting the removal of the Terra Nova Assessment from its charter goals because it has discontinued use of this assessment and replaced the test with a new nationally-normed assessment, NWEA Map. The intention is to use this year's test as a baseline to determine if we will add equivalent goals in our 2020 charter renewal using the assessment. Jessica checked in with the charter office who raised no issues. The board discussed and agreed to the change.

**3. Academic and Social-Emotional Program Matters**

- A. Strategic Planning and Future Endeavors:

- i. Model Codification and Dissemination Initiatives: Discussion held around proof-of-model and necessary conditions. Members discussed funding options for piloting this project which would be based on the work and evaluation done for work with P.S. 204 over the past three years. Board members called for a data collection component to all work done. Janet offered to help define the methods and collection needs (data referential process). Meghan led a discussion about the non-profit LeveragED Foundation which helps schools codify their models; all work is done pro bono.
- ii. High School Planning: Members discussed Bill's recent conversations with potential partners to create a shared high school that would accept Haven Academy alumni as well as children from the partner organizations. Haven Middle School would need team members to focus exclusively on high school preparation; the budget includes a new position to lead this work.



**4. Personnel, Operational and Financial Matters**

- A. Financial Report: Jessica presented the draft budget for 2019-20 and 3-year projections. Jessica will provide the Board with more firm projections a few days in advance of the May 20 meeting.
- B. Haven Pre-K: The Pre-K contract ends this year. Ashlyn will attend budget negotiations for next year's funding contract this Friday. The outlook for negotiations is good because Haven has a model program based on reviews.
- C. Fundraising: Members discussed recent fundraising efforts. They recommended that Haven develop "roadshow" materials to share with potential partners. Patricia recommended re-engaging The New York Foundling's Board to provide greater exposure to the programming and funding needs. Janet requested a fundraising report and discussion during next month's meeting.

**5. Executive Session:** None discussed.

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 20, 2019**

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 had access to video and voice connection: Patricia Mulvaney, Meghan Mackay, Christine Stokes, Janet Campagna, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Mary Kinslow, Director of External Affairs; Charles Russell, CSBM; and Dawnisha Lane, CSBM.

**1. Approval of prior Board meeting minutes**

- A. Received comments on April minutes which will be modified and voted on next meeting.

**2. Legal, Regulatory and Governance Matters**

- A. ACR Compliance Visit Update: Members discussed the review conducted by two evaluators. ACR evaluators provided positive comments centered on the intentionality of programming, the calm environment, and thorough data systems.
- B. Charter Renewal: ACR evaluators commented that Haven is well poised for a positive renewal. Haven plans to submit renewal of Pre-K - 8 and possibly request a charter change to serve high school grades (i.e. to serve Pre-K - 12).
- C. Hiring and Recruitment: The Middle School Principal search is underway supported by a rigorous selection process and educational consultants, TNTP. Members discussed how this search compares to the previous iteration. Jessica noted that search categories are universal for team members who have thrived at Haven. The updated rubric can translate into a document to evaluate candidates for all leadership positions. Christine offered to review the competencies.

**3. Academic and Social-Emotional Program Matters**

- A. Strategic Planning and Future Endeavors - High School Planning: Conversations are progressing following the meeting with charter authorizers and potential partners. Members discussed the benefits of considering all grade and space configurations for the high school (e.g. moving 8th grade to high school or similar changes).

**4. Personnel, Operational and Financial Matters**

- A. Financial Report: Members reviewed and discussed the draft budget which members will vote on following a discussion and a comment period. Jessica will follow up with Kathleen and Meghan to review the staffing plan in advance of the vote. The draft budget includes a new position, Chief Operating Officer, who would support growth and provide oversight on operational and budgetary work. Members discussed the fiscal 2019 operating budget deficit and reviewed the sources of overspending which included: enrichment providers covering staff on maternity leave, professional development costs, and fees from accounting providers CSBM. Members discussed the decrease in revenues expected from two grants that changed their grant cycles; the change resulted in funds not being included in this fiscal year. Cash flow will be positive with continued rent payment delays. Members expressed the need for a new staff position (COO or CFO) who would provide strong in-house financial management. Members also discussed whether the school would benefit from an official banking

relationship.

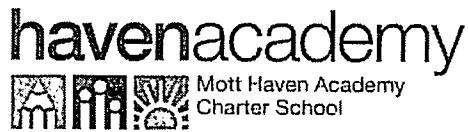
- B. Fundraising: Haven provided an updated fundraising report template for discussion. Members discussed launching a “roadshow” to establish partnerships. The Haven team will develop a suite of collateral to share with prospects. Bill and Jessica will discuss getting Haven on The New York Foundling board meeting agenda (in September) to present these materials and request connections for future partnerships.
- C. Volunteer Opportunity: Christine requested follow up from Mary to discuss volunteer opportunities for Nuveen.

5. **Executive Session:** None discussed.

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 20, 2019**

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 had access to video and voice connection: Patricia Mulvaney, Meghan Mackay, Christine Stokes, Janet Campagna, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Mary Kinslow, Director of External Affairs; Charles Russell, CSBM; and Dawnisha Lane, CSBM.

**1. Approval of prior Board meeting minutes**

- A. Received comments on April minutes which will be modified and voted on next meeting.

**2. Legal, Regulatory and Governance Matters**

- A. ACR Compliance Visit Update: Members discussed the review conducted by two evaluators. ACR evaluators provided positive comments centered on the intentionality of programming, the calm environment, and thorough data systems.
- B. Charter Renewal: ACR evaluators commented that Haven is well poised for a positive renewal. Haven plans to submit renewal of Pre-K - 8 and possibly request a charter change to serve high school grades (i.e. to serve Pre-K - 12).
- C. Hiring and Recruitment: The Middle School Principal search is underway supported by a rigorous selection process and educational consultants, TNTP. Members discussed how this search compares to the previous iteration. Jessica noted that search categories are universal for team members who have thrived at Haven. The updated rubric can translate into a document to evaluate candidates for all leadership positions. Christine offered to review the competencies.

**3. Academic and Social-Emotional Program Matters**

- A. Strategic Planning and Future Endeavors - High School Planning: Conversations are progressing following the meeting with charter authorizers and potential partners. Members discussed the benefits of considering all grade and space configurations for the high school (e.g. moving 8th grade to high school or similar changes).

**4. Personnel, Operational and Financial Matters**

- A. Financial Report: Members reviewed and discussed the draft budget which members will vote on following a discussion and a comment period. Jessica will follow up with Kathleen and Meghan to review the staffing plan in advance of the vote. The draft budget includes a new position, Chief Operating Officer, who would support growth and provide oversight on operational and budgetary work. Members discussed the fiscal 2019 operating budget deficit and reviewed the sources of overspending which included: enrichment providers covering staff on maternity leave, professional development costs, and fees from accounting providers CSBM. Members discussed the decrease in revenues expected from two grants that changed their grant cycles; the change resulted in funds not being included in this fiscal year. Cash flow will be positive with continued rent payment delays. Members expressed the need for a new staff position (COO or CFO) who would provide strong in-house financial management. Members also discussed whether the school would benefit from an official banking

relationship.

- B. Fundraising: Haven provided an updated fundraising report template for discussion. Members discussed launching a “roadshow” to establish partnerships. The Haven team will develop a suite of collateral to share with prospects. Bill and Jessica will discuss getting Haven on The New York Foundling board meeting agenda (in September) to present these materials and request connections for future partnerships.
- C. Volunteer Opportunity: Christine requested follow up from Mary to discuss volunteer opportunities for Nuveen.

5. **Executive Session:** None discussed.

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  
June 24, 2019**

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 had access to video and voice connection: Patricia Mulvaney, Bill Baccaglini, Kathleen Flores, Christine Stokes, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Amber Smith, Assistant Principal, Middle School; Mary Kinslow, Director of External Affairs; Zennea Chetta, Director of Data and Technology; Viviana Torres, CSBM.

**1. Approval of prior Board meeting minutes**

- A. April minutes were approved. Mary will send the revised version to Trish for signature. Board approved pending changes.
- B. May minutes were approved.

**2. Legal, Regulatory and Governance Matters.**

- A. Charter Request for Enrollment Revision: Members discussed and approved Haven's request to submit for a Charter Revision on enrollment numbers. Haven is requesting to increase enrollment planning as outlined in the Charter Renewal application. Haven would like to increase enrollment in each grade K-8, from 50 to 54. The projected enrollment from last charter revision was prior to the Middle School launch and Haven has since realized that 51-54 per grade is more accurate. Haven is currently capped at 450 students K-8. Without approval of this change, Haven will be unable to bill for the full amount of students enrolled. Haven will request that this change be retroactive to July 1, 2019. The Board agreed that this request for a change be submitted as soon as possible.
- B. Hiring and Recruitment: A Middle School Principal has been identified and accepted the position. Meghan will spend time with her and Jess will start the on-boarding and professional development. She will start early July but the exact date is not yet determined, based on her relocation to NYC.

**3. Academic and Social-Emotional Program Matters**

- A. Strategic Planning and Future Endeavors - High School Planning: Members discussed partnership governance structure based on SUNY feedback. Several structures are being considered.
- B. Pre-K Contract Approved: Haven will receive more funding for Pre-K students in new contract and was awarded a \$15K program launch fund.

**4. Personnel, Operational and Financial Matters**

- A. Financial Report: CSBM reassigned Viviana Torres to support Jessica and the Haven team in



finalizing EOY reporting and budget approval steps for the new fiscal year budget. The board was presented two versions of the budget for review, including a new “reduced staff” version. The board discussed the advantages and drawbacks to this new budget, which forecasts a larger surplus than the previous version. The group agreed that the revised budget was reasonable; it still included the guidance counselor and COO positions. The board acknowledged that the positions that were cut in the revised budget may be revisited during the school year if needed. The Board agreed to approve the preliminary draft; the final version will be reviewed and approved via email.

- B. Financial (Cont’d): The New York Foundling offered to provide internal financial support (people, tools, insights, etc.) with a desire to include them in the loop of Haven’s financial operations. The Foundling’s financial team and Haven are having conversations to revamp financial approach and supports. Trish and Jessica will be leading summer steps to review and revise the school’s financial support systems.

5. **Executive Session:** None discussed.

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

Signature: Patricia Mulvaney

Patricia Mulvaney, Board Chair