

**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
Patricia Mulvaney, Board Chair

**MINUTES OF THE
BOARD OF TRUSTEES OF THE
MOTT HAVEN ACADEMY CHARTER SCHOOL
September 20, 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, Janet Campagna, Christine Stokes, Meghan Mackay, Nancy King, Fanon Howell, 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, Upper School Principal, Shelivia Ocasio, Upper School Assistant Principal, Kinnery Shah, Assistant Principal Grades 3-4, Zennea Chetta, Chief Information Officer, Alyssandra Jaquith, Director of ENL Services and Family Initiatives. Guests Included: Kirkley Strand, The New York Foundling.

1. Approval of Prior Board Meeting Minutes

- a. August 30, 2023 minutes approved

2. Academic and Social-Emotional Program Matters

- a. Lower School and Upper School Report- The Lower School reported on developing relationships with both students and staff and developing a strong culture of community. All grades have taken baseline assessments and will begin data action planning next week to create leveled small groups for individualized instruction. Kinnery Shah, Assistant Principal, Grades 3-4, was introduced to the board. The Upper School leadership team has conducted observations and had feedback sessions with all instructional team members and will begin implementing coaching where needed.
- b. Progress on program and support for language learners- Haven Academy shared successes in the current ENL program and the changes that have been made to the program in order to move students to proficiency in the English language. Haven Academy had nearly double the amount of students who tested out of the program, at the end of last year, than ever in the past. Haven Academy shared the tool-kit that was developed for Newcomer ENL students and the significant growth our newcomers made last year.
- c. ELA Curriculum Overview and supports to tighten student outcomes- Haven Academy provided an overview of the ELA curriculum that will be used this year and the steps that are being taken to improve student

outcomes. Including, but not limited to, additional coaching and training of staff, recommitment to Accelerated Reader, dedicated data driven intervention blocks and cycles and leveraging online ELA platforms for targeted instruction as well.

3. Personnel, Operational and Financial Matters

- a. Submission of Stronger Connections Grant : Haven Academy has submitted an application The Stronger Connection Grant. Haven was able to apply for \$858,000 over 3 years. (\$2000/per low-income K-8 student). The majority of the ask was to cover mental health services and curricula for students in order to prevent self-harm and violence and create a safe school environment. The results of these applications should be announced in the next few months.
- b. Staffing and Vacancy updates - The open positions were shared with the board and Haven shared the order of priority for the start date for each open role.

4. Legal, Regulatory and Governance Matters

- a. Annual Financial Audit Updates - Haven will begin to engage board members to begin the financial audit season.
- b. Open Meetings Law Compliance - The board reviewed the state/city guidelines for Charter School Board Meetings and with legal counsel, Haven will remain in compliance.

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
October 25, 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, Janet Campagna, Melanie Hartzog, Christine Stokes, Meghan Mackay, Nancy King, Fanon Howell, 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, Upper School Principal, Zennea Chetta, Chief Information Officer. Guests Included: Kirkley Strand, The New York Foundling.

1. Approval of Prior Board Meeting Minutes

- a. September 20, 2023 minutes approved

2. Academic and Social-Emotional Program Matters

- a. Lower School and Upper School Report- The Lower School reported on data and assessment cycles and targeted instruction periods. The Lower School will have a Fall Festival and community meeting this month as well. The Upper School is excited to begin offering Algebra I for 13 8th grade students in order for them to take the Regents Exam in June. The Middle School is encouraged by the participation in Accelerated Reader to encourage independent reading with the Middle School students. Many of the 8th grade students will be taking the SHSAT exam for specialized NYC high schools. PLCs began and professional learning continues to be prioritized for staff based on their selections for their own learning and growth.
- b. Review of State Test Results and Fall Data : Haven Academy shared the 22-23 NYS ELA and Math test results with year over year comparisons and comparisons to NYS and District 7. The board was given the opportunity to ask clarifying questions and discuss the results.

3. Personnel, Operational and Financial Matters

- a. Monthly Financial Report- Haven Academy reports on the monthly financials.
- b. Staffing and Vacancy updates - The open positions were shared with the board and Haven shared the order of priority for the start date for each open role.
- c. Transition to new TPA Complete and Platform Launched- The transition

has been completed and Haven Academy reported a smooth transition.
d. HKR Funding and November Performance update was given

4. Legal, Regulatory and Governance Matters

- a. Annual Financial Audit Update - Audit was completed on 10/24/2023. Two board members participated in the audit and were able to review the materials. The audit materials were made available to the whole board upon request. It was a clean audit with some notes of strength on preparation and ability to keep enrollment consistent over time.
- b. CCLC Advisory Board Launches Initial Meeting- The First meeting of the CCLC Advisory Board met in October and was attended by the independent auditor, community members, parents and staff.

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
November 15, 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, Christine Stokes, Meghan Mackay, Nancy King, Fanon Howell, 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, Upper School Principal, Shelivia Ocasio, Upper School Assistant Principal, Zennea Chetta, Chief Information Officer, Lauren Katzenstein, Family and Student Specialist. Guests Included: Kirkley Strand, The New York Foundling.

1. Approval of Prior Board Meeting Minutes

- a. October 25, 2023 minutes approved

2. Academic and Social-Emotional Program Matters

- a. Lower School and Upper School Report- The Upper school Avid Students will have the opportunity to visit NYU campus as part of the College Connection Program. Students in Upper School with 100% attendance thus far will have the opportunity to attend an ice skating trip. The middle school sports teams are up and running, this includes girls and boys basketball and cross country. The Upper School Principal reported on honor roll students and celebrations for the first marking period. The Lower School recently spent time reviewing student work and recent interim assessment data to adapt interventions to meet student and classroom needs. A priority continues to be placed on professional learning and PLCs continue to meet each week.
- b. Haven Kids Rock Show and news features- The board had the opportunity to review a media piece on the Haven Kids Rock show.
- c. Discharge Data Analysis- Haven Academy shared data on student discharges and enrollment numbers over the past 5 years. The board reviewed a report on trends in reasons for discharges over the years.
- d. Enrollment Strategies Discussion- Haven Academy shared changes to recruitment strategies over the last 2 years and new recruitment initiatives for the current school year. The board participated in a discussion regarding attrition and recruitment initiatives. Haven Academy will report back on applications and recruitment throughout the year.

3. Personnel, Operational and Financial Matters

- a. Monthly Financial Report- Haven Academy reports on the monthly financials.
- b. Staffing and Vacancy updates - The open positions were shared with the board and Haven shared the order of priority for the start date for each open role.

4. Legal, Regulatory and Governance Matters

- a. CCLC Evaluation Commenced- The first evaluation for the CCLC programming commenced in November.

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 20, 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, Janet Campagna, Meghan Mackay, Melanie Hartzog, Nancy King, Fanon Howell, 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, Upper 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. November 15, 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 many winter/holiday celebrations throughout the school. The Lower School reported on the first administration of the STAR Early Literacy assessment in PreK and the professional learning communities the staff recently participated in. The Lower School welcomes the promotion of Lauren Katzenstein as our new Director of Social Services. The Upper School reported all students will have assignments for winter break and the team has been working really hard to implement MTSS (Multi-Tiered Systems of Support) in not only academic areas but also in the areas of social-emotional, behavior and attendance well-being. The Upper School reported that all 8th grade students have submitted their HS applications.
- b. PreK STAR Early Literacy Assessment-Haven Academy shared the data on the first administration in PreK of the STAR Early Literacy data. The teachers reported being excited to have new data on their students to use for targeted instruction. The board was given the opportunity to ask clarifying questions.

3. Personnel, Operational and Financial Matters

- a. Monthly Financial Report- Haven Academy reports on the monthly financials.
- b. Staffing and Vacancy updates - The open positions were shared with the

board and Haven reported on positions that have been filled.

4. Legal, Regulatory and Governance Matters

- a. CCLC Evaluation Commenced- The first evaluation for the CCLC programming commenced in November.

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
Jan 17, 2024**

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, Janet Campagna, Meghan Mackay, Melanie Hartzog, Nancy King, Fanon Howell, Christine Stokes and Jessica Nauiokas. All members participating in person and via video were able to adequately hear and make comments. School Team included: Tyra Williams, Upper School Principal, Vyasa Autar, Lower School Assistant Principal, Zennea Chetta, Chief Information Officer, Jonathan Destine, Director of Data and Assessment. Guests Included: Kirkley Strand, The New York Foundling.

1. Approval of Prior Board Meeting Minutes

- a. December 20, 2023 minutes approved

2. Academic and Social-Emotional Program Matters

- a. Lower School and Upper School Report- The Lower School and Upper school are both looking forward to analyzing NWEA data in order to create new interventions and MTSS groups. The Lower School has partnered with the Pajama Program in PJ to help families create healthy sleep routines for our PreK students. The LS reported on family engagement events in December and January. The Upper School has two new hires that have started, a Science teacher and an Alumni Tutor.
- b. MTSS (Multi Tier Systems Support) Overview and Progress - Haven Academy reported on progress and implementation of MTSS supports in academics, behavior, social-emotional and attendance. Haven shared student data on each category for MTSS supports.

3. Personnel, Operational and Financial Matters

- a. Monthly Financial Report- Haven Academy reports on the monthly financials.
- b. Staffing and Vacancy updates - The open positions were shared with the board and Haven reported on positions that have been filled.
- c. Fundraising Progress Report- The school shared our progress toward fundraising goals and the current fundraising report.

4. Legal, Regulatory and Governance Matters

- a. Resolution Review and Vote- The board voted on the resolution of the addition of addresses available for virtual board meeting participation. The resolution was passed.

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
February 14, 2024**

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, Nancy King, Christine Stokes and Jessica Nauiokas. All members participating in person and via video were able to adequately hear and make comments. School Team included: Tyra Williams, Upper School Principal, Michael Windram, Lower School Principal, Shelivia Ocasio, Upper School Assistant Principal, Zennea Chetta, Chief Information Officer.

1. Approval of Prior Board Meeting Minutes

- a. January 17, 2023 minutes approved

2. Academic and Social-Emotional Program Matters

- a. Lower School and Upper School Report- The LS and US both reported on end of term report cards and assessments. Both also shared about reshaping their intervention groups based on new assessment data. Grades 3-8 participated in mock state assessments and adjustments in instruction are being made in all grades. The Upper School reported on creating new attendance incentives and plans to increase consistent attendance for those students who struggle with attendance.
- b. NWEA Winter Results- Haven Academy shared NWEA winter data compared to last winter's assessment data for each cohort in both achievement and growth. The Principals shared some of the adjustments made to instruction based on the needs that the data from NWEA revealed. Both long term and short term adjustments are being made. The board had an opportunity to ask clarifying questions.
- c. Mid-Year Staff Survey Results Snapshot- Haven Academy shared results from our staff mid-year survey results of questions in the area of academic and staff experience. The school explained how the data from this survey are used to make changes in school culture and student and staff experience.

3. Personnel, Operational and Financial Matters

- a. Monthly Financial Report- Haven Academy reports on the monthly financials.
- b. Staffing and Vacancy updates - The open positions were shared with the



board and Haven reported on positions that have been filled. The board discussed ideas on retaining teachers in this educational environment where we are seeing teachers leaving the profession.

4. Legal, Regulatory and Governance Matters

- a. 990 Completed and reviewed by Finance Committee

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
March 20, 2024**

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, Melanie Hartzog, Christine Stokes, Fanon Howell and Jessica Nauiokas. All members participating in person and via video were able to adequately hear and make comments. School Team included: Tyra Williams, Upper School Principal, Michael Windram, 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. February 14, 2023 minutes approved

2. Academic and Social-Emotional Program Matters

- a. Lower School and Upper School Report- Upper School reported an increase in students achieving honor roll this marking period. Both lower school and upper school reported on their preparations for the upcoming NYS ELA assessment. Upper School students participated in College Day. Students and teachers wore college gear and students conducted research about colleges and presented during advisory periods. The Lower School hosted our annual family day and had a great turnout.
- b. Preliminary HS Match Results- Haven Academy shared high school match data for our 8th grade students. Haven Academy analyzed the data on high school acceptances and applications for DOE schools and private schools.
- c. RTS Partnership Opportunity and Process

3. Personnel, Operational and Financial Matters

- a. Monthly Financial Report- Haven Academy reports on the monthly financials.
- b. Staffing and Vacancy updates - The open positions were shared with the board and Haven reported on positions that have been filled. The board discussed ideas on retaining teachers in this educational environment where we are seeing teachers leaving the profession.
- c. Finance Committee Upcoming Projects-the finance committee will be reviewing the TD Bank options for cash reserves, as well as overseeing the 401K plan.

4. **Legal, Regulatory and Governance Matters**
 - a. Completion of 401K Plan Audit
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