

**MINUTES OF THE
BOARD OF TRUSTEES OF THE
MOTT HAVEN ACADEMY CHARTER SCHOOL
July 19, 2023**

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, Melanie Hartzog, Janet Campagna, Nancy King, Christine Stokes, Fanon Howell, Meghan Mackay, and Jessica Nauiokas. All members participating in person and via video were able to adequately hear and make comments. School Team included: Vyasa Autar, Lower School Assistant Principal, Shelivia Ocasio, Middle School Assistant Principal, Sherrie Henry, Chief Operating and Talent Officer, Zennea Chetta, Chief Information Officer. Guests Included: Kirkley Strand, The New York Foundling.

1. Approval of Prior Board Meeting Minutes

- a. June 21, 2023 minutes approved

2. Academic and Social-Emotional Program Matters

- a. Lower School and Upper School Report- Haven Academy is moving 5th grade into the upper school grade band with the upper school principal now overseeing grades 5-8 and the lower school principal overseeing grades Prek-4.
- b. 8th Grade Regents Results- Haven Academy shared results for both the Living Environment Regents and the US History Framework Regents for the 8th grade students and discussed what practices worked and how we can improve on our practices.

3. Personnel, Operational and Financial Matters

- a. Launch of Haven's new ClearCompany platform- Haven Academy reports on the launch of a new talent management platform as a tool for bi-annual reviews and feedback for 12 month team members. The purpose of this platform launch is to align talent goals with larger school objectives, set clear goals and expectations and provide data for decision making in order to retain the most talented teammates.
- b. Retirement plan TPA transition from MAGII to Alliant finalized
- c. Monthly Financials and the details of the close out of FY 23 were shared and discussed.

4. Legal, Regulatory and Governance Matters

- a. Initial launch of CCLC funding and program- Haven Academy shared the initial stages of launching the NYS 21st Century Community Learning Centers (CCLC) grant program. The board discussed staffing the program and the options for program management and compliance.

- b. Stakeholder input sessions and plans ongoing for consolidated title 1 application, ERC and remaining ARP programs- Haven Academy will hold stakeholder meetings in August to discuss the use of federal funding that Haven receives.

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
August 30, 2023**

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, Melanie Hartzog, Janet Campagna, Christine Stokes, Meghan Mackay, and Jessica Nauiokas. All members participating in person and via video were able to adequately hear and make comments. School Team included: Michael Windram, Lower School Principal, Tyra Williams, Lower School Principal, Shelivia Ocasio, Upper School Assistant Principal, Zennea Chetta, Chief Information Officer. Guests Included: Kirkley Strand, The New York Foundling.

1. Approval of Prior Board Meeting Minutes

- a. July 19, 2023 minutes approved

2. Academic and Social-Emotional Program Matters

- a. Lower School and Upper School Report: the lower school and upper school reported on the completion of the staff Summer Institute, the hiring of new team members and the start of the new school.
- b. This Year's Implementation Dashboard Goals- Haven Academy shared out the implementation dashboard for this year with the internal goals and how goals are used by the leadership team to increase academic and organizational success.
- c. "Big Rock" Priorities for the year and methods for meeting goals: The board had an opportunity to review the "Big Rocks" that the leadership has set this year as priorities for success. The board was given an opportunity to review the methods planned to meet these goals and ask clarifying questions regarding the goals and strategies.

3. Personnel, Operational and Financial Matters

- a. Summary of feedback for 12 month staff Launch of Haven's new ClearCompany platform as a tool for bi-annual reviews and new launch for 10-month out of classroom staff- Haven Academy reported on the results of the first round of staff reviews using ClearCompany for the 12-month staff and the plan to add the 10-month student.
- b. Staffing and Vacancy updates: The school reported that there is one instructional position open in lower school and one in the middle school.
- c. Monthly financials: The board reviewed the summary of the monthly

financial report and had the chance to discuss current enrollment targets and numbers.

4. Legal, Regulatory and Governance Matters

- a. Annual Financial Audit Timeline shared. Board and finance committee team members committed to reviewing relevant financial materials as part of the audit process.
- b. Annual Report submitted Aug 1.
- c. Consolidated Title Application Submitted and grant priorities reviewed.

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, Board Chair