

**MINUTES OF THE
BOARD OF TRUSTEES OF THE
MOTT HAVEN ACADEMY CHARTER SCHOOL
July 15, 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 Baccaglioni, Whitney Kneisley, Meghan Mackay, 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: Mary Kinslow, Director of External Affairs; Viviana Torres, CSBM.

1. Approval of prior Board meeting minutes

- A. June minutes were approved subject to minor edits.

2. Legal, Regulatory and Governance Matters.

- A. Middle School Principal Onboarding Update: New Middle School Principal Sarah Touma joining from Philadelphia public schools. She will attend the leadership retreat at the end of July. Jessica and Sarah will select a date in early August for lunch for parents and students to meet her. They will also select a time for a lunch date or a google chat to introduce her to the board.
- B. Draft 2019-20 Board Meeting Schedule: Mary will send board meeting invites to everyone's calendars following approval of the date list.
- C. Charter Renewal: Haven's charter authorizer will conduct a site visit sometime November - February. The school will present to the Board of Regents in the spring. Haven's goal is to have continued authorization complete by June 2020.

3. Academic and Social-Emotional Program Matters

- A. Invitation to Join Thursday Call: Jessica invited Board Members to listen in on a call Thursday, July 18 to discuss professional development plans. Christine and Meghan will join. Trish asked for a debrief during the August meeting.
- B. Hiring Continued: Trish asked for a roster of Haven's academic and support staff. The Chief Operating Officer search will pick up in the next couple of weeks.
- C. Expansion Plans/HS Partnership: Bill has a meeting with a potential partner on July 30 to talk about governance structures.

4. Personnel, Operational and Financial Matters

- A. Financial Systems Support: Haven is working with The New York Foundling regarding financial systems. Jess will present any updates in future meetings. Haven's accounting consultants are completing the year's reporting and a senior member is monitoring all work done on the upcoming audit.

B. Audit Update: MBAF conducted the annual audit onsite at Haven in June. Janet has scheduled an audit prep call and will be onsite in August to finalize. MBAF will send the preliminary docs and hold the final meeting with findings midway through October. any board member is welcome to join those conversations.

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
August 27, 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 Baccaglioni, Whitney Kneisley, Meghan Mackay, Christine Stokes, 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; Zennea Chetta, Director of Data and Technology; and Sarah Touma, Middle School Principal.

1. Approval of prior Board meeting minutes

A. July minutes were approved.

2. Legal, Regulatory and Governance Matters.

A. Middle School Principal Update: Both the principal and the assistant principal of the Middle School are new. Principal Sarah Touma joined the team this summer and assisted with hiring. She shared her experience and ideas for the academic year. Assistant Principal Misty Awan joined from the NYC Department of Education where she was a restorative practices specialist. The school is fully staffed except for one middle school math teacher. The school is fully enrolled with scholars.

B. Charter Renewal Steps Summary: The charter office sent the renewal package last week that requested a data pull and narrative. The visits are expected for November 6 and 7. The charter office will vote from February-April and the renewal would be for five years. Haven requested to increase enrollment to 485 from 450. Board Members discussed waiting for the renewal to increase enrollment and request retroactive reimbursement. The board debated the pros and cons of waiting; Jessica will schedule a call with Trish, the charter office, and herself to discuss.

C. Budget: Jessica will share two versions of the budget showing the results if the retroactive enrollment funds are included or not included. Haven will give an updated version before the next board call. Bill suggested the board discuss how to strategize around the new charter competition in the South Bronx.

3. Academic and Social-Emotional Program Matters

A. Preliminary NY State Test Results: Jessica reported that Haven's test results will be lauded when compared to city and district scores. The results show that 3rd graders had the highest passing rates in Haven's history; they are the first group to attend Haven's Pre-K program. Zennea will document how many kids in that cohort spent Pre-K with Haven and will share before the next board meeting. Middle school math is a priority focus for development and support in the coming academic year. Sarah is preparing for all scholars to take the Living Environment Regents exam to have a credit completed for high school. On a leadership

level, the two principals will norm observations and conduct cross visitations between schools in order to improve practices.

- B. Investments in PD: University of Chicago's STEP Literacy Assessment will replace Fountas and Pennell. The NYU Metro Center will support Haven's Professional Learning Community (PLC) on Equity and Inclusion to help provide practices to teach kids equitably.

4. Personnel, Operational and Financial Matters

- A. Walton Foundation Update: Haven won \$150,000 in support for the Dissemination Project to work with P.S. 43 and additional schools.
- B. Arbor Brothers Round 2: Haven reapplied for \$75,000 in support and consulting to continue the model codification. Trish should expect a note from them to request a 15-minute call.
- C. Organization Chart and Staffing Structures: Jessica shared this document for the Board's review. Jessica asked for feedback on the structure to initiate discussions about accountability structures and streamlining.
- D. Board Meetings: Mary will change the October board meeting to accommodate schedules.

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
September 26, 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, 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 Principal; Sarah Touma, Middle School Principal; and Zennea Chetta, Director of Data and Technology.

- 1. Approval of prior Board meeting minutes**
 - A. August minutes will be approved at the October meeting.
- 2. Legal, Regulatory and Governance Matters.**
 - A. Charter Renewal Steps Summary: Board members will review Haven’s renewal application and submit comments by the end of the week. On November 6th from 4-5 PM, there will be a “Board Interview” after the first day of the renewal visit. Following the interview, Haven will hold a public hearing at 6 PM. The board is welcome to attend the public hearing and any or all parts of the visit.
- 3. Academic and Social-Emotional Program Matters**
 - A. NY State Test Results and Child Welfare Comparisons: Board members agreed to review data; this topic will be added to the October meeting agenda.
 - B. Middle School Update (Academic Program, Culture): Middle School has rolled out an intellectual prep protocol that has deepened lesson planning through the eyes of a scholar. The first community meeting will happen today; we will remind scholars of Haven Values and reward those who are working hard to follow them. Jessica reported a smooth transition to new Middle School leadership for both teachers and scholars. Two new math teachers were hired to relieve the vacancies; these teachers have instructional coaches working with them to transition them to their new roles. Middle School led its first High School application process workshop and the parents were very appreciative.
 - C. Elementary School Update (Academic Program, Culture): Grades 3-5 have departmentalized into ELA/SS and Math/Science which has been successful. Teachers are currently focused on the beginning of the year assessments and data work to plan for instruction. The elementary school music teacher resigned this month, so we are looking to hire a new music teacher and have made adjustments to staffing and scheduling to make sure students are getting music and other specials. The board requested the job description so they could help with recruitment.
- 4. Personnel, Operational and Financial Matters**
 - A. High School Partnership & Planning for Current Class Transitions: Bill will update the board

on his discussions on this matter. Jess reported that one partner may not want to make an official partnership but would like our children to apply to their school. Another partner may be close to opening and is interested in conversations once they have approval to open. We may not have an official partner high school for our graduating class this year, but are working closely with families to help them with their application process to high schools of their choice.

- B. Review of Monthly Financials: Board members reviewed financials. Jessica is working on closing out the school year as close to budget as possible but noted that without the retroactive pay for the over-enrollment of 18 students we expect a deficit. Recommendation from a board member to develop future versions of the financial reports to include a format for looking at program risk versus opportunities.
- C. Board Report Cards: Each board member will receive a report card for the past year.
- D. LEGO Visit and Good Morning America Debut: 5th graders appeared on GMA and spoke about their vision for the future by building with LEGOS.
- E. NewSchools Venture Fund: Brought schools to visit Haven to see our model and started new work with this organization on how we can share our model and build future relationships.

5. **Executive Session:** 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 16, 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, Bill Baccaglino, Janet Campagna, Whitney Kneisley, Christine Stokes, and Jessica Nauiokas. All members participating via video or voice connection were able to adequately hear and make comments. Guests included: Ashlyn Field, Elementary Principal; Sarah Touma, Middle School Principal; Mary Kinslow, Director of External Affairs; Kate Hagenbuch, Director of Special Education Services; and Zennea Chetta, Director of Data and Technology.

1. Approval of prior Board meeting minutes

- A. October and November minutes were approved.

2. Academic and Social-Emotional Program Matters

- A. Data Dashboard Review: Head of School presented attendance rate data, foster care numbers, and data released by the state. Sixth grade has the lowest attendance rates due to specific issues like hospital stays, suspensions, and family events that staff members have addressed. The group discussed Haven's Tier 3 model of addressing extreme absences schoolwide. Longitudinal data shows that kids with low attendance in Pre-K and Kindergarten get better as they get older; Zennea will examine the data to see how and why that is the case. Head of School noted that the New York Foundling's foster care and prevention enrollment numbers have increased compared to last year's. Board Members also discussed NYC's Quality Snapshot results and Haven's goal of increasing rigorous instruction and student achievement scores for next year. Scholars took the NWEA Map Assessment last week which is used to assess progress against classroom goals. Data will be shared at the next Board Meeting.
- B. Elementary School Updates: ES Principal discussed observation and feedback cycles to increase the time leaders spend in the classrooms. The leadership team is finalizing the new rubric for teacher assessments after using the Marshall rubric for many years. Head of School will reach out to Meghan about the core rubric for teacher work. The team is working with a TNTP consultant to make sure grades 3-5's ELA curriculum uses blended learning.
- C. Middle School Updates: MS Principal shared that all middle school teachers received instructional coaches, weekly observations, and feedback meetings. She conducted co-observations with coaches who both provided live feedback in the classroom. In January, teachers will self-assess using a rubric. Bill mentioned that this process should identify weak performers earlier and give them a course of action for growth. Meghan asked how we correlate student outcomes with these inputs. Head of School replied we are working with TNTP to make those links.
- D. Special Education: Kate (Director of Special Education Services) updated the group about

New York State's new comprehensive assurance plan (CAP) which examined special education (SPED) compliance and ways in which students are being instructed in the least restrictive settings. Because of this change, Haven's pending IEP cases have been reviewed more quickly than in the past. Haven currently has 122 IEPs, 22% of the student population. Haven's SPED projections show that fewer kids will be classified as the highest needs which will be less than the budgeted amount.

- E. High School Prep: Board Members discussed the 8th-grade high school application cycle; all students completed applications for their top choices. Reviewing the choice ranking data revealed that 49 of 51 picked first-choice schools in Manhattan. The guidance counselor will track acceptances and push for Bronx options versus Manhattan schools. Head of School wants to host a roundtable to discuss how and why students choose the way they did. MS Principal noted that 19 scholars took the specialized high school exam. Christine asked how we plan to work with the scholars who do not receive their top 1-3 choices and suggested we conduct coaching with the families. She asked for a summary of the results.
- F. LeveragED & Codification: Meghan's LeveragED team is working with Head of School, Zennea, and the principals to share out the factors we use to make Haven operate each year and what makes us different in addition to work with Bill on our data review and work with P.S. 204.

3. Personnel, Operational and Financial Matters

- A. 2020 School Year Staff Hiring Strategy: Head of School and the team conducted a brief analysis of the people hired, how we got them, and how they performed this year. She found that LinkedIn is a good source for leadership candidates while Idealist and Glassdoor are better pipelines for teachers. The best source for all positions continues to be personal referrals. The recruitment push launches this week and Head of School will share the full plan for January during the next board meeting. This process is more automated using the new system.

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

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, Board Chair 