



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

July 13, 2015

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy Charter School from 8:30am to 9:30am. The following members attended in person or via video conference: Patricia Mulvaney, Janet Campagna, Kat Flores, Jessica Nauiokas, and Russ Valdez. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Ashlyn Field (Assistant Principal) and Jessica Sloan (Director of Social Services / Strategic Development).

1. APPROVAL OF MINUTES

- a. Minutes from June 9th Meeting and June 23rd were reviewed. Suggestions for comments included:
 - June 9th: Part 5: change to past tense
 - June 23rd: Edit to include the purpose of the meeting as budget approval and that recommendations were submitted for approval prior to meeting.
 - Vote for approval will be held after edits are made

2. PERSONNEL, OPERATIONAL AND FINANCIAL MATTERS

- a. Auditors Marc Taub and Samantha Ephraim from ERE joined the call to discuss changes to Audit compliance. NYS law requires non-profits to meet with auditors prior to the start of audit. A draft will be completed in September to be reviewed and voted on for October Board Meeting.
 - Financials should reflect the plan to forgive rent debt.

3. ACADEMIC AND INSTRUCTIONAL PROGRAM MATTERS- not discussed

4. SCHOOL LEADER UPDATE

- a. Inquiry was made on staffing for next year. School Leader Nauiokas reported that as of early June Haven Academy was fully staffed for next school year. Since then, two new staff who

accepted declined and two returning staff members have resigned based on accepting positions at more convenient locations. We are continuing to interview for two upper grade level teaching positions.

- b. Haven Academy will be hosting a summer recreation program for about 40 scholars.

5. SOCIAL EMOTIONAL PROGRAM MATTERS – not discussed

6. LEGAL, REGULATORY AND GOVERNANCE MATTERS

- a. Summary of Annual Report timeline provided. The Annual Report continues to be an online format. Information collected includes enrollment numbers, high level financial overview, Title I / SPED compliance, audited financials and NYS test scores. The deadline for Board Disclosure Forms was extended to November. Haven will provide link to complete in Fall.

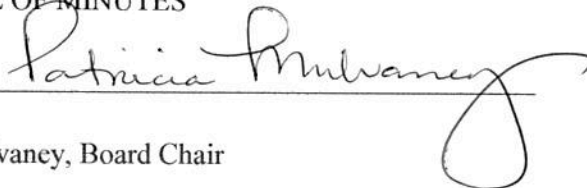
7. EXECUTIVE SESSION-none held.

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

APPROVAL OF MINUTES

Signature: _____

Patricia Mulvaney, Board Chair

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

August 20, 2015

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at QS Investors 880 Third Avenue New York, NY from 4:00pm to 5:30pm. The following members attended in person or via video conference: Patricia Mulvaney, Bill Baccaglini, Kat Flores, and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Ashlyn Field (Assistant Principal), Jessica Sloan (Director of External Affairs and Strategic Initiatives) and Whitney Reichenbacker (CSBM).

1. APPROVAL OF MINUTES

- a. Motion made to modify the language on July minutes under section 4A to remove “since then.” Voting was postponed until our September Board Meeting.

2. PERSONNEL, OPERATIONAL AND FINANCIAL MATTERS

- a. Reviewed Monthly Financial Report. A question was raised about Special Education cases that are pending and clarification was provided that payments are not retroactive.
- b. Haven Academy signed up with a PEO Oasis, Human Resourcing outsourced, that was able to offer much lower benefits plans. As such, we are projected savings in this area for FY16.

3. ACADEMIC AND INSTRUCTIONAL PROGRAM MATTERS

- a. Reviewed the End of the Year Dashboard along with the new Dashboard at a glance highlights. The Board recommended adding narrative section to Dashboard glance to explain why these highlights are presented.
 - Discussed staff retention and grade assignments for the beginning of the school year. Changes were made in upper grades—teachers from 3rd and 4th Grades were moved up as they have demonstrated strength in curriculum documentation, an area that was lacking in the 5th Grade team.
 - The Board raised questions whether performance data can be attributed to curricula, teaching success, or cohort capabilities. They requested data continue to be presented through cohorts to monitor effectiveness and success of all three factors.

- Recommendation was also made to review “summer slippage” data.
- b. NYS Assessment Report was presented. Growth continues in the 3rd and 4th Grade cohorts with scores beating district comparisons and continuing to compete with city scores. Reviewed comparison data for district, city and charter in depth, as well as year to year and cohort progress. Discussed update on testing administration error for 5th Grade ELA. As of now, those scores have been invalidated despite Haven Academy requesting otherwise. Therefore, the scores available for 5th Grade ELA are based on scholars who received testing modifications. 5th Grade Math results were disappointing and an area that will continue to be focused on for improvements.

4. SCHOOL LEADER UPDATE

- a. PEO coverage was discussed during financial report discussion.
- b. Bill Baccaglini presented an update on Middle School expansion, including a time sensitive opportunity to request addendum to our charter from DOE as well as assistance locating space for the expansion. The Board was provided with a draft Middle School Expansion document as well as draft timeline for expansion. Jessica Nauiokas will follow-up with Board Members not present prior to the next Board Meeting to discuss next steps.

5. SOCIAL EMOTIONAL PROGRAM MATTERS

- a. Haven Academy continues to look for partnership opportunities and fundraising support.

6. LEGAL, REGULATORY AND GOVERNANCE MATTERS – none discussed

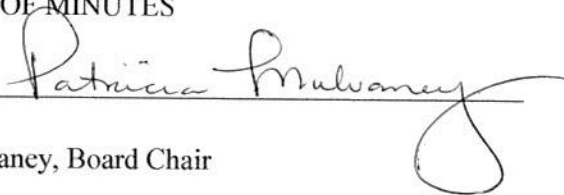
7. EXECUTIVE SESSION-none held

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

APPROVAL OF MINUTES

Signature: _____

Patricia Mulvaney, Board Chair



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

September 21, 2015

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 6:00pm-7:30pm. The following members attended in person or via video conference: Patricia Mulvaney, Kat Flores, Russ Valdez, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Ashlyn Field (Assistant Principal), Jessica Sloan (Director of External Affairs and Strategic Initiatives) and Whitney Reichenbacker (CSBM).

1. APPROVAL OF MINUTES

- a. Motion made to approve minutes from Board Meetings dated June 9th, June 23rd, July 13th, and August 20th.

2. PERSONNEL, OPERATIONAL AND FINANCIAL MATTERS

- a. Reviewed Monthly Financial Report. Financials are as projected at the beginning of the year.
 - Accounts payable is significantly down as the NYF Board approved forgiveness of back rent approximating \$1million. Haven Academy is scheduled to make payment on 12 months of rent.
 - Two areas to watch in the next six months are i. HR/Staffing: projected to be over by \$23k as a couple part-time employees were moved to full-time after a needs assessment was completed and ii. HR/Benefits: as we complete our transition to the HR outsourcing provider which will be a cost saver.

3. ACADEMIC AND INSTRUCTIONAL PROGRAM MATTERS

- a. Reviewed the Data Dashboard, which features four areas to focus on this month.
 - Enrollment: We were slightly overenrolled on the first day of school however 21 families, consisting of 32 scholars, have since been discharged, affecting our overall enrollment numbers as well as child welfare statistics. Charts were provided and reviewed including reasons for discharge. Results will be further aggregated to include child welfare status. Haven Academy SW is working with NYF staff to trouble shoot attrition, however overall NYF affiliation numbers are larger this year than prior.

- SPED: Greater detail was provided for a deeper look into pending CSE cases. The next dashboard will include a summary of overdue versus pending case breakdown so the board can review both the financial impact and academic impact of delay in services.
- Staffing: Haven Academy continues to experience low teacher attrition compared to other charter schools. This year we had two regrettable losses. One of the ideas to offset regrettable loss is the introduction of a teacher retirement benefit. A full proposal will be provided in later months for Board review. The board raised the possibility of social entrepreneurship investment and donor activity supporting this goal.
- Other recommendations were made regarding dashboard format to allow the board to take a deeper dive into key areas as well as actionable information.

4. SCHOOL LEADER UPDATE

- a. The Board provided feedback regarding a revision to our charter to include middle school grades 6-8. Bill Baccaglini, not present at the meeting, conveyed support and approval via Board Chair Trish Mulvaney. Janet Campagna, via telephone prior to meeting, also stated support and approval of the budget proposal and plans for expansion.

Based on discussion, the board agreed and approved that school leadership move forward in submitting a request for a charter expansion to the NY Board of Regents. The official request will be for a revision to our charter to expand to middle school (grades 6, 7, 8) with a proposed timeline of the 2017-18 school year, provided Haven is able to secure real estate that fits our financial model. Board Members will cooperate with Haven leadership in preparing final materials for submission.

5. SOCIAL EMOTIONAL PROGRAM MATTERS

- a. Jessica Sloan presented on upcoming press visits including journalist Richard Whitmire and PBS Metrofocus. We continue to evaluate the effectiveness of programming overall with specific focus on the child welfare achievement gap.

6. LEGAL, REGULATORY AND GOVERNANCE MATTERS

- a. The Board previously discussed subcommittee designations of fundraising and academics. Board members were instructed to contact Board Chair regarding preference with plans to formalize in the near future.
- b. The tentative calendar of board meeting dates was reviewed. An interactive document will be distributed for board members to enter their availability with the goal of increasing attendance.

c. Reminder provided that Board Financial Disclosures are due 9/30 for the Annual Report.

7. EXECUTIVE SESSION-none held

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**

October 22, 2015

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 5:30pm-7:00pm. The following members attended in person or via video conference: Patricia Mulvaney, Bill Baccaglini, Whitney Kneisley, Meghan MacKay and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Ashlyn Field (Assistant Principal), Jessica Sloan (Director of External Affairs and Strategic Initiatives), Erin Hudson (Director of Intervention Services), Amber Smith (Instructional Coach), and Whitney Reichenbacker (CSBM).

1. APPROVAL OF MINUTES

- a. Edits to the approval and support of Middle School expansion in September 21st Minutes made. Motion made to approve minutes.

2. PERSONNEL, OPERATIONAL AND FINANCIAL MATTERS

- a. Audit meeting with ERE auditors held on October 21st with Board Treasurer Janet Campangna. MBAF partner Mark noted that the finding that 91% of expenditures are program costs is the highest he has seen to date. No points or other findings were noted.
- b. Monthly financial report was reviewed. Financials remain on target without any variances to note.
- c. Annual Report Revision to be submitted to the state 10/30 with audited financials.

3. ACADEMIC AND INSTRUCTIONAL PROGRAM MATTERS

- a. Reviewed the Data Dashboard:
 - Attendance: Reviewed changes to attendance monitoring procedures this school year including the launch of attendance coaches to target our families with chronic absenteeism. We are already seeing a reduction in number of absences compared to this point in time last year. Discussed current incentives used, such as recognition certificates and lunch with staff, and other possible incentives that can be added.
 - a. Suggestion to add the charter attendance goals and tracking to future dashboards

- Enrollment: Number of students budgeted for is 298—currently at 300 K-5 scholars and 36 Pre-K scholars. Our overall prevention numbers are higher than previous years. Discussed plans for increasing our foster numbers, including outreach planning sessions with NYF VPs, quarterly update meetings, and open house for leadership of other CW agencies to discuss our recent results and benefits of attending Haven.
- SPED: The number of overdue cases is lower (currently 9). Reviewed cost estimates of pending cases awaiting review by CSE staff, which has turned over recently making potential additional funding for pending cases difficult to predict.
- Discipline: Reviewed current school culture supports and discussed recent visit by psychologists from Montifiore about partnership opportunities for community based referrals.
 - a. Suggestion made to include CW status on discipline reporting.
- Kindergarten results: Our current Kindergarten class includes 34 scholars who attended Haven's UPK program and 13 who did not. First time we have control group for academic progress. Based on the 1st round of reading assessments (which look at letter sounds, letter ID, early reading skills, and sight(?) words) the kindergartners who attended our UPK are outperforming their peers. To note: last year's cohort was largely general community and the control K group is almost all child welfare involved.
- Suggestionf for another data point to pursue: Haven's child welfare population vs CW population elsewhere. Recent inquiry made regarding the number of transitions our students have—suggestion that the school helps stabilization and may have reciprocal effect on stabilizing home status, hypothesizing that our students would have less transitions than CW students at other schools.

4. SCHOOL LEADER UPDATE

- a. Per last month's approval to move forward on Middle School expansion application process, the Haven team has been finalizing the package to send to DOE. After the request was submitted to the state, DOE informed us that they should receive the request first, followed by a public hearing and then a recommendation made to the state if affirmed. Once submitted to DOE, we can also submit our space request and track the timeline.

5. SOCIAL EMOTIONAL PROGRAM MATTERS

- a. Jessica Sloan presented on SE assessments completed this month, including DESSA and launch of new assessment called SELweb.
- b. We continue our Data Action Planning Protocol looking at data 5x / year. We are currently digitizing our data wall to make it more accessible and flexible for data analysis. .

6. LEGAL, REGULATORY AND GOVERNANCE MATTERS

- a. The Board discussed potential subcommittee groups and agreed to move forward in forming the following two: (i) Academics and Instructional Programming and (ii) Middle School Planning . This approach considers that for the next 18 months or so there needs to be a very deliberate focus on financial and other operating matters specific to expanding the school to grades 6 - 8, including communications with DOE, SED and NYC contacts; submissions of charter document revisions to authorizers; real estate financing and space planning; potential benefactor and/or grant funding, etc. The Middle School Planning subcommittee would necessarily also have oversight of existing financial and operating capacities, which informs decision making about school expansion. Likewise, the separate Academics and Instructional Program committee will participate and provide input on the school expansion as planning and ramp up activities proceed. Each committee will schedule meetings that work for their members.
 - Whitney offered participation on either committee, Bill on Middle School planning focus, Meghan on Academics. Trish will follow-up with Janet, Kat and Russ. . Sloan will continue to schedule monthly meetings via Doodle document.

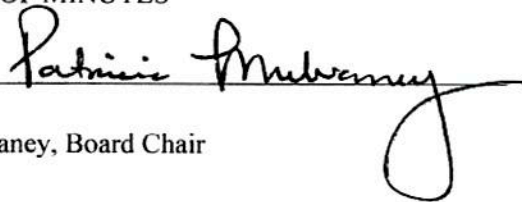
7. EXECUTIVE SESSION-none held

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

APPROVAL OF MINUTES

Signature: _____

Patricia Mulvaney, Board Chair





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

November 19, 2015

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 8:30am-9:30am. The following members attended in person or via video conference: Patricia Mulvaney, Bill Baccaglini, Kat Flores, Russ Valdez, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Ashlyn Field (Assistant Principal), Jessica Sloan (Director of External Affairs and Strategic Initiatives), Zennea Chetta (Director of Data and Technology) and Viviana Torres (CSBM).

1. APPROVAL OF MINUTES

- a. Patricia Mulvaney motioned to edit the October Meeting Minutes to include a clarification to subcommittees. Subcommittee assignments were finalized as 1. Academic Matters: Kat Flores, Meghan Mackay, Whitney Kneisley, Jessica Nauiokas and Trish Mulvaney and 2. Finance and Middle School planning: Russ Valdez, Janet Campagna, Bill Baccaglini, Jessica Nauiokas and Trish Mulvaney. Edits were made and motion made for approval.

2. PERSONNEL, OPERATIONAL AND FINANCIAL MATTERS

- a. Monthly Financial Report was reviewed. No changes to report at this time.
- b. Whitney Reichenbacker, our CSBM consultant is transitioning out of her position. Viviana Torres, Senior Manager, will cover her position until someone permanent is hired.

3. ACADEMIC AND INSTRUCTIONAL PROGRAM MATTERS

- a. Reviewed the Data Dashboard, which features four areas to focus on this month.
 - Reviewed 5th Grade Pre and Post Math Assessment results. After reteaching loop, 5th Graders are showing progress towards mastery of skill.

4. SCHOOL LEADER UPDATE

- a. The Middle School application was submitted and acknowledged as received. Bill Baccaligni reported that he met with Director of Office of Management and advisor to Community Schools Movement regarding our plans for expansion. The next step is hosting a public hearing sometime in January.

- b. School leadership has been researching Teacher Retirement System (TRS) and the costs associated with membership. Preliminary research suggests approximately \$250,000 annual cost however final numbers are not available until an agreement to join is signed. The pros of membership include: broader teacher recruitment and attracting a pool of candidates interested in perks associated with traditional DOE schools. Jessica Nauiokas asked for Board guidance on potential funding streams and partners. This topic will be forwarded to the finance subcommittee for further discussion.
- c. Julian Cohen, Director of the Office of Portfolio Development DOE, and his team visited Haven Academy to discuss potential charter / district partnerships and collaboration. Haven will be hosting a group from Julian's office in December for professional development.
- d. School Quality Report was recently distributed. This report replaces the previous letter grade rating schools receive. Scores are based on parent and teacher satisfaction surveys as well as assessment scores. Overall, Haven Academy received good and very good ratings. Some questions raised by the Board and areas to follow-up on included:
 - How do we increase parent participation from 80% this year?
 - Are we asking staff for feedback often enough?
 - Using PD time and perhaps accessing a consultant to focus on teacher culture
 - Provide summary on how Haven scores compare to other schools' quality reports

5. SOCIAL EMOTIONAL PROGRAM MATTERS

- a. Gabriella Cassandra, Social Worker, and Jessica Sloan participated in a conference on Trauma work in schools hosted by the Tauck Family Foundation. The panel was a great opportunity to share the success of our work as well as make connections to likeminded organizations for partnerships and potential funding.

6. LEGAL, REGULATORY AND GOVERNANCE MATTERS

- a. Kat Flores will follow up with Board Members assigned to Academic Matters subcommittee to schedule meeting time; Russ Valdez will follow up with members assigned to Middle School and Finance committee.

7. EXECUTIVE SESSION-none held

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**

December 17, 2015

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 8:30am-9:30am. The following members attended in person or via video conference: Patricia Mulvaney, Bill Baccaglini, Kat Flores, Russ Valdez, and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Jessica Sloan (Director of External Affairs and Strategic Initiatives) and Viviana Torres (CSBM).

1. APPROVAL OF MINUTES

- a. Motion made to approve November 19, 2015 minutes. Minutes were voted on and approved.

2. PERSONNEL, OPERATIONAL AND FINANCIAL MATTERS

- a. Monthly Financial Report was distributed for review. No changes noted or comments or questions.
- b. Discussion was held on frequency the monthly report should be disseminated. Members from both subcommittees expressed interest in receiving electronic report of finances for review, and the MS planning / Fiscal subcommittee will take a deeper dive analysis and raise any questions, trends, discussion points in quarterly meetings. While the board the considered moving the frequency of these reports from monthly to quarterly, consensus was reached that members preferred to continue to receive the documents monthly for committee and individual decision making.
- c. The Board discussed taking next steps to submit a proposal to Robin Hood for support. Tiger Foundation, who gifted Haven Academy with \$150k this month for the 2015-16 school year, offered to provide a reference when we do. Next month school leadership will provide a detailed fundraising report including current support, previous asks, and potential funders.

3. ACADEMIC AND INSTRUCTIONAL PROGRAM MATTERS

- a. The Data Dashboard was distributed for review. The Board discussed the merits of distributing the dashboard monthly or quarterly moving forward. Decision was made to continue to distribute it monthly for individual and subcommittee review and quarterly meetings would focus on deeper discussion of data points.

4. SCHOOL LEADER UPDATE

- a. Haven Academy has received positive media exposure in the last several months which has influenced school leaders from around the country to approach us about our model. This is an opportunity to capitalize on exposure with potential new partners. We have recently reprinted our brochure and created a new email campaign which brought in a small amount of donations.

5. LEGAL, REGULATORY AND GOVERNANCE MATTERS

- a. Kat Flores shared an update that she and Meghan Mackay connected prior to the board meeting and the remaining Academic Subcommittee members will connect following this meeting to discuss goals and next steps. Bill Baccaglioni reiterated the importance of looking at the child welfare achievement gap data across dimensions.
- b. Middle School update: A standard public hearing is scheduled for January 6th to present the material revision of our charter to the public for any comments.

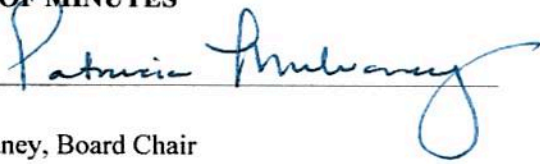
6. EXECUTIVE SESSION-none held

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

APPROVAL OF MINUTES

Signature: _____

Patricia Mulvaney, Board Chair

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

January 25, 2016

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 5:30pm to 7:00pm. The following members attended in person or via video conference: Patricia Mulvaney, Bill Baccaglini, Kat Flores, Janet Campagna, and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Jessica Sloan (Director of External Affairs and Strategic Initiatives), Ashlyn Field (Assistant Principal), Zennea Chetta (Director of Data and Technology) and Viviana Torres (CSBM).

1. APPROVAL OF MINUTES

- a. Motion made to approve December 17, 2015 minutes. Minutes were voted on and approved.

2. FINANCE AND EXPANSION

- a. Reviewed Monthly Financial Report and newly created Finance Cover Sheet. Janet Campagna discussed wanting to present financial information more graphically with specific highlights to revenue and cost each month. The monthly financials were discussed. The biggest variance currently is compensation. Less bonuses were awarded via our PICCS grant due to teacher evaluation and performance, therefore expenses were lower than what was originally budgeted.
- b. Our request for expansion to Grades 6, 7 and 8 was approved by DOE via email. The approval is now forwarded to the NYS Board of Regents who will vote on the expansion on February 22nd. DOE expects the expansion to be approved. Haven also received a certified letter today from the NYC DOE Department of Operations that our simultaneous request for space was rejected. Jessica Nauiokas reached out to Kevin Quinn's office. He is assisting the preparation of an affidavit signed by Jessica along with a formal appeal to DOE. If the appeal is not approved then Haven will receive monies towards facilities costs. The board discussed current facilities options which include a new build or possible acquisition of existing space of a school that is closing. Jessica is currently recruiting a MS expansion team on site and will present a formal work plan at the next quarterly meeting in April.
- c. Haven Academy's 2016-17 recruitment plan is underway. Jessica requested Board feedback on ways to recruit the best candidates. Haven currently attends fairs, offers incentives for staff

referrals, offers competitive salaries however feels limited in the candidates that we are getting year after year. The Teacher Retirement System, a pension plan used at other Charter Schools, is an option that may attract and retain high quality teachers, especially minorities. The Board has concerns about the financial feasibility of pursuing this. Jessica agreed to bring research and data about comparable schools' participation. Treasurer Campagna suggested an alternative is looking at our 403b Match program and bonus system. Kat Flores will follow-up with Jessica to discuss further.

- d. Fundraising Report was distributed for review which detailed foundation, corporate, and individual contributions from FY13 to present. We are on budget to date. The board discussed the merits of a give / get program and the possibility of a required contribution amount.

3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS

- a. The Data Dashboard was distributed for review. Discussed wanting to take a deeper dive into program matters and the annual cycle or recurring events and data.
- b. State practice exams are currently underway and this data would typically be compiled for review in February. Jessica suggested distributing this report and considering changing the pace of quarterly meetings to coincide with this calendared event. Jessica Sloan will circulate inquiry for dates available in February to convene.

4. SCHOOL LEADER UPDATE

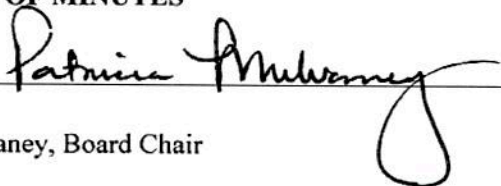
5. LEGAL, REGULATORY AND GOVERNANCE MATTERS

6. EXECUTIVE SESSION-none held

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

APPROVAL OF MINUTES

Signature: _____



Patricia Mulvaney, Board Chair



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

February 22, 2016

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 8:30am to 10:00am. The following members attended in person or via video conference: Patricia Mulvaney, Bill Baccaglioni, Kat Flores, Meghan Mackay and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Jessica Sloan (Director of External Affairs and Strategic Initiatives), and Zennea Chetta (Director of Data and Technology)

1. APPROVAL OF MINUTES

- a. Motion made to hold the review and approval of January minutes to March meeting.

2. FINANCE AND EXPANSION

- a. NYC DOE approved Haven Academy's request for expansion of grades to 6, 7 and 8 and sent approval to NYS Board of Regents for vote. The vote will take place today and we anticipate it will be voted favorably. Bill and Jessica N have looked at several space and facilities options which include build out options and renovations. If renovating space, 2017-18 timeline for launch is feasible; new construction would delay opening until 2018-19. 2 current team members are currently doing research on curriculum. The next step in recruitment would be to post a Director of Middle School position. Discussed benefits of having team member onboard during planning phase. Meghan offered to assist in the development of a job description. The board also supports plans to move 5th Grade offsite as the specialized instruction is invaluable for preparation to middle school grades.

3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS

- a. State practice exams results were reviewed in comparison to last year's practice and actual test performance. Math practice exams are typically more difficult than ELA, as about 20% of concepts have not been taught yet. ELA practice tests tend to be more predictive of performance. Some changes have been made to the tests: Math is currently untimed and ELA removed a passage.

4. SCHOOL LEADER UPDATE – provided in agenda items 2, 3

5. LEGAL, REGULATORY AND GOVERNANCE MATTERS

- a. Discussed whether to invite DOE for optional Annual visit. The board was in favor extending an invitation and suggested Haven Academy going on record as welcoming the annual visit.
- b. Jessica Sloan has been working with Attorney Kevin Quinn on two current legal matters including DOE denial of facilities and claim filed against Haven Academy for an incident that occurred at recess. The recess incident was documented appropriately at time of incident. All documents have been shared with Kevin for review. The board discussed whether or not recess / parks releases should be updated annually versus at time of school admission. Suggestion made for annual enrollment contract that guardians sign indicating a recommitment to the school rules and regulations.

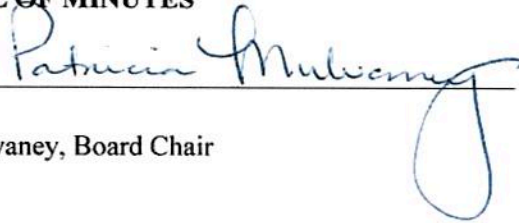
6. EXECUTIVE SESSION-none held

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

APPROVAL OF MINUTES

Signature: _____

Patricia Mulvaney, Board Chair

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

March 24, 2016

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 4:30pm 6:00pm. The following members attended in person or via video conference: Patricia Mulvaney, Bill Baccaglini, Kat Flores, Meghan Mackay, Whitney Kneisley, Russ Valdez and Jessica Nauiakas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Jessica Sloan (Director of External Affairs and Strategic Initiatives), and Ashlyn Field (Assistant Principal).

1. APPROVAL OF MINUTES

- a. Motion made to approve January meeting minutes and motion made to approve February minutes with slight edits. Both motions approved.

2. FINANCE AND EXPANSION

- a. NYF and Haven team has been exploring facilities options that include existing real estate that would require renovation, properties for new construction, acquiring space from Catholic diocese, and the latest plan of expanding onto the 5th, 6th, and 7th floors of our current building. Jessica N and Bill reported that the team is working on a test fit which would include expansion into upper floors and renovating lower floor spaces to make classrooms more comfortable. The current proposed K-8 model budgets 486 students; 150 of whom will be eligible for facilities funding. The board discussed pros and cons of offsite / onsite expansion. The remodel of 170 Brown Place could be more time efficient however the advantage to off-site building is the potential to grow more. Jessica stated a MS leader draft job description was created—Meghan offered to provide consult on this. The board encouraged Jessica to reach out to Janet for financial planning as it relates to proposed budget.
- b. The board reviewed the monthly financial report. To date, contributions are under \$150,000 to what was budgeted. Reviewed pending contributions and those being considered for solicitation. The Board suggested presenting projections on next month's report versus budgeted goal. Reviewed SPED numbers as well and the possibility of looking for an associate attorney to take on the project of CSE's delay in processing.

- c. Motion to approve resolution for NYC Discretionary Funding contract designating Jessica Nauiokas as authorized agent of the organization. Motion approved.

3. ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS

- a. The data dashboard was distributed for review. No major changes to report.

4. SCHOOL LEADER UPDATE

- a. Staff continue recruitment practices for next year which include career fairs and teacher postings.

5. LEGAL, REGULATORY AND GOVERNANCE MATTERS - none held

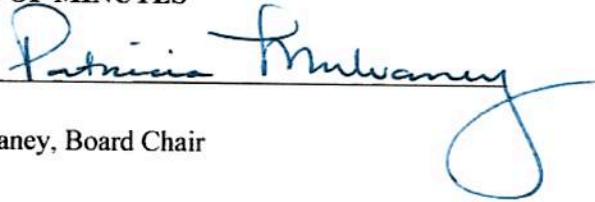
6. EXECUTIVE SESSION-none held

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

APPROVAL OF MINUTES

Signature: _____

Patricia Mulvaney, Board Chair





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

April 18, 2016

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 5:30pm to 7:00pm. The following members attended in person or via video conference: Patricia Mulvaney, Bill Baccaglini, Meghan Mackay, Whitney Kneisley, Janet Campagna, and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Jessica Sloan (Director of External Affairs and Strategic Initiatives), Zennea Chetta (Director of Data Technology Services), Ashlyn Field (Assistant Principal), and Viviana Torres (CSBM).

1) APPROVAL OF MINUTES

- a) Motion to approve March 24, 2016 Minutes. Minutes were approved.

2) FINANCE AND EXPANSION

- a) Middle School Update: The school leader job description was posted on hiring sites. The description will be sent to the board for review and comments. The board discussed the pros of hiring immediately and bringing on staff by the summer, as well as looking for someone with experience and interest in growth potential of the position. The current organizational chart, which includes two assistant principals will likely change as AP Patience Brown is leaving at the end of the year for a Principal position elsewhere. The MS leader hired will take over for upper grades while in MS planning phase. The board will be presented with FY2016-17 Budget with this position included and without it. Continue to consider facilities options however finding limited options in the neighborhood at affordable pricing. At upcoming board meeting, Jess N will present clear benchmarks to the board including hiring and project plans to be completed by the end of the school year.
- b) Financials: Reviewed contributions report including pending and solicited gifts for this fiscal year and discussed the merits of continuing to present this format along with the monthly financials.
- c) Draft Budget will be presented in May for a vote in June. Anticipating increase in the NYS per pupil formula averaging about \$150/student.

3) ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS

- a) The data dashboard was distributed for review. No major changes to report.
- b) Zennea Chetta presented the digital data wall using Tableau software. The board suggested using Tableau to track other trends and correlations such as attendance. Meghan Mackay reported that Success Academies also uses Tableau and will set up time to show Zennea other uses. The board talked about the benefits of evaluation and Bill Baccaglini suggested acquiring an outside evaluator to research effectiveness of programming.

4) SCHOOL LEADER UPDATE

- a) Lottery was conducted. Jess N is pleased to report that all available foster care and prevention seats were filled and we are currently maintaining a waitlist for these seats.
- b) Testing season observations were provided. This is the first year that ELA tests were untimed—have to wait and see how this effects performance.

5) LEGAL, REGULATORY AND GOVERNANCE MATTERS

- a) Continuing to monitor the NYS annual budget and how this will effect allocations to charter schools. Updates will be provided to the board as they are received.

6) EXECUTIVE SESSION-none held

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

A large, stylized handwritten signature of Patricia Mulvaney, written in black ink, positioned below the printed name and extending to the right.



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

May 20, 2016

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at Mott Haven Academy from 10am to 11am. The following members attended in person or via video conference: Patricia Mulvaney, Kathleen Flores, Whitney Kneisley, and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Jessica Sloan (Director of External Affairs and Strategic Initiatives), Zennea Chetta (Director of Data Technology Services), Ashlyn Field (Assistant Principal), and Kristen ____ (Middle School Leader candidate).

1) APPROVAL OF MINUTES

- a) Board Meeting minutes from April 18th will be held until next month for approval.

2) FINANCE AND EXPANSION

- a) Middle School Update: A school leader job candidate is attending today's meeting. There is progress being made towards using the upper floors of 170 Brown Place for initial placement of the Middle School, at least during beginning years while a search for separate space continues.
- b) Financials: Actual profit and loss is landing close to projections as we approach the end of the fiscal year. There was some discrepancy whether projections were calculated on the assumption contribution goal would be met in full. Clarification will be obtained and provided via email.
- c) The preliminary audit took place on Monday. It was the same auditors as previous years. No findings were reported thus far. Erica, our new CSBM financial consultant, completed the prep work under the supervision of Viviana Torres.

3) ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS

- a) The data dashboard was distributed for review. Following a meeting with Administrators from CSE, all overdue CSE cases now have an active action step. While we are not optimistic about reimbursement for these cases, scholars whose services were delayed as a result will receive services over the summer from providers.

4) SCHOOL LEADER UPDATE

- a) Administrators from CSE came to Haven for a visit and discussion regarding issues related to referrals to CSE and the timeliness of reviews. Currently we have 29 cases that are overdue and following this meeting each have an action step. The tone of the meeting was cordial and we are optimistic about the follow up moving forward.
- b) Haven Academy is hosting the Alumni Dinner at the end of the month. We plan to distribute Middle School Experience surveys and have requested that scholars provide copies of their report cards to review academic progress and standing.

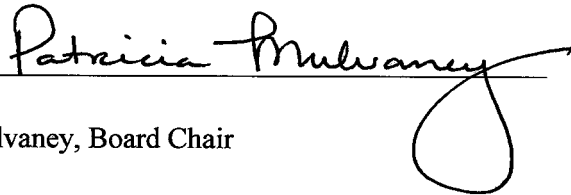
5) LEGAL, REGULATORY AND GOVERNANCE MATTERS - none held

6) EXECUTIVE SESSION-none held

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

APPROVAL OF MINUTES

Signature: _____

A handwritten signature in black ink, appearing to read "Patricia Mulvaney", written over a horizontal line. The signature is fluid and cursive, with a large loop at the end.

Patricia Mulvaney, Board Chair



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

June 20, 2016

The meeting of the Mott Haven Academy Charter School Board of Trustees was held at The New York Foundling (590 Avenue of the Americas New York, NY) from 9:30am to 11:30am. The following members attended in person or via video conference: Patricia Mulvaney, Kathleen Flores, Bill Baccaglini, Janet Campagna, and Jessica Nauiokas. All members participating via video or telephone were able to adequately hear and make comments. Guests included: Jessica Sloan (Director of External Affairs and Strategic Initiatives), Zennea Chetta (Director of Data Technology Services), Ashlyn Field (Assistant Principal), and Viviana Torres (CSBM).

1) APPROVAL OF MINUTES

- a) Board Meeting minutes from April 18th and May 20th were voted on. Motions made to approve.

2) FINANCE AND EXPANSION

- a) FY2017 Draft Budget was presented for review. Projected revenue is increased due to small per pupil increase and a one time state stimulus payment. The current budget reflects 302 students (k-5) which is the maxed amount due to classroom sizes. The current version of the draft reflects a \$100,000 deficit which is largely due to Middle School Planning expenses (addition of a Middle School leader position) prior to any funds coming in for that program and increasing current staff salaries to remain competitive with DOE's recent plans to increase salaries incrementally over the new few years. A summary of the salary changes were distributed for board members' review.
 - Possible areas of concession are decreasing the cost of living increase from 4% to 3% across the board as well as following up with potential donors for the Middle School project.
 - The board preliminarily approved the draft budget pending edits from the Finance Committee.
- b) Jessica continues to interview candidates for the Middle School leader position and is getting to know two applicants better currently.
- c) Monthly financials were discussed during the draft budget discussion. We are ending the fiscal year approximately \$50,000 short of our projected contributions goal.

3) ACADEMIC AND SOCIAL EMOTIONAL PROGRAM MATTERS

- a) The data dashboard was distributed for review.

-Attendance: We met our charter goal for daily attendance. Prevention families continue to struggle with attendance the most. The board suggested that action plans are tracked on the dashboard to reflect the work being done with families.

-Enrollment: We currently utilize minimal advertising for new scholars as word of mouth for our general community scholars continues to bring in high volumes of new applicants. We held our lottery in April. Currently all seats are filled and we maintain a waitlist in all three categories. The board reviewed enrollment policies for Pre-K and how they differ; if a seat is empty on BEDS day then no matter if the seat is filled, the program will only be reimbursed for the number of kids reported in the program on that day.

-SPED: Current overdue cases all have action steps but are still reflecting as overdue on the dashboard. Over the summer, related services providers will provide services for scholars whose cases are overdue at CSE.

-Support Services / Retention: Retention numbers dropped which was attributed to internal investigation of scholars' progress post-retention as well as having a small pool to retain to avoid double retention cases. We continue to increase the number of intervention services provided during the school day and outside the academic day. Next year we will be adding a Reading Recovery Teacher to target 1st Graders struggling with literacy for one on one support over an eight to twelve week period. The Board also suggested looking at correlations between retention rates and chronic absenteeism.

- b) Terra Nova report: The Terra Nova is an end of the year assessment used in K-5 that presents a snapshot of time compared to peer groups. Data for our current K-5 scholars was presented and reflects growth in all areas with the most significant growth with our general community scholars. The Terra Nova tends to also strongly correlate with NYS test results. We are currently waiting for the Level 1 report to be released which reflects preliminary results of students anticipated to score a level 1 on the state tests which will be shared with the board when received.

4) SCHOOL LEADER UPDATE

- a) Haven Academy has many end of year activities planned including stepping up ceremonies for Pre-K, K, and 5th Grade. Senator Serrano is also scheduled to visit the school on Wednesday to present two 4th Graders with awards for winning the NY Senate Earth Day Poster Contest.
- b) The newly released framework for Great Schools Report was shared with the board which uses data from NYC Teacher and Parent Satisfaction surveys.

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

A large, stylized handwritten signature of Patricia Mulvaney, written in dark ink, positioned below the printed name and extending to the right.